

2011  
2012

# FACULTY HANDBOOK

U.S.D. 481 Rural Vista

Rural Vista School District  
USD #481  
7/13/2011



## **RURAL VISTA USD 481**

### **FACULTY HANDBOOK**

#### **MISSION STATEMENT**

The mission of Rural Vista USD 481 is to provide a safe environment while preparing students for life-long learning so that they are productive citizens.

#### **WELCOME**

The Board of Education and administration welcome you to a new school year! We are looking forward to another exciting and challenging school year. We want the years you spend with us to be the very best they can be. The following pages explain some of what you will need to know to help you make these years a success. If you have any suggestions for school improvement, please visit with your building principal or the superintendent. **HELP US TO IMPROVE OUR SCHOOL.**

#### **INTRODUCTION**

It is important to establish classroom procedures which are consistent from day to day and which give students a feeling of “knowing” what to expect in the study setting. The rules and regulations should allow for a learning climate to be present on a daily basis.

In order to aid our effort toward consistency, some basic classroom procedures and expectations need to be initiated. Each instructor will be expected to model good learning techniques in the classroom. The basic classroom expectations are:

1. Intensive learning activities are to occur in each class.
2. The classroom time must be quality time.
3. Our greatest duty is to teach the subject matter, followed closely by performing the great storehouse of other responsibilities.
4. What we expect of our students, we should be willing to do ourselves. We truly must model that which we perceive to be important.
5. Specific conditions in the room should include:
  - a. Class should begin on time.
  - b. Chairs should be used to sit on.
  - c. Class time should be used in study of the subject matter.
  - d. Make yourself available to students.
  - e. It is the responsibility of the teacher to supervise their students.
  - f. The room, as well as the entire school, should project a positive atmosphere.

#### **GENERAL INFORMATION**

The State of Kansas and USD 481 require the following forms to be on file in the District Office:

1. W-4 forms
2. Copy of social security card and drivers license
3. Loyalty oath
4. Tuberculosis and health certificate
5. District application
6. Teacher certificate
7. Transcripts from all colleges and universities attended
8. Certified birth certificate
9. Certification of any name change (marriage, divorce, etc.)
10. Direct Deposit Form

#### **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another’s work and claiming it as your own and plagiarism, defined as the use of another person’s original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to consequences stated in classroom rules and teacher expectations. Appeals and concerns should be directed to building administration.

**Approved: January 2009**

## U.S.D. 481 ACCIDENT REPORTING PROCEDURES

### Employee

1. Immediately report all accidents and injuries to your immediate supervisor (within 24 hours or as soon as possible). Someone may report the accident on your behalf if you are not able to report it yourself.
2. Seek medical attention at the Designated Health Care Provider (DHCP). These are the Herington Municipal Hospital, the Memorial Hospital in Abilene, Morris County Hospital in Council Grove.  
  
If your supervisor is unavailable, seek medical attention. Report the injury to your supervisor as soon as possible, but no later than the beginning of the next business day. Contact superintendent if your supervisor is still unavailable.
3. Immediately following your doctor's visit, return the release slip to your immediate supervisor.
4. Complete the Report by Injured Employee.

### Supervisor

1. Direct the injured employee to DHCP listed above.  
Notify the district office of the accident as soon as you have taken care of the injured employee.
2. Give the employee a Notice of Injury form to take to DHCP.
3. Obtain a release slip from the employee.
4. Complete Supervisor's Accident Investigation form.
5. Forward all of the above forms to the Central Office.

### Central Office

1. Complete the Kansas Employer's Report of Accident form
2. File with the Kansas Department of Labor within time frame specified by law.

## AUTOMATED EXTERNAL DEFIBRILLATORS

The board has authorized the use of automated external defibrillators in school building. Qualified persons are allowed to use the devices when appropriate. A "qualified person" means an employee who has:

1. Completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
2. Has completed a course of training in the use of automated external defibrillators and;
3. Demonstrated proficiency in the use of an automated external defibrillators.

Employees who wishes to be trained in the use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisors.

**Approved: January 2009**

## ANIMALS AND PLANTS IN THE SCHOOL

Before allowing a student to bring an animal or plant into the school, the teacher must receive permission from the building principal. **Under no circumstances are animals to be transported on school buses.** Teachers are to check with the school nurse regarding any known allergies existing among students prior to having an animal or plant in the classroom. Teachers must assume full responsibility for the proper humane treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. If animals are to be kept in the classroom during days when classes are not in session, the teacher must make arrangements for their feeding, care, and safety. The custodians are not to be assigned this responsibility.

## **ASBESTOS NOTICE**

Asbestos materials are present in certain materials of our facilities but are not currently airborne hence they pose no imminent health risk as reported by an external agency that regularly monitors our buildings. Such materials have been identified and are only harmful if they are manipulated and cause particles to become airborne. Nancy Cowan, Head Custodian of Hope, and Freddie Worrell, Head Custodian of White City, are designated as asbestos managers of their respective campuses and have information pertaining to areas which house these agents and how they can be treated. Please contact them prior to any manipulation of our facilities including but not limited to walls, ceilings, and flooring.

## **CHAIN OF COMMAND—RESOLVING PROBLEMS**

Employees are expected to follow the proper “chain of command” by first contacting the immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. Employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the principal, contact should be made with the lead teacher and/or district administrator for serious situations that can not wait for the next day for a solution.

***Approved: January 2009***

## **CLASS TIME**

In most cases, approximately 65% of the allotted daily class time should be used for class discussion, and the remainder of the time, 35%, should be used for supervised study. A teacher's personality in the classroom is a vital teaching factor. It is important that teachers not develop into a fixed pattern, but be flexible. Pupils must be supervised at all times when either in the building or on the school grounds.

## **CLASSROOM MANAGEMENT**

All certified staff shall read, be familiar with and enforce the rules and regulations established in the student handbook. When referring to inappropriate behavior or actions, teacher action should consider the following levels of interaction:

### **Teacher Level**

This procedure is to be utilized when students are consistently uncooperative, unproductive or disruptive in the classroom. Please note: students may still be removed from a class or from school in the case of serious disruption, insubordination, vandalism, etc. without going through these steps upon agreement of the teacher and administrator or upon administrative decision.

STEP 1-Teacher has had conferences with student to try to get him or her to alter behavior. Parent contact is optional.

STEP 2-Teacher conference with student and assignment of discipline such as detention. The matter is reported to the administration. Parent contact is required.

STEP 3-Student is referred to the LEVEL 2 (PRINCIPAL LEVEL).

***Revised: January 2009***

### **Principal Level**

The building principal has the authority to administer disciplinary action as circumstances warrant. (See Student Handbook.)

## **CLASSROOM RULES**

All teachers will explain their classroom rules during the first full week of school. The parents will receive a set of these rules during the first full week of school.

## **COMPUTER PRIVACY**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

### **CURRICULUM ADOPTION**

It is the goal of USD 481 Rural Vista schools to move away from exclusive textbook adoption for curriculum development. Faculty are encouraged to use a variety of resources when presenting curriculum to students. Resources which used to be dedicated for textbook adoption will be used to support teacher time and effort to coordinate curriculum resources for students. The coordination of such products that are developed under the time and guidance of Rural Vista USD 481 will be copyrighted and will require written permission for use outside of the Rural Vista School District.

#### **DEADLINE FOR DROPPING A CLASS**

Deadline to drop a class 1<sup>st</sup> Semester – 2 weeks following the 1<sup>st</sup> day of the Fall Semester.

Deadline to drop a class 2<sup>nd</sup> Semester – 1 week following the 1<sup>st</sup> day of the Spring Semester

#### **DRINKS/SNACKS IN THE CLASSROOM**

Each teacher has the authority to designate if snacks and drinks are allowed in his/her classroom. It is the responsibility of the teacher and student to make certain no food or drink is left in the classroom at the end of each period and at the end of each school day.

#### **DUTIES OF THE CLASSROOM TEACHER**

Each classroom teacher shall report to the building principal, the absence of any pupil from class. Students shall not be re-admitted to class until they have secured an admit slip or make-up slip from the principal's office. Each teacher will accurately keep all records required by the building principal and the superintendent. Each teacher shall exercise reasonable care of all school property in their care or under their supervision. All requisitions for supplies shall be generated by the teacher, presented to the building principal for explanation, and forwarded to the superintendent. Desk copies of all texts and related materials are furnished by the school. Obsolete and "work worn" texts or aids will be replaced on a replacement cycle. Other supplies may be had upon request, provided funds are available. The superintendent is the purchasing agent of the school. By obtaining permission from the building principal, the teacher can buy supplies at the school's expense and be reimbursed only when special permission is given by the office. The building principal will obtain permission from the superintendent to allow teachers to buy materials if reimbursement is involved. The school assumes no responsibility for purchases made without permission from the superintendent. All teachers share equal responsibility for: keeping the building and grounds neat and clean; the disciplining of students in the building and on the grounds; the proper use of school property; keeping the classroom in the best condition as possible; keeping shades adjusted for maximum light; keeping room temperature adjusted; leaving the room tidy at the end of the day; turning off lights when the room is not in use; locking doors when the room is not in use; supervising their rooms and corridors before school starts in the morning, at noon, and at dismissal time; monitoring the corridors between classes; using caution in care of the health of all pupils and report all cases of ill health of pupils to the building principal; keeping parents informed of students behavior and academic progress; never leaving the classroom unsupervised except in cases of emergency; never leaving money or valuables in their desk or in the classroom; not permitting students to be taken from their classes to prepare for extracurricular activities unless the project is approved by the building principal.

#### **EMERGENCY CLOSING**

Teachers will be notified via School Reach Messaging system in the event it becomes necessary to call off school. School cancellations will also be posted on the following radio and television stations:

KWCH (Wichita),KSNT (Topeka),WIBW (Topeka),1150 AM, 104.9 FM, 102.5 FM, 98.5 FM, 97.5 FM,1420 AM, 103.5 FM

*Updated: June 2011*

Other closing justification shall be: building maintenance problems, public health reasons, personnel problems, budgetary problems, etc.

#### **EMERGENCY DRILLS**

It is important that you become familiar with the fire drill, tornado drill, and other drill procedures. The teaching staff must be able to give proper instruction on the procedure to follow during any of the above drills. In case of an actual emergency, and there is less than one hour to warn parents, the school will keep all students under school jurisdiction and supervision. The staff will remain on duty with the students during such emergencies until all parents have been notified. **Staff members will be assigned to permanently or temporarily disabled individuals and will escort them to a safe area during emergencies or drills.**

#### **EMPLOYEE DEVELOPMENT OPPORTUNITIES**

All plans for self-improvement that involve the expenditure of public funds shall be approved in advance by the Board of Education. Opportunities shall be provided to all employees to develop their competence beyond the minimum skills necessary for the

performance of their assigned functions. Employees are encouraged to develop and submit plans or proposals for the improvement of skills, knowledge, and technical performance capabilities. All teaching employees are highly encouraged to obtain higher college degrees.

### **EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION**

The district shall be an equal opportunity employer and shall not discriminate in its employment practices and promotions with respect to compensation, terms of contract, conditions or privileges, or employment because of race, color, religion, sex, age, or national origin. Inquiries regarding compliance with any federal or state regulations may be directed to: Superintendent of Schools, Box 98, White City, KS (785-349-2964) or to the Equal Employment Opportunity Commission, 400 State Ave., 9<sup>th</sup> Floor, Kansas City, KS 66101 (913-551-5655); or to the Kansas Human Rights Commission, 900 SW Jackson, 8<sup>th</sup> Floor, Topeka, KS 66603 (785-296-3206); or the United States Department of Education, Office of Civil Rights, 10220 N Executive Hills Boulevard, 8<sup>th</sup> Floor, Kansas City, MO 64153-1367 (816-880-4247).

## **ETHICS**

Professional behavior must conform to an ethical code. The code must be both idealistic and practical, so that it can be applied to all educators. An educator's actions will be viewed and appraised by the community, his/her professional associates, and the students. Therefore, the educator shall subscribe to the following standards:

1. Make the well being of students the basis for decision-making and action.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process as required by law and protect the civil and human rights of all individuals.
4. Obey local, state, and national laws.
5. Implement the board's policies, rules, and regulations.
6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoid using a position for personal gain.
8. Accept academic degrees or professional certificates only from duly accredited institutes.
9. Seek to improve through research and continuing professional development.
10. Honor employment contracts until fulfillment or released.

## **EXTENDED SCHOOL YEAR**

The Board of Education may extend the regularly scheduled academic school year because of the following circumstances: adverse weather conditions, building maintenance problems, public health reasons, budgetary problems, etc.

## **FACULTY DRESS REGULATIONS**

Staff members have an obligation to model their position in a professional manner. Any positive method that can be used to help instill pride within a student should be constantly pursued. The clothing of each employee probably has an influence upon students. At all times one should strive to be neatly groomed.

## **FUND RAISING**

Organizations and classes are allowed to participate in fund raising activities when needed. Prior authorization from administration is required if an organization needs more than two fund raising activities. No public dances will be sponsored by the schools.

*Revised, Approved: January 2009*

## **GIFTS**

Because of potential for abuse, the giving or receiving of gifts between faculty members, staff, and students shall be discouraged. Students shall be discouraged from collecting money or allocating activity funds for purchasing gifts for faculty members. Faculty members are not to give gifts to individual students or to classes during school hours or on school property. A gift is defined as any donation, present, or endowment in the form of cash, merchandise, or personal favor.

## **GRIEVANCE**

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of the school district at the lowest level. Grievance means any alleged violation of terms and conditions of an employee's contract and/or negotiated agreement. The adjustment of a grievance shall be accomplished as rapidly as possible. All individuals involved, and all others who might possibly contribute to the adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisals will follow by reason of such participation. Upon the final determination of the grievance, documents, communications, and records related to the grievances shall be destroyed except records required by law. The grievant shall be entitled to be accompanied by others who might contribute to the adjustment and/or to be represented by legal counsel. All grievance hearings shall be confidential. All discussions and hearings shall be conducted at times other than when school is in session. For more information concerning grievances, refer to the board policy handbook, which may be checked out through the building principal office or through the superintendent's office.

## **HANDBOOKS**

Classified and student handbooks are available upon request.

## **IN-SERVICE EDUCATION STAFF DEVELOPMENT TRAVEL**

Educational staff members, plus any other employees as deemed necessary, are expected to attend in-service education sessions unless excused by the superintendent. Workshops, seminars, and similar programs may utilize all or a portion of the workday. On occasion, these programs may be combined with regular staff meetings.

When attending staff development opportunities at another location, overnight stays will not be paid by the district unless the distance travelled is more than 120 miles away (one way) from the nearest attendance center.

*BOE approved August 2008*

## **INVENTORIES**

An accounting will be made annually for all property, real and personal, owned by the district. For the purpose of accountability of school-owned property, an inventory record system shall be developed by the superintendent. All inventory records shall be updated annually showing deletions and additions of district owned property, the estimated value, estimated original cost, date of purchase, serial numbers (when available) and location and condition of each piece of property. Each building principal has the responsibility of taking an inventory of district owned property in all buildings under their supervision. One copy of each inventory will be filed in that building, and one copy shall be filed in the district office.

## **JUNIOR HIGH AND HIGH SCHOOL ATHLETIC/ACTIVITY ELIGIBILITY GUIDELINES**

To be eligible for participation in interscholastic athletics/activities, a student must be passing in all classes from the beginning of the semester to the close of the week immediately preceding the activity. Interscholastic activities are those which involve competitive participation with other schools; such as athletics, cheerleading, music contests, speech contests, scholar's bowl, FFA, FCCLA, FBLA, etc., and attending these events as a spectator during the school day. These guidelines must also be met in order for a student to take part in any other public representation of USD 481 (examples: being nominated for any school or class office, or for any homecoming royalty, or for prom server, performing in a school play or on dance team, etc.). **IF PARTICIPATION IN THE ACTIVITY IS A REQUIREMENT FOR A CLASS GRADE, THIS CRITERION DOES NOT APPLY.**

Eligibility will be based on grades figured from Friday morning to Thursday night of the following week. The first time a student's name appears on the Academic Difficulty List, the student, his/her parent (guardian), and coaches will be notified. When the student's name appears on the Academic Difficulty List for the second consecutive week in the same class, the student is ineligible for interscholastic activities that week. Eligibility rules will affect participation from Monday morning to the following Monday morning. The student will continue to be ineligible until his/her name is removed from the Academic Difficulty List. Under special circumstances (i.e., inclement weather), a student may request a hearing with a review board consisting of three (3) teachers and the principal. The requested hearing will be conducted by the end of the following school day.

Credit recovery courses are checked weekly and fall under the Rural Vista eligibility guidelines.

*Approved: April 2009*

The week following the semester is considered a new beginning for eligibility. There will be no carryover ineligibility - even for incomplete work. There is a two (2) week grace period at the beginning of each semester during which all students are eligible. Students must also meet the requirements of the KSHSAA. (A student must have passed five (5) courses of unit weight during the last semester, be enrolled in at least five (5) new courses and be in good standing.)

A student must be in attendance at school the entire day of an activity in order to participate in that activity. Any exception (i.e., doctor or dentist appointment, family emergency, etc.) must have the approval of the principal.

## **LEGAL LEAVE**

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If a teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions. Appropriate employees should reference the negotiated agreement.

*Approved: January 2009*

## **K.S.H.S.A.A.**

Students that participate in certain K.S.H.S.A.A. events must have a physical on file in the school office before participation will be allowed. The expense of such physical will be the responsibility of the students' parents or guardian.

### **KEYS**

No student will be allowed to have ANY school keys. School employees will be the ONLY people to use, or have possession of, school keys. Keys should remain in the possession of the employee.

### **NOTIFYING PARENTS OF STUDENT BEHAVIOR**

The instructional staff is expected to call parents or guardians of disciplinary problems created by their student. School personnel have the authority to discuss with students and act on disciplinary problems if deemed in the best interest of the student or school without parents present. The instructional staff is also expected to notify parents and guardians of exceptional work received from the student.

*Approved: January 2009*

### **OFFERING A REWARD**

The board may offer a reward for information leading to the discovery, arrest, and conviction of persons committing acts of trespassing, vandalism, or creating a disturbance. The offer will conform to state law and the policy adopted by the Board of Education. When the board decides to offer a reward, the notice to be published by the superintendent shall conform to the following:

The Board of Education, as authorized by K.S.A. 12-167a, hereby offers a \$\_\_\_\_\_ (UP TO \$500.00) reward to any person who first provides information leading to the discovery, arrest, and conviction of the person(s) responsible for acts of vandalism, trespassing, or creating disturbance on property, real or personal, owned by the school district or rightfully located on school premises by its employees or students. Persons having knowledge are urged to contact the Superintendent of School at USD 481, Box 217, Hope, KS 67451, telephone 785-366-7215. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

### **PLANNING TIME USAGE**

Planning time should be used for planning, grading, or conferences with students or others. Teachers may leave the building only after checking with the building principal. Smoking is not allowed in the building, on school grounds, or in school vehicles.

### **PRINTING AND DUPLICATING SERVICES**

Copyright laws of the United State make it illegal for anyone to duplicate copyrighted materials without permission. Under the "fair use" laws, unauthorized reproduction of copyrighted materials is permissible for such purpose as criticism, news reporting, teaching, scholarship, or research and not for profit.

### **REQUISITIONS**

All requisitions shall be submitted electronically to the building principal for their approval. The requisition should be filled out completely (including company address, quantity, price and shipping). Incomplete requisitions will not be processed. The building principal will submit these forms to the superintendent for processing. All purchases MUST be approved by the superintendent. Sales slips/invoices/receipts must be submitted to the district office or the teacher will be responsible for paying for the purchase. Rural Vista USD 481, being an educational institution, is by law, tax exempt. Therefore, when purchasing anything with school district funds identify yourself as an employee of USD 481 and give the clerk our tax exempt number. Sometimes they may have to look up the number in their records for verification. It may be listed as "Rural Vista", "Hope" or "White City". If sales tax is charged, it will be the responsibility of the employee to pay it. The district does not reimburse for sales tax. Receipts should be sent to the district office within 10 days of the purchases. Receipts turned in past the 10 day window will be not reimbursed. When purchasing with one of the district credit cards, the card must be signed out and in through the principal's office. Sales slips, attached to a requisition, need to be sent to the District Office as soon as possible following the purchase.

All requisitions (including textbooks and workbooks must be received by the district office no later than April 1, 2009. Requisitions submitted after April 1<sup>st</sup> will be placed on the year end (fiscal) spending and will be purchased only if current year funding is still available.

BOE approved August 2008

## **RACIAL HARASSMENT**

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

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

No student, employee, or third party (visitor, vendor, etc.) shall racially harass another student, employee, or other individual associated with the school. It shall further 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. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial harassment is racially motivated conduct which: (1) affords an employee different treatment, solely on the basis of race, color, or national origin, 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; or (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 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. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint.

Employees who believe they have been subjected to racial 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.

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

## **REIMBURSEMENT FOR MEALS**

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.

Meal expenses will be allowed as follows:

Meals required for employees attending out of town meetings will be reimbursed at the rate listed in the following paragraphs. According to Internal Revenue Code 162 (a)(2), meals for trips that do not require an individual to stay overnight will be subject to deductions of taxes and social security. These are considered part of your salary. In order for meal reimbursement to be excluded from being taxed, the individual must be traveling a distance that requires an overnight stay.

In those instances where an employee attends an event out of town for less than a full day and dines, the meals reimbursement rate shall be:

Breakfast	\$5.00
Lunch	\$8.00
Dinner	\$12.00

In those instances where an employee attends an event out of town for a full day and dines for all three meals, the daily rate of reimbursement is not to exceed \$25.00.

## **RELEASE OF A STUDENT DURING THE SCHOOL DAY**

The building principal will not release a student during the school day except to a student's lawful parent or guardian as defined by Kansas Laws. No student will be dismissed from the building without official notice from the building principal. Any outsider who comes to the classroom asking information about a student or asking for a student to be released must be directed to the principal's office.

## **RESTITUTION FOR DAMAGE**

The board shall seek restitution for lost and/or damaged property. When a juvenile is involved, the administration shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of the loss or damage. Restitution payments shall be made by the juvenile or the parent to the district office. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

## **RETURN OF SCHOOL PROPERTY**

School property must be returned.

## **SAFETY**

The district shall make all reasonable efforts to provide a safe environment for students and employees. Note the district mission statement on the first page.

**WARNING SYSTEMS:** The board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

**SAFETY INSPECTIONS:** The superintendent, building principal, and maintenance personnel will periodically inspect each attendance center, playground, playground equipment, boilers, bleachers, and other such areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

**HEATING AND LIGHTING:** All furnaces, boilers, and lighting fixtures will be periodically inspected to ensure safety for students, employees, and patrons.

**HAZARDOUS WASTE AND DISPOSAL:** Should hazardous waste be discovered, the waste material shall be disposed of in accordance with current law and guidelines published by the Kansas Department of Health and Environment

**TOBACCO PRODUCTS:** Use of tobacco products and/or the possession of any tobacco products by employees is prohibited in any attendance center, at school sponsored functions, in school vehicles, or on school grounds.

**ALCOHOL AND DRUG USE:** The use of alcohol and drugs and/or possession of any alcohol and drug products is prohibited in any attendance center, at school sponsored functions, in school vehicles, or on school grounds.

## **SCHOOL ACTIVITIES/EVENTS**

All school events and activities must be well planned and the proposed date cleared through the principal's office. It is the responsibility of the faculty sponsor to contact the building principal for a calendar date, make a transportation request (if needed), visit with the building principal concerning the nature of the activity, and to complete the necessary forms.

## **SCHOOL CALENDAR**

On or before April 10 of each school year, the superintendent shall present to the Board of Education, a recommended school calendar for the succeeding school year. The superintendent shall consider the customs of the district, holidays mandated by law and by board policy, athletic events, and other matters deemed important or matters referred to the superintendent by members of the Board of Education. The superintendent shall consider the recommendations of the district's staff, but the adoption of the school calendar shall

not be a subject of discussion in the negotiation process, except as provided by law. The board shall annually establish a school calendar for the succeeding school year.

### **SCHOOL DAY**

The Board of Education shall establish the time of beginning and ending the school day and other time schedules. The teacher's contract day begins at 7:45 a.m. and ends at 4:00 p.m. All teachers are to be at work during those hours unless permission has been granted by the building principal for emergency late arrival or early leave situations.

### **SCHOOL SAFETY HOTLINE**

The 1999 Kansas Legislature has established a toll-free statewide school safety hotline that is staffed by the Kansas Highway Patrol. The purpose of this hotline is to give students, who do not feel comfortable in notifying a teacher or administrator, an opportunity to report "impending school violence". The telephone number is 1-877-626-8203.

### **SCHOOL VEHICLES/ MILEAGE FOR PERSONNEL VEHICLES**

Mileage is not paid by the district except in extenuating circumstances. These circumstances will be evaluated on a case by case basis and will only be paid when arrangements are made in advance and have received authorization from the building principal.

**BOE approved August 2008**

### **SEMESTER TESTING**

Grades 6-12 students will be required to take semester tests. Testing will occur the last two days of each semester. The semester test will account for 15% of the student's final average for the semester.

***Approved: April 2009***

### **SECURITY**

The district will attempt to ensure that students and patrons, as well as property owned by the district, are protected from possible injury or damage. Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds. Outside lighting shall be installed at each attendance center to provide illumination. The district shall cooperate with law enforcement in security matters. Employees must report names of any individual intruding, trespassing, or creating a disturbance on school property to the building principal. The principal shall report the name(s) of such individuals to the law enforcement. The school is not responsible for lost or stolen materials of the teacher.

### **SEXUAL HARASSMENT**

No district employee or student shall sexually harass another employee or student, or permit sexual harassment of an employee or a student. If an employee's immediate supervisor is the object of a harassment, the employee may bypass the supervisor and report directly to the superintendent. Any employee who believes he or she has been subjected to sexual harassment shall discuss the problems with his/her supervisor. The initiation of a complaint shall not adversely affect the job security or status of an employee until a finding of fact determined that the person acted improperly. To the extent possible, strict confidentiality shall be maintained throughout the complaint procedure. Behaviors which are unacceptable, but do not constitute harassment, may also result in employee discipline.

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:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
3. 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.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but not be limited to:

1. pressure for sexual activity;
2. verbal harassment or abuse;
3. repeated remarks to a person, with sexual or demeaning implication;
4. unwanted touching; or
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

### **SIGNIFICANT PART OF A DAY**

A significant part of a school day is defined to be two clock hours of any school day.

### **SOCIAL NETWORKING GUIDELINES**

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

*Approved: July 2011*

### **STUDENT ABSENCES AND EXCUSES**

It is the policy of USD 481 to encourage regular attendance. It is expected that each student will strive to be present at school each day. Absences will be classified as excused due to:

1. Personal or family illness—not to exceed 5 consecutive school days without a doctor's note.
2. Death in family or to attend a funeral.
3. Doctor or dentist appointments. It is recommended that these be scheduled outside of the school day. A doctor's note is required for approval.
4. Planned family trips with parents that are approved in advance by the administration. All assignments are to be completed prior to leaving for the days absent or handed to the instructor on the day of return.
5. Other absences subject to administrative approval.

All excused absences must be accompanied by a parent note or phone call made the day of the return of the student. If there is no communication from home, the absence is considered unexcused and work/test may not be made up. The principal reserves the right to require additional documentation and to rule on extenuating circumstances.

For excused absences, students will have the numbers of days missed plus 1 day to make up the work missed while the student was absent. Administration may extend the number of days needed to make up work for extenuating circumstances.

Exception: Any long term project, assignment, or test that a student knew about prior to absence does NOT get extra work time. Assignments, test, or projects assigned in advance of an absence are due when the student returns to school. The administration reserves the right to rule on extenuating circumstances and extend make up time.

*Approved: June 2011*

Students may not check out of school unless there is a note or phone call from a parent/guardian. A call is preferred.

## **STUDENT ACTIVITY FUND MANAGEMENT**

All student activity funds will be audited annually at the same time as the general fund budget. All requisition/purchase orders must be approved by the club or event sponsor and approved by the building principal. Once a month, the principal will submit a report to the Board of Education indicating the cash balance at the beginning of the month, receipts, expenditures and ending balance of each account within the activity fund.

## **STUDENT CELL PHONES**

When a cell phone is confiscated from a student, a staff member or adult does not have the authority to search call logs, text message files, etc., unless there is an imminent threat to the safety and/or well being of students.

*Approved: January 2009*

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with laws, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reason or private gain, will be disciplined in accordance with board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

*Approved: January 2009*

## **STUDENT-STAFF RELATIONS**

All staff members are expected to maintain relationships with members of the student body that are conducive to an educational environment.

## **SUMMER SESSIONS**

The superintendent shall be responsible for the preparation of a plan to operate "summer sessions". This session shall not interfere with the regular instructional program of the district.

## **TEACHER ABSENCES**

Leave policy encourages staff to contact their building principal or their designee as soon as they know they will need to use leave. Coverage for leave is granted on a first come, first serve basis.

Full time teachers are supplied with 12 temporary leave days per school year and can accumulate up to 60 days. Refer to the Rural Vista USD 481 Negotiated Agreement, Article II, regarding specifics about teacher leave.

## **TEACHER AIDES**

When in the best interest of students, and as resources allow, teacher aides will be hired to work with students in classrooms. The main purpose of the teacher aides will be to work with students either in one-on-one or in small group situations. The teacher aides are not meant to be used to run off copies of worksheets, grade papers, or record grades.

Students who serve as teacher aides should also be utilized as much as possible in working with the students. However, at times they can be used to run off copies and put up bulletin boards. **AT NO TIME ARE STUDENT AIDES TO BE USED FOR GRADING PAPERS OR RECORDING GRADES.**

### **TEACHER AUTHORITY**

**Students are under the authority of any teacher at any time they are on school grounds or at a school sponsored activity.** Any student who is insubordinate to a teacher or creates any disturbance which restricts or alters the learning process of themselves or other members of the class or activity is subject to disciplinary action by the teacher in charge. Teachers have the right to detain students as a disciplinary measure.

The importance of proper supervision of students cannot be stressed enough. Teachers are reminded that students assigned to them for a class or activity, are to be **supervised at all times**. If a student needs to leave your classroom at any time, for any reason, remember to send a pass that includes your signature or initials, the date and the time of leaving your room. The teacher in charge of the room where the student is going needs to put the time that the student arrives on the pass, then sign or initial and put the leaving time on the pass when the student leaves to return to his/her original classroom.

Each teacher is expected to supervise the halls adjoining his or her room, especially during lunch, before school hours and after school hours. Your presence in the hall prevents disorder. We want to discourage all unnecessary loitering in the halls and the teachers and principal in charge are instructed to move pupils to and from class with as much speed as possible, and to maintain supervision of the halls at all times while school is in session. Running, scuffling, hitting, and boisterous behavior of boys and girls is to be prevented. For this reason instructors should be present at their classroom doors between periods.

### **TEACHER - COMMUNITY RELATIONSHIPS**

1. Be business-like. We should be courteous and yet be convincing that we do have some knowledge.
2. It is a good idea to go more than halfway to get along with folks.
3. Be humble and be able to communicate with all citizens.
4. Do not be afraid to do more than what is expected of you in the community in which you work.
5. The attitude of your community toward you depends largely upon your attitude toward the community.
6. Gossip is the public school's worst enemy; watch your step. Work to improve the organization.
7. The sensible teacher never, under any circumstances, criticizes another teacher in public.
8. Our goal is to improve the community of Rural Vista through our efforts with the youth.
9. Every move you make either adds to, or subtracts from, public confidence in the school system.
10. The parents see you through the eyes of their children.
11. Become active in building Rural Vista.

### **TELEPHONE USE**

The use of school phones for personal use is discouraged. However, we know that there are times when it is necessary. When you have to make a personal long distance telephone call on a school phone, please write down on the **PERSONAL LONG DISTANCE PHONE CALL** form the requested information (date, location called, number called, and your name/initials). These forms are located with the phones. We will use those forms to check the calls against the phone bill in order to assess appropriate charges.

### **TRUANCY**

The building principal shall report students who are inexcusably absent from school to the appropriate authority. Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. Prior to reporting the truant to SRS or the county attorney, a letter shall be sent to the student's parents notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported as truant. Students who are absent for a significant part of any school day will be considered truant. Law enforcement officers may return truant children to the school.

## **VANDALISM**

All school employees shall report any vandalism to the building principal. School personnel are expected to lock or secure any files, records, safes, or their classrooms at the close of each school day. The principal shall report any vandalism to the proper law enforcement officer. The Board of Education may offer a reward for information leading to the discovery, arrest, and conviction of persons committing any act of vandalism according to law.

## **VISITORS TO THE SCHOOL**

Any person is welcome to visit the school, but will be under the jurisdiction of the building principal. The principal has the authority to request the visitor to leave the school property. All visitors must report to the principal's office upon entering the school property.

## **WEAPONS**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis. The term "weapon" and/or destructive device shall include, but shall not be limited to: any item being used as a weapon or destructive device; any facsimile of a weapon; any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or similar device; any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife commonly referred to as a switchblade knife having a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle; or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun. Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee. Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(s) and if a juvenile to SRS or the Commissioner Juvenile Justice.

