Classified Employee Handbook

Circle Unified School District 375
2026-2027

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CLASSIFIED EMPLOYEE HANDBOOK

INTRODUCTION

Purpose

This handbook was prepared to provide in written form, USD 375 policies, procedures and practices which pertain to classified staff. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD 375 policies. The execution of these policies is the responsibility of each employee.

An obligation rests with every employee of the Circle Unified School District to render the performance of duties in a manner that is honest, professional and courteous. Employees will be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the District. This will include but is not limited to school board policies, school handbooks and applicable federal and state statutes.

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

1. Physical or verbal abuse of, or threat of harm to, anyone.
2. Causing damage or threat of damage, to district property.
3. Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
4. Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
5. Use of profane or abusive language, symbols, or conduct.
6. Harassment or discriminatory behaviors.
7. Failure to comply with the lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
8. The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.

Employee Code of Conduct

An obligation rests with every employee of the Circle Unified School District to render the performance of duties in a manner that is honest, professional, and courteous. Employees will be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the District. This will include but is not limited to school board policies, handbooks, and applicable federal and state statues.

Below is a partial list of school board policies applying directly to all district staff conduct. This short summary of content is given for the convenience of staff members, noting that the full policies, for which staff/faculty are responsible, are available in electronic format for all employees on the USD#375 Website.

Drug Free Schools and Communities Act/Drug Free Workplace

The unlawful possession, use, or distribution of drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Tobacco Use

Circle USD 375 is a tobacco-free school district. The use of tobacco products in any form is prohibited in all buildings, athletic fields, stadiums, vehicles and on all school grounds owned or operated by USD 375. This policy includes all students, staff members, patrons, visitors, spectators and groups using or renting district facilities. A district employee who violates the terms of this policy shall be subject to disciplinary action.

Staff-Student Relations

Staff members shall maintain professional relationships with students which are conductive to an effective educational environment. Staff members shall not have any interaction of a sexual or romantic nature with any student at any time regardless of the student's age or status. All staff members are responsible for the regulation of student conduct at school events and school sponsored activities.

Ethics

A staff member in the performance of his/her duties shall: recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties, exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.

Harassment

Harassment will not be tolerated in the school district. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall harass, be harassed, or fail to investigate or refer a complaint of harassment for investigation. Complaints of harassment by employees will be promptly investigated and resolved.

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.[1] The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 901 Main St, P O Box 9, Towanda, KS 67144, 316-541-2577 or superintendent@usd375.org. For further information on notice of non-discrimination, visit https://www.usd375.org/o/circle-public-schools/page/statement-of-nondiscrimination. Please use the following links to view the district policy or to file a formal complaint. District Policy Complaint Form.

[1]Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups."

Solicitations of Staff

Solicitation of Employees ~ unless permission is granted by the principal, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitation by Employees ~ No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

I. Definition of Personnel

USD 375 classified personnel shall include all maintenance, custodial, grounds, transportation, cafeteria, secretarial, aide and paraprofessional positions.

Glossary of Terms for Classified Personnel

Note: A classified employee's time shall be calculated in relation to an eight (8) hour day.

Hourly Employee: An hourly employee is issued a "Letter of Employment" outlining terms of employment, number of hours to be worked daily, wage per hour, days per year, immediate supervisor, etc. An hourly employee must submit a time sheet signed by his/her immediate supervisor.

Salaried Employee: A salaried employee is issued a "Letter of Employment" or a contract outlining terms of employment, duties of employment, annual salary, vacation, holidays, etc. The Fair Labor Standards Act (FLSA) defines who may qualify as a salaried employee. No time sheet is required, and no overtime is afforded to salaried employees.

Full-Time Position: A full-time classified employee works eight (8) hours a day, forty (40) hours a week, two-thousand eighty (2080) hours a year.

School-Time Position: A school time position is one that is consistent with the school year as opposed to full time. Examples include teacher assistants, food service building personnel, library aides, and bus drivers. Generally, employees in this category do not work when school is not in session.

Part-Time Position: A part-time classified employee works less than eight (8) hours a day, forty (40) hours per week and/or less than two-thousand eighty (2080) hours a year.

Contracted Position: A contracted employee is one who has been issued a written contract for terms of employment, whether it is full-time or part-time. The contract does not imply employment beyond the term of the contract. Additionally, the contract is an "at will" contract and may be canceled by the employer at the employer's discretion or by the employee. Notice requirements in the contract shall apply except in emergency situations.

Temporary Position: A temporary position may be full-time or part-time and is a nonrecurring position of not more than ninety (90) day duration. This position is a substitute or temporary replacement situation for another employee.

Seasonal Position: A seasonal position is a job of less than six (6) months continuous duration which may recur on a regular time cycle.

Overtime: Overtime hours are those physically worked in excess of forty (40) hours a week. All overtime must be approved in advance by the appropriate administrator/supervisor.

Compensatory Time: Employees are not permitted to receive compensatory time in lieu of overtime, except for the Campus Police Officer (CPO). The CPO, as a law enforcement officer, may accumulate up to a maximum of 480 comp hours.

Work Week:The work week for the district shall begin at 12:00 a.m. on Sunday and ends at 12:00 a.m. on the following Saturday.

Pro-rated Schedule: Hourly equivalent of one work day per month. Begins accumulating after probationary period, and resets each year.

II. Employment

USD 375 is an Affirmative Action/Equal Opportunity employer. The district does not discriminate on the basis of race, color, national origin, sex, age, handicap or other protected characteristic in admission or access to or treatment or employment in its programs and activities.

A. Positions

USD 375 will hire classified personnel as the needs of the district dictate.

B. Qualifications and Duties

Comprehensive job descriptions for each classified employee category are located in the Board Clerk's office.

C. Recruitment

The district will recruit classified personnel to fill existing or proposed vacancies.
An applicant supply file will be maintained for all positions, and vacancy announcements for open jobs will be circulated throughout the district. Candidates for positions will be interviewed by the respective supervisors. Employees assigned to buildings may also be interviewed by the building principal. Food service, operations and maintenance, and transportation employees shall be interviewed by the departmental director. The superintendent or assistant superintendent may also interview classified employees. After the interviews are completed, the superintendent will make a recommendation for employment to the Board of Education.

D. Criminal Background Check

All applicants for employment shall be required to undergo a criminal background check. Forms are available from and shall be submitted to the administration office. All offers of employment shall be conditioned upon the results of the criminal background check as determined by the superintendent or the board. Failure of an applicant to grant permission to complete a criminal background check will void any conditional offer of employment.

E. Health Examinations

Kansas law requires each staff member to secure a certificate of health, signed by a licensed physician, including testing for tuberculosis for those employees who come into direct contact with students. Any expense is to be borne by the district if the tests are completed at the district approved facility. Any

additional required health certification (DOT Physical) shall be partially or fully reimbursed by the district up to a maximum of $75.00 per examination.

F. Assignment and Transfer
The district reserves the right to assign, reassign, or transfer all classified employees. Employees are welcome to request transfers; however, all transfers shall be approved by the superintendent. If a transfer request of a school employee cannot be honored during the current contract year, such request will remain current and be considered throughout the duration of that contract year. A transfer request must be filed with the superintendent through the building principal or supervisor to whom the employee is directly responsible.

All applications from individuals desiring consideration for another position which exists or may exist will be filed in writing with the superintendent. A transfer request may originate with either the employee or a supervisor within the district.

G. Supervision
The superintendent has the right and responsibility to supervise all classified employees with immediate supervision as follows:
1. The Food Service Director will supervise Kitchen Managers, Kitchen Assistants and Food Service Aides.
2. The Department Supervisors will supervise Operations Workers and Custodians.
3. The Transportation Director will supervise Mechanics, Bus Drivers, Bus Aides, and Mechanic.
4. The Technology Director will supervise Computer Technicians.

Principals will supervise all other classified personnel assigned to their buildings, including but not limited to Secretaries, and Teacher Aides.

H. Suspension
Classified employees may be suspended with or without pay by district.

I. Grievance Procedure
The purpose of this procedure is to provide a method for resolving any grievance by a classified employee which may arise from interpretation or application of any rule, regulation, or policy of the USD 375 Board of Education, as it specifically relates to employee/employer relationships.

Each employee is urged to confer, in an informal manner, with his/her immediate supervisor in an effort to resolve the grievance. If this is not successful, the following procedure will be used to resolve grievances.

1. The grievance will be presented in writing to the immediate supervisor who will render a written decision within ten (10) days to the employee. If this is not satisfactory the employee may submit the grievance and a copy of the immediate supervisor's response to the superintendent.
2. The superintendent shall respond in writing to the employee within ten (10) days. If unsatisfied with the decision of the superintendent, the complainant has the right to appeal to the Board of Education. The decision of the Board of Education will be final.

No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

J. Personnel Evaluation
New classified employees will be on probation for thirty (30) calendar days. This will permit the employee to adjust to new duties and become acquainted with operational procedures of the school district.

Following the first thirty (30) days on the job, the work performance of the new employee will be reviewed by the immediate supervisor. At that time, employment may be continued or terminated.

Thereafter, evaluation will be held as deemed necessary by the district supervisory and/or administrative staff and in accordance with Board policy.

It is understood that during the course of a work day, there is constant evaluation between the employer and employee. Problems or questions of either party should be discussed when the need arises.

K. Resignation/Termination
Any employee who wishes to resign should submit a written notice to his/her immediate supervisor at least ten (10) working days prior to resignation. Any employee may be terminated by the superintendent.

L. Attendance
Your attendance is extremely important to the success of our school district. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as scheduled, you MUST notify your supervisor or building principal. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than one (1) hour prior to your normally scheduled starting time. Of course if you cannot contact your supervisor or building principal yourself, you must have someone do it for you.

You are required to call your supervisor as soon as you are able. When you contact your immediate supervisor or building principal you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illness of three (3) days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work or subsequent restrictions. See also **Section III. Payroll Information, Compensation, Benefits and Services Compensation K. Holidays** regarding documentation requirements for absences adjacent to paid holidays or holiday breaks.

A pattern of absences, including but not limited to repeated single-day absences, absences concentrated on Mondays or Fridays, or absences occurring immediately before or after holidays or holiday breaks, may be subject to progressive disciplinary action regardless of whether those absences are covered by accrued sick leave.

M. Personal Communications Device Usage Policy
Employees shall make an effort to use such devices in appropriate situations and locations.

General Use at Work - While at work, employees are expected to use discretion in using personal communication devices. Employees should restrict personal calls/texting during work time and should use personal communication devices only during scheduled breaks and lunch periods. Please keep your personal communication device on vibrate while at school as to not interfere with other teachers or student learning. The school district is not liable for the loss of personal communication devices brought to the school.

Camera Phone Usage - Camera phones can present risks to individuals while on school grounds and at school functions, potentially compromising students privacy. Do not take or post pictures of students without permission from the administration.

Social Media - Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Staff members will refrain from:
· Improper fraternization with students using Facebook, texting and similar internet sites or social networks
· Inappropriate violation of the harassment policy
· Inappropriateness of posting items with sexual content
· Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
· Posting pictures of students for public display using any media without administrative approval

The possible penalty for failure to exercise good judgment in on-line conduct, includes dismissal from employment. The Superintendent or designees will work with staff to develop positive elements of communications, Periodical internet searches may be made by the technology team checking for postings of inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the technology department will download the offensive material and promptly bring that misconduct to the attention of the School Principals, Directors and Superintendent for possible action.

III. Payroll Information, Compensation, Benefits and Services Compensation

A. Payroll Information
District employees must file with the Administration Office, a Form W-4, Form K-4, Form I-9, and a signed oath of allegiance.

Time sheets, signed by the appropriate supervisor, are due in the Administration Office by 12:00 p.m. of the first working day immediately following the last day of the pay period.

Employees will be paid on the 15th of each calendar month.

Eligible classified employees may participate in the benefits provided through the district's cafeteria fringe benefit plan. All such benefits shall be the responsibility of the employee through salary reduction or deduction.

B. Salary
Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board of Education. Placement of new employees is based on their previous work experience and professional training as well as the responsibilities assumed in their U.S.D. 375 position.

The employment of part-time, seasonal, or temporary personnel will be approved in advance by the superintendent.

Salary increases, when granted, will begin July 1 of each year or as soon thereafter as the employee returns to work.

C. Kansas Public Employee Retirement System (KPERS)
Classified personnel who work for the district 17.5 hours per week will be required to be a member of the Kansas public Employees Retirement System (KPERS). Complete information concerning this program is available at the Administration Office.

D. Health Insurance
USD#375 Classified personnel, who work 30 or more hours a week, may elect to participate in the district health insurance plan. Employees must make elections during their probationary period, open enrollment period, or a change of qualifying event. Employees who elect to participate in the health insurance plan will receive $600.00 per month for partial payment of the premium. Employees who work fewer than 12 months will receive the $600.00 for 12 months. The balance of the health insurance premium will be withheld monthly from the employee's salary. Details may be secured from the Administration Office. Health insurance is the responsibility of the employee.

E. Worker's Compensation
It is the policy of the Board of Education to provide Worker's Compensation Insurance to personnel to compensate for personal injury from an accident arising out of and in the course of their job responsibilities.

For any day that an employee receives disability reimbursement under the Worker's Compensation Law for compensable illness or accident arising out of or in the course of his/her employment, the employee's payment for accumulated leave and compensation shall not exceed 100 percent of their regular gross salary.

Deductions from an employee's accumulated leave shall be pro-rated on that portion of salary paid by the district. At such time as accumulated leave and/or paid vacation time has expired or at such time as the employee may elect not to use accumulated leave and/or paid vacation time, the employee will receive only Worker's Compensation pay.

Employees are expected to return to work immediately upon receipt of a medical release. The employee shall notify their supervisor and the Administrative Office immediately following appointments of any health related work restrictions. The district will make reasonable accommodations to return the employee to work as soon as possible.

At the election of the District and in compliance with OHSA, any classified employee injured on the job or having an accident while operating school equipment will be subject to immediate testing for drug and alcohol use. The use of alcohol, illegal drugs or the unauthorized use of prescription drugs may result in

discipline up to and including termination. The employee will have the burden of showing the use of any scheduled drug was legally prescribed.

F. Accident Reporting
The following practice must be followed should an employee sustain a work related injury that does not require calling 911 or is non-life threatening.

- The employee's supervisor must be notified as soon as possible after the accident/injury has occurred.
- The employee and supervisor must contact a USD#375 Nurse as soon as possible for an assessment of the injury.
- The employee and supervisor must contact the Board Clerk or Administrative Office as soon as possible to report the accident/injury.
- The employee and the employee's supervisor must complete the appropriate Accident Report Forms and file these forms with the Board Clerk before the end of the next work day of the accident/injury.
- The employee must report all non-injury or near miss accidents to their supervisor immediately so that precautions can be taken to avoid future incidents.

If the injured employee chooses to be evaluated by a health care provider other than the designated provider for the district, then the employee is limited in compensation to a maximum or $500 and must sign a waiver of acknowledging this policy.

G. Probationary Period
All newly hired classified employees will be placed on a 30-day probationary period whereby they would not be paid for personal leave, sick leave or receive holiday pay. Employees would be eligible to participate in the group health insurance plan on the first of the month following the 30-day probationary period. Eligible employees are required to participate in KPERS immediately.

H. Leave Policy
Each classified (12) month employee will be granted the equivalent in hours of twelve (12) leave days (10 sick and 2 personal). Sick/Personal leave days will be granted at the beginning of each contract year. Days not used during the contract year may be accumulated to eighty-eight (88) sick days.

Sick leave is available to all other classified full time and part-time employees (Bus Drivers, Food Service, Aide, Computer Tech, Secretary) 10 days (8 sick and 2 personal). Leave will be calculated as the hourly equivalent of one day per month worked and for those employees who begin working during the year, a pro-rated schedule will be used to determine sick leave (one day (hourly equivalent per month worked) once they have completed their probationary period.

Up to Ten (10) days per year may be used for illness in the immediate family or for bereavement leave. Employees who request the use of sick leave in excess of ten (10) days per year for illness in the immediate family and other emergency situations must seek approval by the administration.

All classified employees have the equivalent of 2 days in hours as personal leave. This equivalent of 2 days in hours of personal leave is not in addition to your allocated sick leave, but rather replaces the equivalent of 2 days. Personal leave would be in hours. If you do not to use your personal leave, it will be carried over as sick leave the following year.

I. Sick Leave Bank

A sick leave bank with the following provisions shall be available to classified staff:

- No one may use the sick leave bank until all of his/her leave is exhausted.
- An employee may not request more hours from the bank than the sick leave allotment the employee had in accumulated sick leave at the beginning of the school year.
- Use of the bank for serious injury or illness of the employee or the employee's immediate family shall require majority opinion of the sick leave committee.
- The sick leave committee shall consist of a director, building principal and assistant superintendent.
- Restoring Borrowed Days: The employee shall return borrowed days to the bank the following year or years as necessary. For 12-month employees, five days will automatically be taken from the accumulated temporary leave each year plus all unused sick leave at the end of the year, until all borrowed days have been returned. Three days will be taken from employees who work less than 12 months.

J. Vacations

Each full time twelve (12) month employee will earn a two (2) week (10 working days equivalent in hours) vacation yearly. All vacation time is allotted at the start of each fiscal year (July 1). For employees who begin working during the fiscal year, a pro-rated schedule will be used to determine vacation days (equivalent to 1 day for each month worked). Employees who are contracted for less than twelve (12) months are not eligible for paid vacations. Exclusions include employees who complete combination positions such as secretary. Aide. Summer work, bus driver and others.

Employees who have worked twelve (12) years or more will receive three (3) weeks (15 working days equivalent in hours) of vacation. An employee may ask to receive pay for <u>one</u> of the three weeks in lieu of the vacation earned. Requests for paid vacation time must be made in writing before June 1 and will be paid out in June's payroll.

First year employees who resign or whose employment is terminated prior to June 30, <u>WILL NOT</u> be entitled to vacation pay. Employees with one year or more experience in the district, who resign giving two-weeks notice will be paid for remaining vacation time.

K. Holidays

An employee who is absent due to illness on the scheduled workday immediately preceding or immediately following a paid holiday or the beginning or end of a holiday break period will not be eligible for holiday pay for that holiday unless the employee provides documentation from a licensed health care provider verifying the illness. This documentation must be submitted to the employee's immediate supervisor upon return to work. Exceptions may be granted at the discretion of the Assistant Superintendent or their designee.

A. Following is a list of paid holidays for twelve (12) month employees:

Independence Day
Labor Day
Thanksgiving Vacation (Thursday & Friday)
Christmas Vacation (2 days)
New Year's Vacation (2 days)
Memorial Day

B. Following is a list of paid holidays for nine month personnel or less (school time and/or part time): bus drivers, food service, maintenance, secretaries, aide, custodians and combinations of these positions working less than eight hours per day will receive pay based on their work day for the following holidays:

Labor Day
Thanksgiving Vacation (Thursday & Friday)
Christmas Vacation (2 days)
New Year's Vacation (2 days)

L. Holiday Pay

Sick leave in excess of two (2) times the annual allowance (Bus Driver-20 days, Nutrition Services-20 days, Aide-20 days, Computer Tech-20 days, Administrative Assistant-20 days, 12-month employee-24 days) may be substituted as time for unpaid holidays (for example, Christmas Break, Spring Break and other non-school days as defined by the district calendar). For those employees normally scheduled to work when school is not session (custodians, maintenance, grounds) during these breaks, prior approval to use days must be obtained from their Department Director.

Days used as holiday pay will be deducted from accumulated sick leave. Days may not be used as Personal Leave for scheduled workdays. The holiday pay request form must be filled out in order to be paid for non-paid holidays. Days will not be paid in advance or retroactively. Your request for a non-paid holiday must accompany the month of time card that is being requested. For example, your request for days paid in October must be turned in with your October time card.

Salaried employees may request in writing prior to June 1, payment for unused sick leave in excess of four times (48 days) their annual allowance up to a maximum of 10 days. Salaried employees will be compensated at the current rate of substitute teacher pay. Payment for unused sick leave will be made on the June check.

M. Retirement Sick Leave Pay

When a classified employee retires and has accumulated sick leave at the end of their last contract year; the Board will pay $30.00 a day for up to 2/3 of the total accumulation of sick leave with a maximum of 50 days in one lump sum payment. The classified employee must meet the following criteria:

- Retirement is defined as meeting the requirements for KPERS retirement.
- The classified employee must have been employed in the district for at least 7 (seven) consecutive years prior to retirement.
- The classified employee must be employed for at least 3.5 hours per day.

N. Snow Days

In the event that school is canceled due to snow/weather, classified employees will be compensated at their regular daily rate of pay.

O. Post Offer Screening

All applicants for nutrition services, maintenance, custodial, or grounds employment shall be required to participate in a Post Offer Screening conducted at a district approved facility. The screening shall consist of, but not be limited to a health history questionnaire and a functional screen. The cost of the Post Offer Screen shall be paid by the district. The prospective employee will not be compensated for participating in the Post Offer Screen. The Post Offer Screen is a tool used in aligning an applicant's physical abilities with job requirements. Failure to complete the Post Offer Screening will discontinue the employment application process.

P. Slip Resistant Footwear

In an effort to provide a safe working environment for our employees, all custodial, maintenance, grounds, and food service employees are required to wear slip resistant footwear while on duty. An annual reimbursement of $50 for custodial/food service and $65 for maintenance/grounds (requires steel toe) will be available upon presentation of slip resistant footwear receipt and payable pending the completion of the employee's probationary period.

CIVIL RIGHTS NOTIFICATION FOR CIRCLE USD 375 Towanda, Kansas

Notice of Non-Discrimination

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.[1] The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent, 901 Main St, P O Box 9, Towanda, KS 67144, 316-541-2577 or superintendent@usd375.org. For further information on notice of non-discrimination, visit https://www.usd375.org/o/circle-public-schools/page/statement-of-nondiscrimination. Please use the following links to view the district policy or to file a formal complaint. District Policy Complaint Form.

[1]Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words "and provide equal access to the Boy Scouts and other designated youth groups."

SAFETY MANAGEMENT STATEMENT

As Superintendent, I am very concerned with your safety, both on and off the job. I sincerely believe that our employees and their families should be spared the distress, incapacitation and financial burden that always results from accidents. It is the statement of Circle USD 375 to obtain the greatest practical degree of freedom from accidents and to assure that every employee is provided safe and healthy working conditions, free from recognized hazards.

To accomplish this very important goal, we are assigning the responsibility, authority and accountability for accident prevention to all supervisory personnel within their areas or operations.

We are appointing. Michael Janzen as the Safety Coordinator. It is the responsibility of this individual to administer a total accident prevention effort covering all employees.

This safety program requires the participation of every employee in observing safe work practices at all times and in all places, along with reporting unsafe acts and conditions to supervisors.

Everyone will benefit from this program.

Don Potter, Superintendent