

# Licensed Personnel Handbook

2016-2017

Hutchinson Public Schools  
Hutchinson, Kansas

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The *Licensed Personnel Handbook* has been prepared in an effort to summarize some basic policies and operational procedures in a quick access format for your daily use. Information is also available District's website, [www.usd308.com](http://www.usd308.com).

This handbook is neither a contract nor a substitute for the official District policy manual. District policies and procedures can change at any time. For this reason, you are urged to refer to the Board Policies and Administrative Regulations located on the district website. Regarding matters pertaining to the master contract please refer to the Professional Agreement.

## ***Acceptable Use Policy for Staff***

Use of or access to District computers or computer software shall be limited to District employees. Use of computers is for the performance of official and approved assignments only. Use of District computer equipment or software for personal projects is prohibited except for only limited and occasional usage. Regular usage for personal projects must be approved in advance by the superintendent of schools. All computer use is subject to review by the administration and the Board.

Only software purchased by the District may be loaded onto District computers. Software licensed to the District shall not be used on computers not owned by the District.

This policy applies to all District computer equipment, copy machines, data libraries, and programs. Violations of this policy or District regulations shall be grounds for disciplinary action up to and including termination. (*Administrative Regulation ECHA*)

## ***Accidents: Students***

1. Contact the school nurse or aide.
2. Call the parent/guardian of the injured child.
3. Report the accident to the office.
4. Do not send a sick or injured child home without making parent/guardian contact.
5. Record the injury in Skyward and on the Patron/Student accident form, if warranted.
6. Call the Public Information Director when any accident is of a serious nature at 615-4029.

## ***Automatic External Defibrillators***

Automatic external defibrillators (AEDs) may be located in each attendance center and other District facilities for the use in the event of medical emergencies. AED equipment located in District facilities may be used only by District employees who have been trained in the use of such equipment and in a manner consistent with applicable Kansas law. (*Administrative Regulation JGCBA*)

## ***Bad Weather Emergencies/School Closures***

When conditions of inclement weather, icy roads, or lack of adequate heat exist, the superintendent or his/her designee will make the decision as to the closing of schools either for the entire day or a portion of the day. Information about such closings will be provided through SchoolMessenger, given to area radio and television stations and placed on the Internet ([www.usd308.com](http://www.usd308.com)) prior to 7 a.m. each day in question.

Should emergency situations such as a tornado warning or other severe weather occurs, principals are charged with the responsibility of exercising judgment with extreme caution for the safety and welfare of students. Based upon National Weather Service and Reno County Emergency Management reports, students may be kept at the schools until it is determined it is safe to dismiss the students.

If at any time weather becomes threatening, especially with lightning, students (including athletics, physical education, band, drill team, cheerleaders, vocational students) who are outside should be moved immediately inside until the weather clears. Students should never be kept outside or allowed to remain outside when severe or turbulent weather is imminent.

Remember, if a “watch” is issued, that means atmospheric conditions make the weather event possible over the next several hours. A “warning” is issued when the weather event is occurring or expected to occur immediately.

### ***Change of Address or Telephone Number***

Please email Human Resources of any change in address or phone number. (Lou Finn, [finnl@usd308.com](mailto:finnl@usd308.com).)

### ***Child Abuse and Neglect***

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 Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

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.

#### **Reporting Procedure**

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

If the building principal is notified that a report has been made, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If the building principal is unavailable, the employee shall promptly notify the superintendent of such report.

If appropriate, the principal may confer with the 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 accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

### ***Complaints***

The Board encourages all complaints regarding the District to be resolved at the lowest possible level. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

USD 308 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.

Issues that cannot be resolved at the classroom and building level will be forwarded to the public information officer. The Public Information Director will in turn refer the issue/concern back to the appropriate principal or supervisor for resolution. The Public Information Director will follow up with the person voicing the concern within two weeks to determine if the process of resolving the issue worked. The follow-up phone call will focus on how the resolution process worked not on whether or not the person submitting the complaint was happy with the resolution.

### **About Discrimination**

Complaints by an employee should be addressed to the employee's supervisor, the building principal or the compliance coordinator. Complaints by a student should be addressed to the building principal. Complaints by any other person alleging discrimination should be addressed to the building administrator or director of human resources. Complaints about discrimination will be resolved through the following complaint procedure:

A complaint should be filed in writing and contain the name and address of the person filing the complaint. The District Complaint Form is found on the website.

## ***Controversial Subjects***

### **Selection and Adoption of Materials**

Teachers should use the following criteria for determining the appropriateness of certain issues for consideration as a part of the curriculum.

1. A teacher who is in doubt concerning the advisability of discussing certain issues in the classroom should confer with the principal as to the appropriateness of doing so.
2. In discussing controversial issues, the teacher should keep in mind that the classroom is a forum and not a committee for producing resolutions or dogmatic pronouncements. The class should feel no responsibility for reaching an agreement.
3. It is the teacher's responsibility to bring out the facts concerning controversial questions. The teacher has the right to express opinions, but in so doing, it is important that the students understand that it is the teacher's opinion and is not to be accepted by them as an authoritative answer.
4. The issue should be current, significant, real, and important to the student and teacher. Significant issues are those which, in general, concern considerable numbers of people, are related to basic principles or at the moment are under consideration by the public, press and radio/television.
5. The considerations of the issue should require only as much time as is needed for satisfactory study by the class, but sufficient time should be provided to cover the issue adequately.
6. There should be study materials and other learning aids available from which a reasonable amount of data pertaining to all aspects of the issues should be obtained.
7. The principal bears a major responsibility for the administration and supervision of the curriculum. The principal will utilize the curriculum staff in the selection of methods of instruction and materials used. The principal and support staff must be continuously aware of what is being taught in his/her school.

Treatment of the above issues should be within the range, knowledge and maturity of the students.

## ***Crisis Management***

Hutchinson Public Schools has a crisis management program, developed in conjunction with the Hutchinson Police Department, Hutchinson Fire Department and Reno County Department of Emergency Management.

Crisis plans include:

- Prison Break
- Fire
- Tornado
- Intruder
- Death on Campus
- Hazardous Materials Release
- Bomb Threat

## ***Drug Free Workplace***

The Board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the District. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or controlled medications (other than in accordance with a currently valid prescription thereof) is prohibited on District property or at District-sponsored activities. 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 or use controlled substances or controlled medications (other than in accordance with a currently valid prescription thereof) in the workplace or while on duty or while operating any vehicle owned or leased by the District. Reporting to work or performing work for the District while impaired by or under the influence of alcohol or any controlled substance or controlled medication (other than in accordance with a currently valid prescription thereof) is prohibited.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace or while on duty or while operating any vehicle owned or leased by the District, must notify the superintendent of the conviction within five days after the date of the conviction. A conviction means a finding of guilt including a plea of *nolo contendere* or the imposition of a sentence by a judge or jury, or both, in any federal or state court.

Within 30 days after the notice of conviction is received, the District may impose appropriate disciplinary action. Such disciplinary action may include the initiation of termination proceedings, suspension, placement on probationary status or other disciplinary action. Alternatively, or in addition to any disciplinary action other than termination of employment, the employee may be required to participate satisfactorily in an approved drug or alcohol abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing Board policies or the negotiated agreement.

The Board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the District. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited. (*Administrative Regulation GAOA*)

## ***Duties for Teachers***

1. Direct the learning activities of students in a grade, subject, or other school assignment.

- Carry out the policies of the school as they relate to the classroom and to immediate contact with students, parents, and those in supervisory positions.
2. Immediately responsible to the principal of the school and under the general direction of the Superintendent of Schools.
  3. Control and manage students assigned and supervise the program of studies and activities.
  4. Interpret the policies of the school to parents and patrons; execute the Board and administrative policies within the classroom and community.
  5. Maintain cordial and workable relationships with other members of the staff.
  6. Evaluate methods and material to constantly improve instruction.
  7. Understand approved methods of educational measurement and guidance.
  8. Understand responsibility for improved attitudes, work habits, and skills.
  9. Invites pupil participation in discussion and decision of issues that are of vital concern to them.
  10. Include pupils in the formulation and understanding of teaching purposes.
  11. Aim to ensure the greatest possible security and emotional stability for pupils.
  12. Recognize the necessity of a balanced program of work and relaxation.
  13. Welcome the aid of parents, staff members, school records and all available sources of information for understanding children.
  14. Participate in conferences with parents and other staff members as required by their principal and other District administrators.

### ***Equal Employment Opportunity and Non-Discrimination***

The Board shall hire all employees on the basis of ability, qualifications, experience 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 on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups. (Administrative Regulation GAAA)

### ***Family Medical Leave Act***

Hutchinson Public Schools complies with the federal Family Medical Leave Act. If a staff member needs additional time off under the rules set up by FMLA, he/she needs to fill out an FMLA form available from Human Resources. FMLA requires up to 12 weeks of unpaid, job-protected leave to eligible employees, if the employee has worked 1,250 hours over the previous 12 months.

### ***Injury on the Job***

All injuries are to be reported immediately to the employee's supervisor and an Accident Report must be filed with Human Resources as soon as possible. Report forms are available on the district website. The District's Workers Compensation doctor is Dr. Verlin Janzen at the Hutchinson Clinic. Please go to the Hutchinson Clinic's Walk-In Care, 2101 North Waldron. If the medical condition is an emergency and occurs after, please go to the closest hospital emergency room. Dr. Janzen must be listed as the worker's comp doctor. (*See Workers Compensation*)

### ***Jury Duty***

Staff members who are required to appear for jury duty during such time as the member would be regularly assigned for instructional duty with the District will receive regular pay.

## ***My Learning Plan***

Licensed staff members are to track college hours and professional learning in My Learning Plan. The program can be accessed at [www.mylearningplan.com](http://www.mylearningplan.com). Contact Laurie Powell at extension 4035, if you have any questions.

## ***Organizations***

### **Professional Organizations**

Encouragement is given for participation in organizations that will provide opportunities for professional growth.

### **Parent-Teacher Organizations**

Faculty members are encouraged to join the PTA/PTO and Booster Clubs. Attendance at meetings is not compulsory, but there may be times when the principal will ask a staff member to attend.

### **Site Councils**

Faculty members are encouraged to be a Site Council member.

### **Community Organizations**

Membership often broadens the community's local perspective of the district.

## ***Residency Policy***

Residency within district boundaries is encouraged, but not a requirement.

## ***Resignation***

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 that contract to accept another position until a suitable replacement has been hired. In the event the teacher terminates employment in the District without compliance with Administrative Regulations, the Board may file a complaint with the Professional Practices Commission.

## ***Sexual Harassment***

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. Sexual harassment will not be tolerated in the school District. Sexual 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.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any 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. Violation of this policy by any employee shall result in disciplinary

action, up to and including termination.

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 decisions 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 is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

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

Employees who believe they have been subjected to sexual 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.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual 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.

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 building principal. Employees who fail to report complaints or incidents of sexual 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 sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of 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. (*See Administrative Regulation GAAC and Administrative Regulation JGEC*)

### ***Staff-Student Relations***

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

## ***Standards of Conduct***

District employees are required to comply with the policies and rules approved by the Board of Education and with all local, state and federal laws, including the District Code of Conduct.

The Board expects all employees to strive to be positive role-models and to conduct themselves at all times with integrity and in a manner that will serve as an example of constructive behavior. The relationship between the District's employees and students should be one of cooperation, understanding and mutual respect and each employee has an affirmative responsibility to promote a professional atmosphere conducive to learning.

An employee's or volunteer's personal life beyond the performance of their employment duties will be of concern to, and warrant the attention of the Board, only in the event an employee's conduct directly or indirectly prevents or interferes with the employee's ability to perform effectively the employee's assigned job-related responsibilities or if an employee violates local, state, or federal laws.

Examples of employee conduct will be considered to violate District policies and that may result in disciplinary action without regard to whether the employee is then on duty, include, *but are not limited to* the following:

- 1) engaging in a physical altercation with another person;
- 2) recurring absences or tardiness without the approval of the employee's supervisor;
- 3) refusing to follow the instructions and directions of supervisory or administrative personnel;
- 4) using obscene or otherwise inappropriate language in the presence of students or employees;
- 5) failure to maintain an appropriate professional relationships with students or other District employees;
- 6) possession of a weapon on school property or at any school-related event;
- 7) unauthorized use of District property or facilities, including inappropriate use of District computers, computer network and information technology systems;
- 8) being under the influence of alcohol, controlled substances or controlled medications (other than in accordance with a currently valid prescription thereof) in public or in violation of the District's drug-free workplace and drug-free schools policies;
- 9) any inappropriate conduct which adversely affects the employee's ability to effectively perform the employee's assigned duties;
- 10) unauthorized disclosure of protected student educational records or information, personnel records or other information protected under, or in violation of, District policies or federal or Kansas law;
- 11) the entry of a final order or finding of guilt (including voluntary pleas of guilty, no contest or *nolo contendere*) for any criminal act classified as either a felony or misdemeanor under Kansas or federal law, other than minor traffic offenses.

## ***Absences***

Hutchinson Public Schools uses Aesop to place substitute teachers. If the need for a substitute occurs after 6:45 a.m., licensed staff must call their building principal directly.

## ***Retirement***

Staff members who intend to retire after the current school year should contact the District's Business Office as soon as possible by calling payroll and benefits at 615-4043 or 615-4044. The deadline to participate in the District's early retirement program is March 1<sup>st</sup>.

Staff members who are simply considering retirement should attend one of the retirement

seminars organized by the Business Office during the winter. These seminars provide information on retirement planning and the deadlines.

## ***Travel***

The Board shall provide reimbursement for expenses incurred in travel related to the duties of the District's employees when approved in advance by the superintendent or his/her designee. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available. The District does not issue per-diem in advance for staff travel.

An adequate accounting of all necessary expenses stating the purpose and how the expense is directly related to District business shall be included with the request for reimbursement within five (5) business days to the employee's supervisor on District Form 172, available online at <http://www.usd308.com/staff/forms.htm>.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which detailed receipts are ordinarily available.

Authorized use of a personal car for staff members shall be reimbursed at a mileage rate established by the Board only if there is no District transportation available at the time the travel request is made.

All stops or layovers for the convenience of the employee shall be at the expense of the employee. In the event an employee would prefer to take a car rather than fly, the cost of meals, lodging and tips will not exceed more than the cost of a round trip flight.

The District will not reimburse claims for alcoholic beverages, nor will the District reimburse employees for phone calls of a personal nature.

Claims for reimbursement may be made up to, but not exceeding the following amounts:

- A. Actual lodging cost
- B. Meals: \$34.00 dollars per day

When arrangements for lodging are made, rooms that can be shared should be requested when both proper and possible.

Staff members using District purchasing cards for payment of ordinary and necessary business travel expenses will need to provide on Form 172 an adequate accounting of all business expenses stating the purpose and how the expense is directly related District business. Date, time, place and amount shall be included with the request for payment of the credit card according to the purchasing card employee handbook.

Any expense to the District or reimbursement made for a staff member that does not fall within the above accountability plan will be considered a taxable benefit to the staff member and will be taxed through payroll on the first reasonable payroll period.

## ***USD 308 Web Page***

USD 308 maintains a presence on the World Wide Web at [www.usd308.com](http://www.usd308.com). Links on the main web page provide information on the District as a whole, the Board of Education, each school and facility in the District, job opportunities, District news and calendar.

## ***Watercooler***

Staff members with announcements, items for sale or wanting to buy are welcome to post the information on the District's electronic bulletin board, known as the Watercooler. Items can be kept on the Watercooler for up to 60 days. To get an item on the Watercooler, email [hemmanr@usd308.com](mailto:hemmanr@usd308.com).

## ***Worker's Compensation***

All injuries are to be reported immediately to the principal and an accident report must be completed as soon as possible. Report forms are available on the district website.

1. The District carries worker's compensation insurance for all members when they are on duty in the Hutchinson Public Schools. This benefit will pay for medical costs which occur as a result of a member being injured on the job. It also provides a benefit for loss of wages if the member cannot work as a result of an on-the-job injury. Loss-of-wages benefits begin on the eighth calendar day a member is unable to work due to the injury. This benefit is determined by the Worker's Compensation Act of Kansas and is a portion of the member's weekly wage.
2. The injured member will not be charged sick leave or receive sick pay for the portion of wages covered by the loss-of-wage benefit. The injured member will be paid the portion of his/her wages not covered by the loss-of-wage benefit and will be charged sick leave in the same proportion unless she/he requests otherwise. (i.e. If the loss-of-wage benefit is 65% of the member's regular wage, the District will pay the member 35% of the member's regular wage and the member will be charged .35 day sick leave for each day of absence.) Total sick leave will be recorded to the nearest ½ day.

## ***Workplace Monitoring***

Workplace monitoring of computer usage and files, video surveillance of non-private workplace areas to identify safety concerns, security, detect theft and misconduct and discourage or prevent acts of harassment and/or violence may be utilized. Hutchinson Public Schools is sensitive to the legitimate privacy rights of employees and every effort will be made to guarantee that workplace monitoring is done in an ethical, legal and respectful manner.