TABLE OF CONTENTS

G – PERSONNEL

		Latest BOE Approval Dates *Policy*	*Regulation*
G	**GENERAL SECTION**		
GA	Expense Reimbursement and Credit Cards	*09-09-02*	*No Reg*
GAA	Goals and Objectives (See BDA, CM, JA)	*07-11-22*	*No Reg*
GAAA	Equal Opportunity Employment and Nondiscrimination	*07-08-19*	*No Reg*
GAAB	Complaints of Discrimination (See GAAC, GAACA JDDC, JGEC, JGECA, KN and KNA)	*01-09-22*	*No Reg*
GAAC	Sex-Based Discrimination (See GAF and JGEC)	*07-13-26*	*No Reg*
GAACA	Racial and Disability Harassment: Employees (See GAF, JGECA, and KN)	*07-12-21*	*No Reg*
GAACB	Employee Whistleblower	*07-14-25*	
GAAD	Child Abuse (See JCAC)	*01-10-22*	*No Reg*
	DCF or Law Enforcement Access to Students on School Premises		
	Cooperation Between School and Agencies		
	Reporting Procedure		
	Mobile Crisis Helpline		
	Annual Training		
GAAE	Bullying by Staff (See EBC, GAAB, JDD, JDDC, KGC)	*02-08-16*	*No Reg*
	Report to Local Law Enforcement (form)	*07-09-18*	---
GAAF	Emergency Safety Interventions (See GAO, JRB, JQ, KN)	*07-10-23*	*No Reg*
	Definitions (See K.S.A. 72-6146)		
	Prohibited Types of Restraint		
	Use of Emergency Safety Interventions		
	ESI Restrictions		
	Use of Seclusion		
	Training		
	Notification and Documentation		
	Law Enforcement, School Resource, & Campus Security Officers		
	Documentation of ESI Incidents		
	Reporting Data		
	Parent Right to Meeting on ESI Use		
	Local Dispute Resolution Process		
	ESI Acknowledgment Form	*07-18-16*	---
	ESI Documentation Form	*07-11-22*	---
GAC	Policies and Rules Development Involvement	*04-13-92*	*No Reg*
GACA	Positions	*02-11-19*	
GACC	Recruitment and Hiring	*07-08-19*	*No Reg*
	Recruitment		
	Hiring		
	Hiring Sequence		
GACCA	Nepotism	*07-08-19*	*No Reg*
GACD	Employment Eligibility Verification (Form I-9) (See GAK)	*09-08-08*	*No Reg*
GACE	Assignment and Transfer	*07-08-19*	

GAD	Employee Development Opportunities	*07-09-18*	*No Reg*
GADA	In-Service Education	*04-13-92*	*04-13-92*
GAE	Complaints	*01-13-25*	*No Reg*
GAEA	Complaints of Discrimination	*12-10-07*	*No Reg*
GAF	Staff - Student Relations (See GAAC, GACCA, JGEC, JGECA, KN)	*07-12-21*	*No Reg*
GAG	Conflict of Interest	*07-09-19*	*No Reg*
GAH	Staff-Community Relations Participation in Community Activities	*04-13-92*	*04-13-92*
GAHB	Political Activities Political Activity in the Schools	*07-08-19*	*No Reg*
GAI	Solicitations Solicitations by Supervisors Solicitations by Staff Members Solicitations of Staff Members	*04-13-92*	*04-13-92*
GAJ	Gifts (Cf. JL, KH) Gifts by Staff Members Gifts to Staff Members	*04-13-92*	*04-13-92*
GAK	Personnel Records (See CEI, CGI, GACD, GBI, GCI) Requests for References Immunity Provided Prohibition on Aiding and Abetting Sexual Abuse	*01-09-17*	*No Reg*
GAL	Salary Deductions [Fair Labor Standards Act-(FLSA)]	*02-14-05*	*No Reg*
GAM	Personal Appearance	*04-13-92*	*04-13-92*
GAN	Travel Expenses	*03-12-07*	*03-12-07*
GANA	Expense Reimbursement and Credit (See CEF and GAN)	*08-10-15*	*No Reg*
GAO	Maintaining Proper Control (See JGFB and GAAF)	*02-10-14*	*No Reg*
GAOA	Drug and Alcohol-Free Workplace (See LDD)	*07-10-23*	*No Reg*
GAOB	Drug-Free Schools (See JDDA, LDD) Employee Conduct	*02-10-14*	*No Reg*
GAOC	Tobacco-Free School Grounds for Staff (see JCDAA and KMA)	*08-10-20*	*No Reg*
GAOD	Drug and Alcohol Testing	*08-14-95*	*No Reg*
GAOE	Workers' Compensation (See KFD) Testing Choice of Physician	*09-09-24*	*No Reg*
GAOF	Salary Deductions (see also GAL)	*08-12-13*	*No Reg*
GAQ	Retirement (Cf. GBN, GBQA)	*04-13-92*	*04-13-92*
GAQA	Early Retirement	*12-10-07*	*No Reg*
GAR	Communicable Diseases	*02-08-21*	
GARA	Bloodborne Pathogens Exposure Control Plan	*02-09-15*	*No Reg*
GARI	Family and Medical Leave *See handbooks for specific information regarding FML*	*07-18-16*	*No Reg*
GARIA	Pregnant and Parenting Employees	*01-08-24*	
GARID	Uniformed Service Leave	*01-08-24*	*No Reg*
GAT	Staff Use of Communication Devices (See IIBG & IIBGC) Definitions General Use	*02-09-15*	*No Reg*

	Use in Vehicles		
	Use of District-Provided Communication Devices		
	Staff Bring Your Own Device Policy		
GB	**CERTIFIED PERSONNEL SECTION**		
GBA	Compensation Guides and Contracts	*02-11-08*	*No Reg*
	Eligibility For Pay Off the Salary Schedule		
	Relocation Expenses		
	Signing Bonus		
	Incentive Pay		
GBAA	Professional Growth	*10-09-00*	*No Reg*
GBBA	Qualifications and Duties	*04-13-92*	*No Reg*
GBD	Certified Hiring (Ref. GAAA, GACC)	*10-09-00*	*10-09-00*
	Teacher Selection		
GBE	Assignment and Transfer	*04-13-92*	*No Reg*
GBG	Probation	*04-13-92*	*04-13-92*
GBH	Supervision	*07-08-19*	*No Reg*
GBI	Evaluation	*10-13-03*	*No Reg*
	Availability of Evaluation Documents		
	Evaluation Criteria		
GBK	Suspension	*09-08-08*	*No Reg*
GBN	Nonrenewal and Termination	*07-09-19*	*No Reg*
GBO	Resignation	*07-09-18*	*No Reg*
	Exit Interviews		
GBQA	Reduction of Teaching Staff	*07-10-23*	*No Reg*
GBR	Work Schedule (See JGFB)	*02-12-01*	*No Reg*
	Attendance Required		
GBRC	Professional Development	*10-13-03*	*No Reg*
GBRD	Staff Meetings	*07-08-19*	*No Reg*
GBRF	Student and Parent Conferences	*02-08-16*	*No Reg*
GBRG	Non-School Employment	*04-13-92*	*No Reg*
GBRGA	Consulting	*04-13-92*	*04-13-92*
GBRH	Leave and Absences	*07-08-19*	*No Reg*
GBRJ	Arrangement for Substitutes (Cf. IKH)	*07-11-22*	*No Reg*
GBU	Ethics (See IA and IKB)	*01-09-17*	*No Reg*
GC	**CLASSIFIED PERSONNEL SECTION**		
GCA	Compensation and Work Assignments	*02-14-05*	*No Reg*
	Work Assignments		
	Attendance Required		
	Workweek		
	Classification of Employees		
	Overtime (See GCR)		
	Compensation for Out-of-Town / Overnight Trips (See GAN)		

GCB	Positions	*04-13-92*	*04-13-92*
GCBA	Qualifications and Duties	*04-13-92*	*04-13-92*
GCH	Assignment and Supervision	*04-13-92*	*No Reg*
GCIA	Evaluation of Coaches and Sponsors	*07-11-22*	
GCK	Suspension	*09-08-08*	*No Reg*
GCN	Separation	*04-13-92*	*No Reg*
GCO	Resignation	*04-13-92*	*No Reg*
GCR	Working Conditions	*04-13-92*	*04-13-92*
	Time Schedules		
	Work Load		
GCRF	Non-School Employment	*01-09-23*	*No Reg*
GCRG	Leaves	*07-11-22*	*No Reg*
GCRH	Vacations	*04-13-92*	*12-13-93*
GCRI	Paid Holidays	*04-13-92*	*No Reg*

G
Personnel

GENERAL SECTION

GA Expense Reimbursement and Credit Cards GA

Staff use of a district credit card shall be confined to necessary school business. The Board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Credit card use shall be reported monthly to the Board.

Approved: 09-09-02

GAA Goals and Objectives (See BDA. CM. and JA) GAA

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

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

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

Approved: 07-08-19

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

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

Inquiries regarding compliance may be directed to the Superintendent of Schools, 1809 24th Street, Great Bend, Kansas (Phone: 620-793-1500), or to:

Equal Employment Opportunity Commission
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
(913) 551-5655
kansascityintake@eeoc.gov
or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206
khrc@ks.gov
or

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

Approved: 07-08-19

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

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, and harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. (Position, address, email address, and phone number of the district compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at (Position or name, address, email address, and phone number of Title IX Coordinator). More information may be obtained on discrimination on the basis of sex by contacting the Title IX Coordinator.

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

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

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

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

Except as otherwise provided in board policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal

shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable.

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

Formal Complaint Procedures

- A formal complaint shall be filed in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures described herein, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity

to submit written or oral evidence relevant to the complaint and to provide names of potential witnesses who may have useful information.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy shall be forwarded to the complainant and the respondent within 30 days after the filing of the complaint. If the investigator 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 an anticipated deadline for completion. In no event shall the issuance of the written determination be delayed longer than 10 days from the conclusion of the investigation.
    - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
    - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Formal Complaint Appeal

- The complainant or respondent may appeal the determination of the complaint.
- Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or the superintendent, or by the board itself. The request to

appeal the resolution shall be made within 20 days after the date of the written determination of the complaint at the lower level.

- The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed.
- The appeal officer will issue a written determination of the complaint's validity on appeal and a description of its resolution within 30 days after the appeal is filed.

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

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

Approved: 01-09-2022

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates. Discrimination on the basis of sex, including sexual harassment of employees or students of the district in any district education program or activity will not be tolerated in the school district and is strictly prohibited.

Sex-based discrimination, including sexual harassment, is unlawful discrimination under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

The assistant superintendent of business operations has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the designated compliance coordinator identified herein. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800)421-3481, or at OCR@ed.gov; or both.

Definitions

For the purposes of this policy, the following definitions apply.

"Appeal decision-maker" reviews the appeal along with written statements in support of, or challenging, the outcome of the written determination regarding responsibility, and other relevant documentation collected during the formal grievance process. The appeal decision-maker shall not be the Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator.

"Complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment.

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

"Decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator, investigator, or informal resolution facilitator.

"Domestic violence" includes felony or misdemeanor crimes committed by a current or former spouse~~,~~ or intimate partner of the victim under~~–~~the family or domestic violence laws of Kansas.

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

"Informal resolution facilitator" is a neutral person, designated by the Title IX Coordinator, who has been trained to assist the parties through the voluntary informal resolution process. The informal resolution facilitator shall not be the Title IX Coordinator, investigator, decision-maker, or appeal-decision maker.

"Investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. The investigator shall not be the Title IX Coordinator, decision-maker, appeal decision-maker, or informal resolution facilitator.

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

"Sex-based discrimination" means any unfair treatment, unequal opportunity, or harassment on the basis of sex in the district's programs or activities.

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

"Sexual harassment" means conduct on the basis of sex involving one or more of the following:

(1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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

"Supportive measures" mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent

regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school, and other similar measures. The supportive measures provided to the complainant or respondent by the district must remain confidential to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

"Title IX Coordinator" is the individual designated at the district level who has the responsibility to coordinate compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the

complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented.

Reporting of Sex-Based Discrimination, including Sexual Harassment

The district takes all reports of sex-based discrimination, including sexual harassment, seriously and will respond meaningfully to every such report of which the district has actual knowledge.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Any act of retaliation or discrimination against any person who has opposed discrimination; filed a complaint; or testified, assisted, or participated in any investigation, proceeding, or appeal involving sex-based discrimination, including sexual harassment, is prohibited. The district will take appropriate available action to address retaliation, which may include student or employee discipline procedures.

It shall be a violation to discourage a student or an employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy shall result in appropriate disciplinary action.

False or malicious complaints of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the complainant.

False statements made in the course of an investigation of sex-based discrimination, including sexual harassment, may result in corrective or disciplinary action against the individual.

Complaint Process for Sex-Based Discrimination (Not Sexual Harassment)

Complaints of sex-based discrimination that do not allege sexual harassment will be investigated through the complaint procedure outlined in policy KN to determine whether, under the totality of the circumstances, the alleged behavior constitutes a violation of this policy. Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are

in violation of other policies but do not constitute sex-based discrimination may also result in appropriate discipline.

Grievance Process for Sexual Harassment

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the Title IX Coordinator, the employee's supervisor, or other designated district official. Employees who fail to appropriately report complaints or incidents of sexual harassment to the Title IX Coordinator, the employee's supervisor, or other designated district official may face disciplinary action.

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

The Title IX Coordinator, any investigator, decision-maker, appeal decision-maker, or informal resolution facilitator shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including avoiding prejudgment of the facts, conflicts of interest, and bias.

Investigators shall receive training on issues of relevance of questions and evidence in order to create investigative reports that fairly summarize relevant evidence.

Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Within 10 business days of any reports of sexual harassment, the Title IX Coordinator shall:

- Contact the complainant to discuss the availability of supportive measures, regardless of whether a formal complaint is filed. Consider the complainant's wishes regarding supportive measures, and inform the complainant of the right to pursue a formal Title IX complaint and investigation, as well as the option to participate in the informal resolution process, when appropriate.

Informal Resolution Process for Sexual Harassment Complaints

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

The informal resolution process requires:

- The informal resolution facilitator is to be a trained educational professional, consultant, or other individual selected by the Title IX Coordinator who has received training on their role;
- the parties to be provided a written notice disclosing the allegations, the requirements of the informal resolution process, and information on when it may preclude the parties from resuming a formal complaint arising from the same allegations;
- at any time prior to agreeing to a resolution, any party to have the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and to be informed of any consequences resulting from participating in the informal resolution process;
- that the parties voluntarily consent, in writing, to the informal resolution process; and
- that the informal resolution process is not used to resolve allegations that an employee has sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the agreement, provide a copy of the agreement to both parties, and forward it to the Title IX Coordinator. If the matter is not resolved, the informal resolution facilitator will notify the Title IX Coordinator, who will resume the formal complaint process.

Formal Grievance Process for Sexual Harassment Complaints

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

The procedures for filing a formal complaint are as follows.

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed.

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

Upon receipt of a formal complaint, the Title IX Coordinator shall either dismiss the formal complaint or initiate the formal grievance process by providing notice to the parties of the complaint.

Dismissal of a Formal Complaint of Sexual Harassment

The Title IX Coordinator must dismiss the complaint if it is determined that:

- Even if all the facts alleged are true, the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein;
- the conduct did not occur in the recipient's education program or activity; or
- the conduct did not occur against a person in the United States.

During the course of the formal grievance process, the Title IX Coordinator may dismiss the complaint if:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the district; or
- specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal of a complaint, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

Dismissal of a formal complaint does not preclude an investigation or disciplinary action under another district policy.

Initiation of Formal Grievance Process for Sexual Harassment Complaints

Upon filing of a formal complaint of sexual harassment, the district shall provide written notice to the known parties including:

- Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including:
    - The identities of the parties involved, if known;
    - the conduct allegedly constituting sexual harassment; and
    - the date and location of the alleged incident, if known.
- The district's investigation procedures, including any informal resolution process;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
- Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and
- Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, the Title IX Coordinator shall provide notice of the additional allegations to known parties.

Formal Complaint Investigations Regarding Sexual Harassment

To ensure a complete and thorough investigation of any sexual harassment complaint and to protect the parties, the investigator shall:

- Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties;
- Provide an equal opportunity for the parties to present witnesses and evidence;
- Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence;
- Allow the parties to be accompanied by an advisor of their choice;

- Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party or witness is expected to participate;
- Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint of sexual harassment, including the investigative report, and the opportunity to respond to that evidence before a determination is made;
- Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes;
- Not have conflicts of interest or bias for or against complainants or respondent;
- Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

The investigator shall prepare an initial investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors simultaneously. The parties shall have 10 days to submit a written response to the initial report for the investigator's consideration.

Following the opportunity for the parties and their advisors to review and respond to the initial report, the investigator shall submit a final report to the parties and the Title IX Coordinator simultaneously. Upon receipt, the Title IX Coordinator shall provide a copy of the final report and supporting documentation to the decision-maker.

Decision-Maker's Determination Regarding Sexual Harassment Complaints

Upon receiving the investigator's final report, but prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with any answers provided, and allow for additional, limited follow-up questions.

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

- Identify the allegations potentially constituting sexual harassment;
- describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- include the findings of fact supporting the determination;

- address any district policies and/or conduct rules which apply to the facts;
- a statement of, and rational for, the result as to each allegation, including a determination regarding responsibility; and
- the procedures and permissible bases for the complainant and/or respondent to appeal the determination.

The written determination may, but is not required to, recommend that, based on respondent's action, respondent be subject to disciplinary sanctions and any remedies designed to preserve access to the educational program or activity that may be provided by the district to the complainant.

Actions determined to be in violation of this policy shall result in disciplinary action, up to and including termination for employees and expulsion for students. Actions which are in violation of other policies but do not constitute sex-based discrimination may also result in disciplinary action.

A copy of the written determination shall be provided to both parties and the Title IX Coordinator simultaneously.

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

If the formal grievance process determines the actions constituted sexual harassment in violation of this policy, the respondent shall be subject to disciplinary action, up to and including termination for employees or expulsion for students. If the formal grievance process determines the actions were in violation of other policies but do not constitute sexual harassment, the respondent may be subject discipline under those policies.

If it is determined that sexual harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Appeals Regarding Sexual Harassment Complaints

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

- Procedural irregularity that affected the outcomes;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the complaint was made that could affect the outcome; and/or

- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 10 days after the date of the written determination. Appeals shall be a review of the record by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the investigator, the decision-maker, or informal resolution facilitator that participated in any level of the grievance process that led to the original determination.

The Title IX Coordinator shall notify the parties in writing of the filing of an appeal and implement appeal procedures equally for both parties.

The appeal decision-maker shall give the parties an equal opportunity to submit a written statement in support of, or challenging, the outcome of determination of responsibility. Within 30 days after the appeal is filed, the appeal decision-maker shall issue a written decision, including the rationale for the decision and provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Recordkeeping

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

Dissemination of Policy

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be published in district handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting informational notices in district or school publications, publishing in local newspapers, or distributing memoranda or other written communications to students and employees.

In addition, the district is required to include a statement of nondiscrimination in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Approved: 7-13-26

No disciplinary action shall be taken against a district employee because the employee:

Discussed the operations of the district or other matters of public concern, including matters relating to public health, safety, and welfare either specifically or generally, with any member of the board or any auditing agency;

reported a violation of state or federal law or any policies and regulations adopted pursuant to such laws to any person, agency, or organization;

failed to give notice to the employee's supervisor or the board prior to making any report as described in the above paragraph; or

disclosed malfeasance or other misappropriation of money held by the district to any person, agency, or organization.

The above shall not be construed to:

Prohibit a supervisor or the board from requiring that an employee inform their supervisor or the district compliance coordinator regarding governing body or auditing agency requests for information submitted to the district or the substance of testimony made, or to be made, by the employee to members of the board or the auditing agency on behalf of the district;

permit an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to employee leave unless the employee is requested by a member of the board to appear before the board or by an auditing agency to appear at a meeting with officials of the auditing agency;

authorize an employee to represent the employee's personal opinions as the opinion of the district; or

prohibit disciplinary action of an employee who discloses information that:

- the employee knows to be false or that the employee discloses with reckless disregard for the truth or falsity of such information;
- the employee knows to be exempt from required disclosure under the open records act;

- is confidential or privileged under state or federal law or court rule; or
- is disclosed due to a corrupt motive rather than a good faith concern for a wrongful activity.

Copies of this policy shall be prominently posted in each school and district building in a location where it can reasonably be expected to come to the attention of all employees of the district.

As used in this policy, auditing agency means:

- The legislative post auditor;
- any employee of the division of post audit;
- any firm performing audit services pursuant to a contract with the post auditor;
- any state agency or federal agency or authority performing auditing or other oversight activities under authority of any provision of law authorizing such activities; or
- the inspector general established in state law.

Approved 7-14-25

(See GAF, JGECA, and KN)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, ~~or~~ national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district is strictly prohibited.

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

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

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

(1) Affords an employee different treatment, solely on the basis of race, color, or national origin or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school;

(2) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;

(3) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in Policy KN.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its recurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability

harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action up to and including termination.

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

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

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

A summary of this policy shall be posted in each district facility and shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 7-12-21

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

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

DCF or Law Enforcement Access to Students on School Premises

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

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that

safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

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

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

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

Mobile Crisis Helpline

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

- Problem solving to resolve behavioral health crisis;
- Referral to community resources or recommendation to engage in stabilization services;
- In-person support via mobile crisis response; and
- Contacting mobile crisis response unit to assist in emergency situations.

Services are available to all Kansans 20 years or younger including anyone in foster care or formerly in foster care.

Annual Training

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

Approved: 1-10-22

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC and KGC) GAAE

The Board of Education prohibits bullying in any form, by any student, staff member, or parent toward a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 02-08-16

REPORT TO LOCAL LAW ENFORCEMENT

Unified School District 428
Great Bend, Kansas

(Reference BOE Policy GAAE, JDDB and JDDC)

Pursuant to K.S.A. 72-6143, the administrator or other school employee whose signature appears below is reporting the following crimes.

Briefly describe each incident and the person(s) involved in a misdemeanor or felony behavior at school, on school property, or at a school activity.

Date	**School/Location**	**Student/s or Person/s Involved**	**Brief Description**

School districts are required by federal law and K.S.A. 72-6311 to protect the privacy rights of students under the age of eighteen (18).

Signed: _____

Administrator or Other School Employee

Copy: Superintendent of Schools, USD 428; c/student's file/employee's file as allowed by applicable negotiated language

Approved 07/12/21

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF

The Board of Education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The Board of Education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

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

Definitions

"Area of purposeful isolation" means any separate space, regardless of any other use of that space, other than an open hallway or similarly open environment.

"Campus police officer" means a school security officer designated by the Board of Education of any school district pursuant to K.S.A. 72-6146, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or to restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or

detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means:

- a natural parent;
- an adoptive parent;
- a person acting as a parent as defined in K.S.A. 72-3122(d)(2) and amendments thereto;
- a legal guardian;
- an education advocate for a student with an exceptionality;
- a foster parent, unless the student is a child with an exceptionality; or
- a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out the purposes of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"Purposefully isolate" when used regarding a student, means that school personnel are not meaningfully engaging with the student to provide instruction and any one of the following occurs:

1. Removal of the student from the learning environment by school personnel;

2. Separation of the student from all or most peers and adults in the learning environment by school personnel; or

3. Placement of the student within an area of purposeful isolation by school personnel.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a Board of Education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student for any reason other than for in-school suspension, detention, or other appropriate disciplinary measure in a location where both of the following conditions are met:

- School personnel purposefully isolate the student; and
- the student is prevented from leaving or has reason to believe, that the student will be prevented from leaving the enclosed area of purposeful isolation.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

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

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;

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

Use of Emergency Safety Interventions

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

ESI Restrictions

A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition shall be indicated in a written statement from the

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

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. In spite of the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall see and hear the student at all times. The presence of another person in the area of purposeful isolation or observing the student from outside the area of purposeful isolation shall not create an exemption from otherwise reporting the incident as seclusion. When a student is placed in or otherwise directed to an area of purposeful isolation, the student shall have reason to believe that the student is prevented from leaving.

If the area of purposeful isolation is equipped with a locking door designed to prevent a student from leaving the area of purposeful isolation, the door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the area of purposeful isolation, or in case of emergency, such as fire or severe weather.

An area of purposeful isolation shall be a safe place with proportional and similar characteristics as those of rooms where students frequent. Such area shall be free of any conditions that could be a danger to the student, well ventilated, and sufficiently lighted.

Training

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

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants which shall be made available for inspection by the State Board of Education upon request.

Notification and Documentation

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

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include:

(a) the events leading up to the incident;

(b) student behaviors that necessitated the ESI;

(c) steps taken to transition the student back into the educational setting;

(d) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;

(e) space or additional form for parents to provide feedback or comments to the school regarding the incident;

(f) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and

(g) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (a), (b), and (c) if the triggering issue necessitating the ESI is the same**.**

The parent shall be provided the following information after the first and each subsequent incident during each school year:

- copy of this policy which indicates when ESI can be used;
- a flyer on the parent's rights;
- information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the State Board of Education; and
- information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas.

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

Law Enforcement, School Resource, and Campus Security Officers

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

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the State Department of Education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

Except as specified above with regard to law enforcement or school resources officer use of emergency safety interventions each building shall maintain documentation anytime ESI is used with a student. The documentation shall include all of the following:

- Date and time of the ESI;
- Type of ESI;
- Length of time the ESI was used;
- School personnel who participated in or supervised the ESI.
- Whether the student had am an individualized education program at the time of the incident.

- Whether the student had a Section 504 plan at the time of the incident, and
- Whether the student had a behavior intervention plan at the time of the incident.

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

Reporting Data

District administration shall report ESI data to the State Department of Education, as required.

Parent Right to Meeting on ESI Use

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

For a student with an IEP or a Section 504 plan, such student's IDP team or Section 504 team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence.

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

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

The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures.

Local Dispute Resolution Process

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

The Board of Education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building administration and/or the superintendent or designee before filing a formal complaint with the board. Once an informal complaint is received, the administration handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent or designee and the parents and retain a copy of the report at the school. The superintendent or designee will share the informal resolution with the Board of Education and provide a copy to the State Department of Education.

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

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

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent or designee. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the State Department of Education and shall be mailed to the parents and the state department within thirty (30) days of the board's receipt of the formal complaint.

If desired, a parent may file a complaint under the State Board of Education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved: 7-10-2023

UNIFIED SCHOOL DISTRICT 428
ESI DOCUMENTATON FORM *(Ref. GAAF)*

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

Date: _____

Dear: _____

The purpose of this letter is to inform you that on _____ (date)

at _____ (time) (a.m./p.m.) the need for the use of an Emergency Safety Intervention was required for _____ (name of student).

K.A.R. 91-42-1 through 92-42-7 provide that emergency safety interventions (hereafter "ESI") is defined to include "the use of seclusion or physical restraint but not the use of time-out or physical escort. Whenever an ESI is used, the parent(s)/guardian(s) must be informed of the use the day it happens. This notice requirement is deemed satisfied if the school attempts at least two methods of contact to reach the parent or guardian. By the day following the ESI use, written notification of the following shall be provided to the parent or guardian within two (2) school days.

Type of ESI used: Seclusion _____ Restraint _____
Duration of seclusion/restraint: _____ (minutes) Location _____

Name of staff member(s) who participated in or supervised the ESI:_____

_____

Did the student have an Individualized Education Program ("IEP"), Section 504 Plan, or a Behavior Intervention Plan at the time of the incident? _____ If so, specify which: _____.

Description of the events leading up to the incident:
_____
_____
_____
_____

Student behaviors necessitating the ESI:
_____
_____
_____
_____

Steps taken to transition the student back into the educational setting:
_____
_____
_____

Parents or guardians of the above-named student are invited and strongly encouraged to schedule a meeting to discuss the ESI and how to prevent future ESI use. Please contact the following staff member at the email address and/or phone number listed below to schedule such a meeting or if you have any questions regarding the use of ESI.

(Staff Member Name)
Staff Member Email Address)
Staff Member Phone Number)

_____ _____
(Signature of person completing report) (date)

*Parent(s)/guardian(s) notified of this incident on _____ by _____

Please feel free to provide feedback or comments concerning the ESI use below and email or deliver them to the staff member specified above.

_____
_____
_____

More information can be found at:
www.greatbendschools.net/parent&students/ESI-EmergencySafetyInterventions

*Original provided to Building Principal
*Copy provided to Parents/Guardians

07/11/22

GAC Policies and Rules Development Involvement GAC

The board shall, to the extent practicable, involve the employees of the district in the development of personnel policies, rules, and regulations.

Approved: 4-13-92

GACA Positions (See DC and GACB) GACA

New employment positions shall be authorized by the board. The superintendent shall prepare for board approval a comprehensive list of all new positions, together with their qualifications, duties, and responsibilities, for board consideration.

Approved: 2-11-19

Recruitment

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

Hiring

The board shall approve the employment of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring Sequence

- Conditional offer of employment is extended to the candidate in writing subject to revocation or, if professional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed.
- Written-acceptance by the candidate is received.
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: 07-08-19

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to or residing with a board member or an administrator of the district. If a candidate is related to or residing with a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency or in the case the individual is deemed to be the most qualified candidate for the position by the board, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member or who resides in the household of any board member.

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

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law or an individual residing with the employee.

Approved:07-08-19

GACD Employment Eligibility Verification (Form I-9) (See GAK) GACD

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

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

For additional information see: http://www.uscis.gov/files/nativedocuments/m-274.pdf

Approved: 9-08-08

GACE Assignment and Transfer GACE

The Board reserves the right to assign, reassign, or transfer all employees, unless otherwise provided in the negotiated agreement.

The Board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

Approved 07-08-19

GAD Employee Development Opportunities GAD

-Except as may be specified in the negotiated agreement concerning staff members covered thereby, all plans for self-improvement involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the board.

Approved: 07-09-2018

GADA In-Service Education GADA

The superintendent, in consultation with the management team and the professional development council, will develop a program of in-service education for employees that will promote the continuous development, improvement, and on-the-job performance of all personnel and will submit such program to the board for approval.

Approved: 4-13-92

All employees are expected to attend in-service education sessions, which are required to carry out their assigned responsibilities unless excused by the superintendent or designated representative. Employees are encouraged to attend other approved in-service education sessions in accordance with individual development plans. Workshops, seminars, and similar programs may utilize all or a portion of the work day. On occasion these programs may be combined with regular staff meetings. Appropriate personnel will be selected to conduct the sessions. Further information regarding in-service education for certified personnel is available by referring to the USD 428 Professional Development In-Service Plan.

Approved: 4-13-92

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed as soon as possible after the conduct occurs but not later than ten (10) days following the conduct, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Approved 01-13-25

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment, or employment in the district's programs and activities is prohibited. See annual July Board of Education minutes for the designee(s) who coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor, or to the compliance coordinator(s). Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure. (See KN)

Approved: 12-10-07

GAF Staff-Student Relations (See GAAC, GACCA, JGEC, JGECA, and KN) GAF

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

Approved: 7-12-21

GAG Conflict of Interest GAG

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other such items–which may directly or indirectly benefit the 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.

Approved: 07-08-19

All staff members are encouraged to reside within the boundaries of the district.

Participation in Community Activities

Staff members are encouraged to participate in community activities and organizations, insofar as these activities do not infringe upon job responsibilities.

Approved: 4-13-92

Participation in Community Activities

Prior permission must be obtained from the superintendent for participation in any non-school community activity that takes place during school time, which would require the employee's absence from job responsibilities.

Approved: 4-13-92

Holding Public Office

Staff members elected or appointed to a public office that restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board **or** may be terminated.

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

An employee who must be absent from school to carry out the duties of a public office must take leave of absence without pay for the duration of the public office.

Political Activity in the Schools

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

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

Approved: 07-08-19

All persons seeking to sell, solicit, or display an item to any school employee on school premises must first secure permission from the building principal, superintendent, or other designated supervisor before any appointment is made by the vendor. All such appointments thus made will be held at a time approved by the employee's supervisor. All other solicitations of or by district employees are prohibited.

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 school employees by staff members during regular school hours for any reason other than school-sponsored activities are 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.

Approved: 4-13-92

Solicitations of Staff Members

All vendors must secure permission from the employee's supervisor to interview a school employee. If any vendor violates this procedure, the vendor may be barred from making appointments with school employees. The supervisor may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the superintendent shall send appropriate notices to each supervisor. The notice will include the name of the vendor, the company name, and the reason(s) for and length of the suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed twelve (12) months from the date of suspension. Said notice will be sent to the vendor in question and to his/her immediate employer.

Approved: 4-13-92

Gifts by Staff Members

Staff members are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation or a class- or school-sponsored activity unless approved by the superintendent or the employee's supervisor.

Gifts to Staff Members

Staff members are prohibited from receiving personal gifts from vendors, salespersons, or other such representatives. Gifts that are premiums resulting from district purchases are to become property of the school district and must be reported to the superintendent.

Approved: 4-13-92

Gifts to Staff Members

If an employee of the district is found to have accepted a gift from any person as outlined in the policy on gifts, the superintendent may recommend to the board that said employee be subject to disciplinary action.

The superintendent or designated representative will be responsible for the administration of this policy for all principals, District Education Center staff members, certified staff members who travel between buildings, substitute teachers, supervisors, and classified employees not assigned to a building. The building principal will be responsible for the administration of this policy for all assigned employees.

Approved: 4-13-92

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

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

Requests for References

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

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

- employment date(s);
- job description and duties while in the district's employment;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

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

Prohibition on Aiding and Abetting Sexual Abuse

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

Approved: 01-09-17

GAL Salary Deductions [Fair Labor Standards Act - (FLSA)] GAL

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). The Board prohibits all managers from making any improper deductions from the salaries of exempt employees. Employees shall be made aware of this policy.

If an employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to his/her direct supervisor or to the Assistant Superintendent of Business and Operations.

Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

Approved: 02-14-05

GAM Personal Appearance GAM

The board advocates an appropriate dress code for all district employees.

Approved: 4-13-92

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 and clean appearance while on duty and working with students.

Approved: 4-13-92

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent or a designee.

Approved: 3-12-07

Authorization for reimbursed travel expenses will be considered by the superintendent or a designee. Mode of travel will be based on the availability of transportation, distance, and number of persons traveling together. In air travel, a first-class fare will be reimbursed only when coach space is not available.

Meal allowances will be provided only for travel that requires an overnight stay. Occasional meal allowances will be provided for overtime work and for enabling overtime work. A maximum allowance per meal will be recommended by the superintendent for approval by the board. Meal expenses are limited to such allowance and do not require receipts except where further budget restrictions are specified.

Receipts for transportation, parking, hotel or motel, and such other expenses for which receipts are ordinarily available will be attached to expense vouchers. For the authorized use of a personal car, staff members will be reimbursed at a mileage rate established by the state.

Travel between buildings or in the district in the exercise of official assignments will be reimbursed at a mileage rate established by the board.

Approved: 3-12-07

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

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of $500.00 in one month be authorized for any non-administrative staff member without the prior approval of the Assistant Superintendent of Business and Operations.

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

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

Approved: 08-10-15

Each employee is responsible for maintaining proper control and discipline in the school. Unless otherwise specified in board policy, an employee may use such reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance that threatens physical injury to others.

Approved: 2-10-14

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of drugs or other a controlled–substance is prohibited at school, on or in school district property, and at school-sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use in accordance with label directions.

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent or his/her designated representative of the conviction within five (5) days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within ten (10) days of receiving notice thereof.

Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of

continued employment. The employee shall bear the cost of participation in such a program. Each employee in the district shall be given a copy of this policy.

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

Approved: 07-10-23

The possession, use, sale, distribution or being under the influence of controlled substances and/or alcohol by school employees at school -- on, in, or while utilizing school property -- or at school-sponsored activities, programs, or events **is** prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, use and/or be under the influence of illicit drugs, controlled substances, and/or alcoholic beverages at school – on, in, or while utilizing school property -- or at school-sponsored activities, programs, or events.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short-term suspension with pay;
2. Short-term suspension without pay;
3. Long-term suspension without pay;

4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;

5. Termination or nonrenewal of employment relationship.

Prior to applying sanctions under this policy, employees will be afforded any due process rights to which they are entitled under their contracts~~,~~ or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of area drug and alcohol counseling and rehabilitation programs, along with names and addresses of contact persons for the programs, is on file with the board clerk.

Employees are responsible for contacting the directors of the program to determine the cost and length of the program and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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

Approved: 2-10-14

GAOC Tobacco-Free School Grounds for Staff (See JCDAA and KMA) GAOC

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

The following definitions apply to this policy.

"Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, electronic nicotine delivery system (hereafter "ENDS"), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges, and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved nicotine replacement therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges prescribed to the employee by a medical practitioner or obtained over the counter and used in accordance with label requirements.

"Electronic nicotine deliver system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved nicotine replacement therapy devices. "Promotion" includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Approved: 08-10-20

This policy shall apply to all district employees who are performing safety sensitive jobs that require a commercial driver's license (CDL) as defined by the Omnibus Transportation Act of 1991. A board-approved plan stating compliance requirements is on file with the clerk. Copies of the plan shall be given to each appropriate employee in a safety sensitive position as defined by board policy.

Approved: 8-14-95

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

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

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

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

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated Workers Compensation coordinator with a doctor's

written release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate and those benefits under Workers Compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving Workers Compensation benefits due to a work-related injury or is receiving district-paid disability insurance, the employee may use available paid leave to supplement the Workers Compensation or district-paid disability insurance payments. Workers Compensation benefits and FMLA benefits provided in a Board-approved plan shall run concurrently if both are applicable.

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

Testing

The board, through its designated Workers Compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident whether the employee has or has not requested medical treatment. If an employee refuses to submit to an

employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Testing and the procedures used therefore shall conform to all relevant Kansas statutes.

Choice of Physician

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

Approved: 09-09-24

GAOF Salary Deductions (Also see GAL) GAOF

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or ***as*** required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA).

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the Assistant Superintendent of Business and Operations during the enrollment periods established by the Board.

Approved: 08-12-13

GAQ Retirement (Cf. GBN) (also GBQA) GAQ

The retirement of any staff member shall be in accordance with current law. Employees are requested to notify the Board of Education of their intent to retire.

Approved: 4-13-92

GAQ-R Retirement (Cf. GBN) (also GBQA) GAQ-R

The board reserves the right to terminate the employment of any staff member if the board has a good faith doubt that the employee cannot fulfill employment obligations and/or policies and rules of the board because of a mental or physical infirmity.

The board reserves the right to have its employees examined by a physician of its choice to determine whether or not the employee is mentally and/or physically able to fulfill employment obligations of the employment contract and/or policies and rules of the board.

The costs for any examination referred to in this rule shall be borne by the board.

Approved: 4-13-92

For retirement eligibility and processes, see current publications of the following sources.

For certified employees:	Certified Employees' Agreement
For classified employees:	Classified Personnel Handbook
For administrators:	Administrator Contracts

Approved: 12-10-07

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

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

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

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

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

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- The nature of the risk;
- The duration of the risk;
- The severity of the risk; and
- The probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

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

Additional Certifications of Health

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

Approved: 02/08/21

GARA Bloodborne Pathogen Exposure Control Plan GARA

The board shall adopt an exposure control plan.

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

Approved: 2-9-15

GARI Family and Medical Leave GARI

District employees shall be provided family and medical leave as provided by a plan approved by the Board. The plan for providing leave under this policy shall be filed with the Clerk of the Board or designee and made available to all staff at the beginning of each school year.

Approved: 07-18-16

GARIA Pregnant and Parenting Employees (see GAAA and GAAB) GARIA

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

Reasonable Accommodations for Pregnancy-Related Limitations

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

Break Time to Express Milk

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

Approved: 01/08/24

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

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

TYPE OF UNIFORM SERVICE	TYPE OF DUTY
United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard	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
Reserves of the United States Army, Navy, Marine Corps, Air Force, Space Force, and Coast Guard	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
Army National Guard or Air National Guard	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

Commissioned Corps of the Public Health Service	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
Commissioned Officer Corps of the National Oceanic and Atmospheric Administration	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
System Members of the National Urban Search and Rescue Response System	Participation of the System member in exercises, pre-incident staging, major disaster and emergency response activities, and training events sponsored or sanctioned by the Administrator
Intermittent Personnel Appointed to the Federal Emergency Management Agency	Service to the Federal Emergency Management Agency or to train for such service
Any Other Category of Persons Designated by the President in a Time of War or National Emergency	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

The employee may be absent for up to five (5) years for uniformed service and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for uniformed service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing uniformed service, he or she is deemed to be on a

furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-USERRA leaves of absence. Individuals performing uniformed service of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For uniformed service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

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

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

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

TIME SPENT IN UNIFORMED SERVICE	RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

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

The application for reemployment is timely;

the five-year service limitation has not been exceeded; and

separation from service was under honorable conditions.

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

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

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

Approved 01/08/24

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

"Communication device" is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

"Use/Using" for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

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

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

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Approved: 2-9-15

GB

Certified Personnel Section

The board shall compensate all certified staff within the financial limitations and abilities of the district. Compensation may include any or all of the following: any item fairly negotiated into the employment contract; a signing bonus; incentive payment; relocation expenses.

Provisions of the district's teacher salary schedule and teacher contracts are located in the negotiated agreement.

No public funds will be spent by the board in the form of wages or salary for any school employee to sponsor any religious activity. No public funds will be spent by the board to pay any expenses of any school employee to attend any religious activity or conference.

Eligibility for Pay Off the Salary Schedule

There may be times in which the district will find it difficult (due to shortages in candidates or the district's location, e.g.) to recruit and hire certified employees for certain positions. The board, upon the recommendation of the Superintendent, may declare such positions as "difficult to fill." Such designation will make the successful candidates for these positions eligible for pay and benefits beyond those itemized in *the Certified Employees Agreement.*

There may be times in which the district finds it difficult to recruit or retain teachers in a certain school for various reasons. The board, upon recommendation of the Superintendent, may declare such schools as "difficult to staff." Such designation will allow the eligible teachers in that school additional pay and benefits beyond those found in the *Certified Employees Agreement.*

Relocation Expenses

The board authorizes the Superintendent (designee) to offer to pay relocation expenses up to $2,000.00 to the successful candidate of any position identified by the board as a "difficult to fill".

Signing Bonus

The board authorizes the Superintendent (designee) to offer a signing bonus up to $2,000.00 to the successful candidate of any position designated by the board as a "hard to fill" position. Upon accepting the bonus, the candidate commits to a two-year agreement to teach for the district.

Incentive Pay

In the event the board designates one of the district's schools or a group of licensed employees a "difficult to staff" designation, any full-time employee covered by the *Certified Employees Agreement* will be eligible for an incentive bonus in the amount of $2,000.00 for signing a contract to teach in the designated school. The employee must declare his/her intention to teach at said school by March 1 prior to the year during which he/she will teach. The bonus will be added to the employee's base pay for the referenced year of teaching and will continue to be paid each year the employee agrees to teach in that school.

If and when the board no longer designates the school as "difficult to staff," the employees will not be eligible for the incentive pay.

Approved: 02-11-08

For teachers holding three- and five-year certificates, local and state requirements shall be the same.

Approved: 10-9-00

A job description for each classification of certified employees will be developed by the district. A copy of each job description shall be maintained by the district office.

Approved: 4-13-92

Teacher Selection

The board has the legal responsibility of approving the employment of all certified employees. While this responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Approved: 10-9-00

All certified personnel recommended by the superintendent for employment are subject to ratification by the board.

To aid in obtaining the best available staff members for the district's schools, the board adopts the following general criteria which shall be utilized in the selection process for initial employment:

- There shall be no discrimination in the hiring process due to age, handicap, sex, creed, race, color, or national origin.
- The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

The certified employment sequence shall be as follows:

- The verbal offer of employment to the candidate;
- Verbal acceptance by the candidate;
- A Letter of Intent sent to the candidate and the candidate's acceptance signified by a signed Letter of Intent;
- Background check initiated, if required;
- Recommendation of candidate's appointment presented to the Board of Education;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other document by the board.

Approved: 10-9-00

GBE Assignment and Transfer GBE

The board retains and reserves the right to assign, reassign, and transfer all personnel. (Cf. negotiated agreement)

Approved: 4-13-92

GBG Probation GBG

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation. The term of probation will be established by the board, but in no event shall said probation extend beyond a one calendar-year period unless the board first reviews all pertinent evidence pertaining to the probation including a report by the superintendent on the progress of the certified staff member to remedy causes for probation.

Approved: 4-13-92

All conditions of probation shall be in writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.

Failure by an employee to remedy the causes of probation may result in non-renewal or termination of the employment contract.

Approved: 4-13-92

GBH Supervision GBH

The superintendent and other administrators designated by the superintendent have the right to supervise licensed staff. The responsibility for the immediate supervision of licensed staff rests with each building principal.

Approved: 07-08-19

The board shall adopt an approved evaluation instrument. This instrument shall govern evaluation of teachers, shall be filed in the central office with the clerk, and may be published in the teachers' handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, the Assistant Superintendent of Business and Operations, Assistant Superintendent of Curriculum, and other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board.

Approved: 10-13-03

GBK Suspension GBK

The superintendent shall have the authority to suspend licensed employees with pay pending further board action.

The superintendent may suspend licensed employees with pay for any reason~~s~~**,** including but not limited to one or more of the following: alleged violation of board policy, rule, or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a formal complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; and other good cause.

If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: 9-08-08

GBN Nonrenewal and Termination GBN

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

Approved: 07-09-19

The board shall consider any licensed employee's resignation which is submitted to the board in writing. The board may accept resignations from employee**s** under contract when resignation will be in the best interest**s** of the district. Also see the negotiated agreement.

A licensed employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from contract to accept another position until a suitable replacement has been employed.

The Board of Education reserves the right to assess fees for late resignations. (Cf. negotiated agreement)

If the licensed employee terminates employment in the district without complying with the Board of Education policy, the board may petition the State Board of Education to have the teacher's license suspended.

Exit Interviews

Exit interviews may be conducted after an employee resigns.

Approved: 7-9-18

Unless otherwise provided in the negotiated agreement, if the board decides that the size of the teaching staff must be reduced, the following guidelines shall be followed.

Insofar as possible, reduction of staff shall be accomplished by attrition due to resignation(s) and retirement(s). Following attrition, if additional reductions are required, the following steps will be utilized by the district's administrative staff to reduce the teaching staff:

- The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board.
- The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.
- The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests.

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations, and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Please refer to the negotiated agreement for the recall procedures.

Approved: 7-10-23

Certified personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Work Schedules

The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement. Work schedules for other employees shall be defined by the superintendent consistent with the Fair Labor Standards Act (FLSA) and the provisions of this policy.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in accordance with district policy or negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment.

Approved: 02-14-05

GBRC Professional Development (See GBRH and GAN) GBRC

There shall be a program of professional development for employees which meets minimum statutory and State Board of Education requirements. The program shall promote:

- continuous professional development;
- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge; and
- improved job effectiveness and enhanced skills.

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

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

Approved: 10-13-03

GBRD Staff Meetings GBRD

Staff meetings for licensed personnel shall be called by the administration.

Approved: 07-08-19

GBRF Student and Parent Conferences GBRF

Teachers shall be available for student and/or parent conferences at mutually convenient times. The principal may schedule individual or building-wide parent-teacher conferences as necessary.

Approved: 02-08-16

GBRG Non-School Employment GBRG

Certified employees shall not be permitted to engage in outside employment which, by its nature or duration, will impair the effectiveness of their instructional service.

Approved: 4-13-92

GBRGA Consulting GBRGA

Certified employees may be excused by the superintendent or a designee to perform technical or instructional services as consultants to other districts, government agencies, or private industry.

Fees for the consultant services provided by certified employees may be established by the superintendent.

Approved: 4-13-92

Requests for approval to serve as a consultant shall be submitted in writing to the superintendent who shall act upon the request in accordance with the district professional development plan.

A certified employee who serves as a consultant to an outside agency or firm will receive regular salary from USD 428 provided that no payment from the outside agency or firm is accepted by the employee. Such payment would not refer to vouchered expenses or to payments made to employees providing services on a non-contract day, personal day, or vacation day.

Any fees established for consultant services by district employees excused during contracted time shall be payable to USD 428. (Cf. Professional Development In-Service Plan)

Approved: 4-13-92

GBRH Leave and Absences GBRH

Licensed employees will be provided with paid and unpaid leave in accordance with applicable law and the negotiated agreement. The Board reserves the right to grant additional leave.

Approved: 07-08-19

GBRJ Arrangement for Substitutes (Cf. IKH) GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent or the superintendent's designee may meet with potential substitutes before the start of each school year.

The principals shall compile a list of available substitute teachers, and each principal shall have a current list.

Principals or other designated employees shall be responsible for obtaining substitute teachers from the list and employing them as needed.

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

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

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

Approved: 7-11-22

An educator in the performance of duties shall:

- meet and continuously maintain applicable certification or licensure requirements as defined by state and/or federal law for position held;
- actively support and pursue the district's educational mission;
- recognize the basic dignity of all individuals;
- maintain professional integrity;
- avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of ~~his/her~~ duties;
- accurately represent professional qualifications; and
- be responsible to present any subject matter in a fair and accurate manner.

Approved: 01-09-17

GC

Classified Personnel Section

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

Work Assignments

Subject to board approval, the superintendent or his/her designee shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent or his/her designee.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks, or other documents approved by the board. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment.

Workweek

For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m., Sunday until 11:59 p.m., Saturday.

Classification of Employees

For purposes of compliance with the Fair Labor Standards Act (FLSA), the superintendent shall ensure that all job positions are classified as exempt or nonexempt and that employees are made aware of such classifications.

Overtime

The employee shall not work more than forty (40) hours per week without the prior permission of the appropriate supervisor. (See GCR) Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor

Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over forty (40) in a workweek.

Nonexempt employees whose workweek is less than forty (40) hours will be paid at the regular rate of pay for time worked up to forty (40) hours. Overtime pay will be provided only if an employee works more than forty (40) hours in a workweek.

Compensation for Out-of-Town / Overnight Trips (See GAN)

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from Great Bend MINUS:

1. Eight (8) hours for sleep when overnight;
2. Reasonable time for meals [normally one (1) hour per meal]; and
3. Time used exclusively for pleasure or personal business.

Approved: 02-14-05

The board authorizes the Assistant Superintendent of Business and Operations or designated representative to hire classified employees as the needs of the district dictate.

Approved: 4-13-92

A full-time classified employee is one who works at least 2,080 hours per fiscal year in a position not requiring certification by the Kansas State Board of Education.

A part-time classified employee is one who works fewer than 2,080 hours per fiscal year in a position not requiring certification by the Kansas State Board of Education.

A temporary/summer employee is one who may be employed on a temporary basis in a position not requiring certification by the Kansas State Board of Education.

Approved: 4-13-92

A comprehensive job description for each classification of classified (non-certified) employees will be developed by the district's administration. Job descriptions will not be included in these policies/rules but will be maintained in the superintendent's office. Requests to review specific job descriptions may be made to the Assistant Superintendent of Business and Operations.

Approved: 4-13-92

Classified employees shall be paid according to wage scales and job classifications approved by the board. Wage scales shall not be included in these policies/rules but will be maintained in the superintendent's office. Wage assignment is determined in accordance with skill level and responsibility required by the job description as well as experience in the position.

No public funds will be spent by the board in the form of wages or salary for any school employee to sponsor any religious activity. No public funds will be spent by the board to pay any expenses of any school employee to attend any religious activity or conference.

Approved: 4-13-92

GCH Assignment and Supervision GCH

The board reserves the right to assign, reassign, or transfer classified employees as the need arises.

The Assistant Superintendent of Business and Operations or designated representative has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified employees who are assigned to the building as provided within the context of GCBA-R.

Approved: 4-13-92

GCIA Evaluation of Coaches and Sponsors GCIA

All employees contracted to coach or sponsor an activity shall be evaluated. Evaluation documents will be on file with the clerk of the board.

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

Approved: 7-11-22

GCK Suspension GCK

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

Approved: 9-08-08

GCN Separation GCN

All classified employees serve at the pleasure of the board and may be terminated at any time by a majority vote of the board.

Approved: 4-13-92

GCO Resignation GCO

A classified employee may resign from his/her position at any time.

Approved: 4-13-92

GCR Working Conditions GCR

The board will make reasonable effort to establish and maintain adequate working conditions.

Time Schedules

The board delegates to the Assistant Superintendent of Business and Operations or designated representative the authority to develop time schedules for all classified employees, subject to approval by the board.

Work Load

Work load assignments for classified personnel shall be made by the Assistant Superintendent of Business and Operations or designated representative after careful deliberation and evaluation of personnel positions.

Approved: 4-13-92

Time Schedules

Time schedules for classified employees will be assigned at the beginning of employment by the Assistant Superintendent of Business and Operations or designated representative.

Work Load

The normal work load for classified personnel shall consist of forty (40) hours per week for full-time employment. (Cf. Classified Personnel Handbook)

Approved: 4-13-92

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

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

The supervisor may approve leave without pay for extraordinary circumstances.

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

Approved: 01-09-23

Paid Leave

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

Unpaid Leave

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

Jury Leave

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

Approved: 7-11-22

Each full-time classified employee may be granted a paid vacation each year. (Cf. Classified Personnel Handbook)

Approved: 4-13-92

It is not the policy of the Board of Education to make any payment for unused vacation leave. All vacation leaves are to be used during the contracted year and they do not accumulate.

Approved: 12-13-93

Paid holiday leave may be granted to classified employees. (Cf. Classified Personnel Handbook)

Approved: 4-13-92