GREAT BEND
PUBLIC SCHOOLS • USD 428

ELEMENTARY STAFF HANDBOOK



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UPDATED: JUNE 2024

Great Bend, USD 428

Notice of Nondiscrimination

Elementary and secondary students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment are hereby notified that Unified School District No. 428 (USD 428) does not discriminate on the basis of race, color, national origin, sex, age or disability/handicap in admission or access to, or treatment or employment in its programs and activities.

Any person having inquiries concerning USD 428's compliance with the regulation implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact either the Director of Curriculum and Instruction or the Director of Special Education at the following address:

John Popp,
Asst. Superintendent
USD 428
201 Patton Road
Great Bend, Kansas 67530

Ashley Riley, Director
Barton County Cooperative Program of Special Services
150 SW 40th Avenue
Great Bend, Kansas 67530

The Director of Curriculum and Instruction and the Director of Special Education have been designated by USD 428 to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, Section 504 and ADA.

Asbestos Information: Great Bend Elementary Schools

DATE: June 15, 1994

Inspection: All district Learning Centers have been inspected in accordance with AHERA (Asbestos Hazard Emergency Relief Act) regulations during the summer of 1988. The results of this inspection were submitted to the State of Kansas.

Availability: The management plans are on file at each Learning Center and the District Education Center, 201 Patton Road., Great Bend, Kansas 67530. These plans are available to the public upon request.

Board of Education Policy Notice

To the extent any policies herein conflict with the general policies of the Board of Education, the BOE general policies shall control.

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Accidents

Any accident on school property that requires more than basic first aid shall be evaluated by the school nurse or designee. An accident report needs to be filled out at the time of the accident by the person who witnessed the accident. Witness statements may be filled out if more than one person witnessed the accident.

- Accidents include, but are not limited to:

  - o Injuries that will require further care at home
  - o any cut that may require sutures
  - o bleeding that does not stop after application of firm and steady pressure
  - o Joint injuries (including possible sprains/strains)
  - o Any injury near the eye or ear
  - o All injuries involving the head, neck, or spine
  - o Any suspected bone break
  - o All human or animal bites
  - o Falls from an elevated surface
  - o Significant blow to the head or face

Administrators Weekly Calendar

Schedules for buildings are kept by the office staff. These schedules are communicated to the rest of the staff through shared calendars (Google Calendar) and daily or weekly emails.

After School Duty

All teachers are on duty at dismissal time each day. All staff should assist in monitoring students as they leave the building. Teachers involved in after school clubs, district committee work, or coaching should insure that their assigned position is sufficiently covered on the days of their district assignment. If a student needs to stay after for additional help, to complete work, or as a disciplinary measure, the teacher must notify parents beforehand and make plans to supervise the student.

Alarm System

Each school is secured by an alarm system maintained by Dayton Security. If you have questions on how to set or turn-off the alarm, please ask. The alarm will be set by the custodian when he leaves for the evening and will be turned off by the custodian when he arrives the next morning. Be sure to sign in by the alarm if you come into the building after the custodian has gone. You are responsible for setting the alarm when you exit the building if it is after the custodian is gone.

Appearance

Teachers should accept the responsibility to ensure that their grooming habits and dress are appropriate for the educational setting in which they work. They should present a neat, clean and professional appearance while on duty and working with students or the public.

Assemblies

Assemblies will be held occasionally. Dates/times will be placed in the weekly bulletin. Teachers are expected to attend assemblies and to be on time. Each teacher is responsible for the conduct of the students. They should instruct them concerning proper conduct in assemblies.

Attendance

Student:

Teachers will take attendance twice daily; at the beginning of the day and after lunch on Skyward.

Teacher:

Teacher attendance is very important. Students benefit the most from the continued instruction of the regular classroom teacher.

Cancellation of School

On those occasions when it is necessary to dismiss school due to weather conditions, school closings will be announced on the following radio and television stations: KVGB 1590 AM, KHOK 101.7 FM, KZLS 107.9, KSNC TV Channel 2 (Cox Cable Channel 3), and the School Messenger App. Anytime parents/guardians consider weather conditions unsafe, they will be permitted to come to the office and request dismissal of their children.

Change of Address/Telephone

All staff should notify the school office and the DEC as soon as possible after any change of address or telephone number occurs.

Child Abuse

By statute, any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed a child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the Kansas Department for Children and Families (DCF) 1-800-922-5330. To comply with the child abuse law, any teacher or school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the prescribed manner. It is recommended that any employee of the district who suspects abuse or neglect report his/her suspicions to the building principal. The principal will confer with the school's guidance counselor, school psychologist, and other faculty as warranted, and will then notify the local DCF office. At no time shall the principal or any other staff members prevent or interfere with the intent of making a report of suspected child abuse. Any physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that a child has been abused or neglected.

What to include in a Report: As much as the following information shall be given in the initial report to DCF: name, address, and age of the student; name and address of parent/guardians; nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

DCF Access to Students on School Premises: The building principal shall allow a student to be interviewed by DCF representatives on school premises.

Cooperation Between School and Agencies: Elementary and secondary schools, DCF, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, law enforcement officers shall not be in uniform when on school premises for the purposes of investigating a report of suspected child abuse or neglect.

Emergency Situations: An emergency situation includes, but is not limited to life-threatening situations, reports of sexual abuse, obvious physical impairment, marks of abuse, or overt behavior changes.

Good Faith Protection: In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Classroom Management Plan

Each teacher is required to develop and submit to the principal a classroom management plan by the end of the second week of school, which includes the following:

- Behavior expectations
- Consequences
- Positive reinforcement
- Daily schedules
- Classroom procedures
- Plans for make up work
- Late work policy
- Other pertinent information

Classroom Parties

School parties may be held in classrooms for fall (Halloween), winter (Christmas), and spring (Valentine's Day). Dismissal on party days is at the regular time. No costumes are permitted. Birthday treats are permitted if arrangements are made with the classroom teacher in advance. *Parents are encouraged to provide healthy snacks.*

Class Schedule

Each teacher and staff member should give a class schedule or work schedule to the principal by the second week of school. If the schedule is changed during the school year, an updated schedule must be given to the principal.

Committees/Teams

Building committees are formed to help with planning and implementation of special projects and activities. There are opportunities for staff to serve on district level committees each school year.

Computers

Staff should report any technical problems to the office and the district technology specialists will be contacted.

Confidentiality

All student information is confidential. A release of information form must be on file before staff member shares information with anyone outside USD 428.

Conflict of Interest

District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the duty day or on school property, to sell or endeavor to influence any student

or school employee to buy any product, article, instrument. Service or other such item which would directly or indirectly benefit said school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. If the employee fails to comply, the board may suspend or terminate the employee, as facts of the investigation dictate, pursuant to the provisions of GBK-R.

Copy Machine, Copy Requests

USD 428 abides by copyright laws. Do not reproduce materials without proper written permission from the publisher. Please make sure everything copied has a legitimate educational purpose and is necessary. All staff will have a code to enter before they use the office copy machine. Classroom sets of materials and extended runs will be sent to the copy center at the DEC. All copies submitted to the copy center need to have a copy request form attached and must be submitted to the principal for approval.

Crisis Plan

The building crisis plan is displayed in each classroom for easy access. The plan will be reviewed annually.

Custodial Support

The custodians are in charge of keeping our building and grounds clean and safe for our students. There are many ways that everyone must help:

1. All staff will ask students to clean up their areas at the end of the day. The floors should be clear of all items.
2. Students should have designated places for supplies, equipment, coats, bags, projects, etc.
3. After a class uses the restroom, designate a student to do a quick check to see that it is left in good condition.
4. Give encouraging words whenever you see someone picking up trash or assisting with custodial duties in any way.
5. Be a good role model.
6. Use EXTRA care when eating and drinking in the classrooms.
7. Notify the custodian immediately if a spill occurs. Do NOT try to treat any spills/stains yourself- other than covering them with a paper towel to absorb the moisture.
8. Personal item upkeep shall be the responsibility of the classroom teacher.

Detention

Students may be detained at recess, lunch time, or after school by any staff member or administrator.

Discipline Plan

See Classroom Management Plans

Good discipline is essential in promoting an atmosphere conducive to learning. Discipline is a shared responsibility, shared by the student, the school staff, and the parents.

Notification of Police

- Possession of weapons, use and or sale of illegal drugs, and assault will be reported by the building principal to the Great Bend Police Department. The school liaison/ DARE officer is willing to come to the school and visit with any student you believe could benefit from such a visit.

Specialists (Art, Music, PE, Band, Strings, Library)

- During their scheduled time with students, the specialists are in charge of the students in their classrooms. Specialists do not expect the regular classroom teacher to be in charge of discipline and will not send students back to the classroom.
- Classroom teachers will not discipline students by not allowing them to take part in any specialist's class unless this has been discussed in advance with the specialist and principal.

Protection/Self Defense

- Each staff member bears a responsibility for maintaining proper control and discipline in the school. Staff members may use reasonable force as necessary to ward off an attack, to protect another person, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects in the possession of or in the control of a student or others.
- *Use of Physical Force in Discipline*- "Touching should never be involved when disciplining." *Fred Jones*

Duty Day

The regular duty day for teachers begins at 7:35 am and ends at 3:55 pm. If it is necessary to leave the building during the duty day, please talk to the principal.

E-mail

Employees shall have no expectations of privacy when using district email or other communication systems. Email messages shall only be used to conduct approved district business. All employees must use appropriate language in their messages. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Energy Management

All teachers must follow the district's Energy Management Policy. Teachers will be responsible for insuring that their students become energy savers. Teachers must insure that doors are kept closed as to not allow heated or cooled air to escape into the hallways. They are to make sure that when their room is unoccupied that the lights and fans are turned off. At the end of the day lights, fans, computers, monitors and all other equipment must be turned off. At the end of the day blinds must be closed.

Emergency Evacuation Plan for Disabled Persons

Fire Evacuation

- Mobility impaired occupants will leave the building through the nearest outdoor exit.

- The principal, secretary, custodian or assigned para, will be responsible for the safety of the mobility impaired students. If the student is unable to use a wheelchair or crutches, the student will be carried out of the building.

Tornado

- In the event of a tornado, mobility impaired students will be moved to the same designated areas used by all other students.
- The principal, secretary, custodian or assigned para, will be responsible for the safety of the mobility impaired students. If the student is unable to use a wheelchair or crutches, the student will be carried out of the building.

Family and Medical Leave

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12)-month period. For purposes of this policy, a twelve (12)-month period shall be defined as the twelve (12)-month period measured forward from the date when any employee's first Family and Medical Leave Act leave begins. Spouses employed by the district may only take an aggregate of twelve (12) weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of:

1) The birth of a son or daughter of the employees and to care for the son or daughter;
2) The placement of a son or daughter with the employee for adoption or foster care;
3) The need to care for a spouse, son, daughter, or parents of the employee because of a serious health condition;
4) A serious health condition of the employee that prevents the employee from performing the job functions;
5) A qualifying exigency arising because the spouse, son, daughter of parent employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces);
6) A spouse, son, daughter, parent, or next of kin of a covered service member if they need care from the eligible family member.
7) Eligible employees are, in this case entitled to a combined total of twenty-six (26) work weeks of leave during a twelve (12)-month period.

[Leave for *reason 1 or 2* must be taken within twelve (12) months of birth or placement.]

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designed as family and medical leave.

The employee is eligible for family and medical leave upon completion of twelve (12) months of service in the district and employed at least 1,250 hours during the preceding year.

During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the Clerk of the Board on the payroll date or other time as the employee and superintendent may agree. The Board my terminate group health coverage if the employee payment is not received within thirty (30) days of the due date.

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

A. the reasons that leave will count as family and medical leave;
B. any requirements for medical certification;
C. employer requirement of substituting paid leave;
D. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
E. right to be restored to same or equivalent job;
F. any employer-required fitness-for-duty certifications

Family leave (*reasons 1 or 2)* may not be sued intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent my require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks, and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health condition, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

(1) the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks, and the return to work would occur in the last two (2) weeks of a semester; or
(2) the leave begins in the last three (3) weeks of a semester and lasts more than five (5) days.

Fragrances in the Classroom

Fragrances from plug-in air fresheners, warmers, and diffusers have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. All staff are asked to refrain from using plug-in/battery operated air fresheners, scent warmers, or diffusers in school buildings.

Field Trips

The principal must approve plans for field trips and transportation forms in advance. Parent Permission forms for all field trips (no blanket forms or generic forms allowed) should be sent home with students and returned before the day of the trip. The principal should be informed of students not participating in the field trip at least one day in advance. When groups of students will be gone for school lunch or if they will need school sack lunches, the kitchen must be notified at least one week in advance.

Grade Cards

Grade cards (report cards) will be issued to each child following the close of the nine-week period or at their Parent/Teacher Conference time. Parents will be able to access grades, attendance and discipline on Skyward. *Teachers will input grades on Skyward on a weekly basis at a minimum.* Please demonstrate discretion when adding comments to Skyward.

Grading Scale

The USD 428 recommended grading scale for grades 3-6 is:

A+	100%	C+	77-79%
A	93-99%	C	73-79%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-87%	D	63-69%
B-	80-82%	D-	60-62%

Handling of Funds

Any and all money collected at school by staff needs to be deposited in a district/school account. All funds collected by teachers must be approved in advance by the principal. A receipt needs to be issued for funds that are collected by staff. All money must be receipted and deposited in the bank daily.

Keys

Keys to classrooms and building will be issued by the principal to faculty and staff as needed. No keys should ever be loaned to anyone.

Laminating

A laminator is available for staff use at the Parent Teacher Resource Center located at Washington School.

Lesson Plans

Each building principal, in consultation with the superintendent, is authorized to develop rules and regulations concerning the use and maintenance of lesson plans in each building. Each principal shall assume the responsibility of seeing that each teacher develops and maintains appropriate lesson plans. Lesson plans are a guide for the teacher. They provide important information concerning classroom instruction, objectives, and activities. Lesson plans are essential for use by the substitute teacher. Teachers do not always know in advance when it will be necessary from them to be absent. Lesson plans should be written with a substitute teacher in mind. Lesson plans should include objectives to be taught, materials to be used, examples and problems to be used for structured practice, guided practice, and independent practice.

Library Books

Teachers and students will be held responsible for any damaged or lost books.

Lunch Count

Teachers are expected to take lunch count at the beginning of each day. If a student orders a lunch for a guest, the lunch should be pre-paid. Any lunch money brought to school should be taken to the office as early as possible in the day.

Medication

The school nurse will inform the classroom teacher of any student health issues. Teachers are asked to communicate with the nurse about any additional health information they learn about from students or parents. Students may not take or be given medication in the classroom unless

the doctor grants special permission. Parents must have the appropriate authorization forms on file in the office for any medication given or taken at school. All student medications are to be left in the office. Cough drops may be allowed, and inhalers should be brought to the attention of the school nurse and decisions about whether they will be kept in the classroom or left in the office will be made on an individual basis.

Nurse Referrals

A nurse referral form must be completed and sent with students to the office prior to being seen. This includes PE, Music, Library, Lunch, and Recess. Students will not be seen without a completed nurse referral. If the office visit is a result of an accident the student will be seen, and a completed accident form will replace the nurse referral form.

Ordering

Requests to order are completed online for approval by the principal. Most consumable classroom supplies will be made in early spring for use the following school year. Inform the principal of other purchases that are needed. The goal is to provide the materials and equipment each teacher needs for the success of students. Items should be purchased from local vendors as much as possible. Ask the secretary about discounts the vendors provide.

Parent Teacher Conferences

There are two PTCs scheduled each year. It is not necessary to wait for the scheduled conferences if a parent or teacher has a special concern. Parent conferences can be and are encouraged any time there is a need at any point during the school year.

Parent Teacher Resource Center

The Parent Resource Center (PTRC) was established to assist parents and teachers in the creation of educational materials and displays. The PTRC has an extensive selection of equipment, die cuts, paper products, stickers, and educational publications.
The PTRC is open to everyone for both personal and school use. Materials are sold at cost plus shipping. There is no PTRC room usage fee for teachers of staff using the center for school related purposes. A basic room usage fee of $5.00 per hour is charged for any personal use. USD 428 principals have established a budget with the PTRC which allows their staffs to charge materials specific to use at their schools. Staff must receive approval from their building principal before charging any materials at the PTRC. The PTRC is located at 2535 Lakin, Great Bend.

Phone Calls

Staff members will not be interrupted during lessons to take phone calls except in emergencies. Information on phone messages will be placed in mailboxes. Teachers expecting calls that they need to take immediately should inform the secretaries. Students may use the phone only with adult permission.

Cell Phones

- District personnel will not use district cell phones for personal use. ***Personal cell phones*** should not be used during times when staff members are responsible for supervision or instruction of students.

Resource Speakers

All resource speakers are subject to approval by the principal. Permission must be given ahead of time.

Safety

Staff should make every effort to insure the safety of themselves, students and visitors. Electrical cords must be placed so that they are not a hazard for tripping of any person. Children and adults must not stand on chairs or sit on desks or tables. All furniture and equipment should be used only for its intended purpose. Safety ladders are available in various locations for use throughout the building. Staff should report safety hazards to the principal immediately.

Solicitations by Supervisors

Solicitations of school employees by supervisors during regular school hours for any reason other than school sponsored activities is prohibited.

Solicitations by Staff Members

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

Solicitations of Staff Members

Solicitations of staff members by any vendor, student, other district employee, or patron during normal school hours are prohibited unless permission is granted by the employee's supervisor.

Staff Identification Badges

As a vital part of our security system, a USD 428 identification badge with your name, photo, and location will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed. Everyone is required to wear an ID badge in plain view while on USD 428 premises.

You must obtain a replacement if your identification badge is lost or stolen. Please immediately report lost or stolen badges to human resources to deactivate the key card. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. USD 428 will issue one badge upon hire date, and replacement for normal wear and tear as needed. If a replacement badge is required (damaged/lost/stolen), a fee of $5.00 (five dollars) will be deducted from the employee's paycheck.

Upon termination, employees will be required to return ID badges to their immediate supervisor or human resources as part of the offboarding process.

Staff Lounge and Workroom

The staff lounge and workroom is for staff use. It is everyone's responsibility to keep the lounge and workroom clean. Please clean up after use; wash utensils; put away food items; and clean the tables. Refrigerated items should be labeled and cleaned out regularly.

Staffing/Special Education

Appropriate personnel will be notified of any upcoming IEP meetings, pre-staffing meetings, or staffing involving students assigned to them. It is important for the classroom teachers to attend these meetings.

Staff Meetings

Staff Meetings will be scheduled as needed as indicated by Weekly Calendars or emails. Each teacher will be responsible for handouts and information presented during the meetings.

Students Leaving School

Students will be released to their parents/guardians or other designated adults only if excused through a written note. Children will be released to the responsible party ONLY through the school office. *The parent/guardian or other designated adult must sign the student out in the office before the child will be released.*

Student Supervision

All students and children at school must be under the direct supervision of an adult at all times. Students should never be left unattended at any time.

Substitute Folder

Each teacher is to have a substitute folder in an easily identifiable location. Included in the substitute folder should be the classroom schedule, class roster, classroom management plan, seating charts, and any other special instructions that might be useful for the substitute. Lesson plans should be left on the teacher's desk.

Testing Integrity

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation.
2. Modify test administration procedures.
3. Provided inappropriate assistance to students during test administration.
4. Change or fill in answers on student information sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow guidelines and/or state testing directions is grounds for termination. (Reference to BOE Policy *II Educational Testing Program)*

Textbooks

Teachers should record the book number for each student. At the end of use, teachers will check in the textbooks. Students who damage or lose books will be charged replacement costs.

Title IX

The Great Bend Schools do not discriminate on the basis of race,
color, national origin, sex, handicap/disability, age or religion.
Persons having inquires may contact the ADA and Section 504 coordinator at 620-793-1500.

Transporting Students

Check BOE policy for specific information regarding this item.

Use of Facilities/Equipment

Staff members desiring to use the school facilities for non-school related activities must complete and submit a Facilities Use Form.

Video Tapes/DVDs

The school library has an assortment of films for classroom use. The principal MUST approve any other films in advance. Only films with a G or PG rating will be acceptable.

Visitors

All visitors must check in at the office, sign a roster, and be given a Visitor's Name Tag/Badge. Approval for children and student visitors to attend school must be acquired from the principal prior to the visit.

Weapons

Teachers must share the responsibility of informing students of the district Weapon's Policy by teaching and reminding the students of its contents on a monthly basis. Teachers should insure that new students are aware of the policy.

Work Requests

Work Requests will be submitted through e-mail to the principal. Please title the e-mail as "Work Request". Including all the necessary details will eliminate additional e-mails that delay the request. The Principal will send the request to the appropriate district personnel. Please do not send work orders to maintenance without following this procedure.

Workers' Compensation

Safety is a major concern in USD 428. Safe work habits are encouraged and the district's facilities and grounds are kept clean and orderly; however, accidents do happen. Workers' Compensation is available to assist injured employees, and the carrier for USD 428's Worker's Compensation is the *KASB Risk Management Worker's Compensation Fund.* St. Rose Medical Pavilion (SRMP) Occupational Health located at 3515 Broadway, Great Bend, KS is the Designated Care Medical provider for Workers' Compensation incidents within USD 428. An outline of procedures for injured employees is provided below:

1. **Notify your employer** Immediately. Report the incident to your supervisor and to the District Education Center as soon as possible but within 20 calendar days of accident or injury.
2. If you need medical care, call the DEC at (620)793-1500, and reference *Workers Comp Injury Reporting* to be connected to DEC personnel who will assist you with documentation and treatment information.
3. For true emergencies, proceed to an Emergency Room, giving reference to the district's designated medical provider.
4. After treatment, immediately return the release form to your supervisor.
5. If you choose care from a medical provider other than the designated provider for USD 428, USD 428 is responsible for a maximum of $500 (unauthorized medical care). If prescriptions are issued by the designated provider, you will be provided with a prescription voucher.

Injuries Occurring When an Employee is "Under the Influence"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed, in the absence of clear and convincing evidence to the contrary, that the injury was primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Working the Crowd

Teachers are expected to "work the crowd" to monitor and supervise students rather than sit at their desk or computer when students are in the classroom.

"TO THE EXTENT ANY POLICIES HEREIN CONFLICT WITH THE GENERAL POLICIES OF THE BOARD OF EDUCATION, THE BOE GENERAL POLICIES SHALL CONTROL. "