

INTRODUCTION

This handbook is designed to assist school administrators with communicating important employment information to certified staff, whether required by law, regulation, board policy or practice.

- **Provisions of the negotiated agreement are not in this handbook. The following items are a part of the negotiated agreement.**
 - salary
 - wages
 - pay under supplemental contracts
 - hours of work
 - amounts of work
 - vacation allowance
 - holiday leave
 - sick leave
 - extended leave
 - sabbatical leave
 - “other” leave
 - number of holidays
 - retirement
 - insurance benefits
 - wearing apparel
 - pay for overtime
 - jury duty
 - grievance procedure
 - binding arbitration of grievances
 - disciplinary procedure
 - resignation
 - termination of contract
 - nonrenewal of contracts
 - reemployment of professional employees
 - terms of the individual contract
 - form of the individual contract
 - probationary period
 - professional employee evaluation procedures
 - reduction in force procedures
 - access to teacher files
 - association privileges
- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, employees agree to follow rules and regulations which have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**
- * **The asterisk throughout this handbook denotes more information is included in the negotiated agreement.**

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Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 18.

The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 17.

Mission Statement

Together, we learn in a community that promotes academic excellence, respect, life-long learning and responsible citizenship.

Committee Assignments

Duties and committee assignments are provided on additional lists.

Site Council

School site councils exist for the elementary school, the middle school and the high school as required by Kansas law. By-laws and membership lists are available from the building principals. Faculty are encouraged to participate.

Teaching and Learning

Curriculum Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs.

Instructional Materials All textbooks, videos, software, and other instructional materials used in the district must:

- support the district's instructional goals and learning objectives; and
- meet all copyright and fair use guidelines.

Videos and other instructional materials may not be used in the classroom solely for recreational purposes. Materials may be reviewed by the Curriculum Committee with the Program Complaint Facilitator.

Lesson Plans Each teacher shall develop, maintain and follow lesson plans which conform to the board-approved curriculum, the district's educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers.

All teachers will turn a copy of lesson plans for the week in to the office by 8:10 a.m. each Monday.

Homework Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom. It will not be used as an introduction to new concepts.

Grading

Grade School

Kindergarten through Second

S – Satisfactory	80-100%
S- - Below Satisfactory	70-79
N - Needs Improvement	60-69
U – Unsatisfactory	59-below

Third through Fifth

A+ - 98-100%	B- - 80-82%	D – 63-66%
A – 94-97	C+ - 77-79	D- - 60-62
A- - 90-93	C – 73-76	F – 59-below
B+ - 87-89	C- - 70-72	
B – 83-86	D+ - 67-69	

Middle and High School

Sixth through Twelfth

A+	98-100		C	73-76%	2.00
A	94-97	4.00	C-	70-72	
A-	90-93		D+	67-69	
B+	87-89		D	63-66	1.00
B	83-86	3.00	D-	60-62	
B-	80-82		F	0-59	0.00
C+	77-79				

Incompletes	The grade of incomplete “INC” indicates that the work in the subject is not complete due to extenuating circumstances and that the proper credit can be earned by doing certain work as indicated by the instructor of the course. When the work is properly completed, the credit will be entered on the student’s permanent record. However, an incomplete must be made up within two weeks following the end of the grading period unless special arrangements have been made between the teacher, student and principal. If it is not made up, the grade for the incomplete work will be given 0% and will be used to figure the student’s semester grade for the course.
Make-Up Work	It is the student’s responsibility to request make-up assignments from teachers following an excused or unexcused absence. Teachers shall promptly provide make-up assignments and shall require them to be returned in an appropriate amount of time.
After School Assistance Program	We believe that every student can learn and be successful in school. However, some students learn at different rates or do not respond to traditional methods of instruction. The After School Assistance Program is designed to provide time for the student to receive the additional individual instruction, guidance, and supervision necessary for academic success. After School Assistance can be assigned by an instructor to any student who does not hand in two or more assignments, fails tests, is behind in class due to absenteeism, or is in danger of failure in the course. The ASAP will be thirty minutes after school Tuesday through Thursday. School transportation home will be provided for bus students staying for ASAP on Tuesday through Thursday.
Promotion/Retention	Teachers may recommend students for promotion when they have demonstrated mastery of the board-approved learning objectives. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel. Grade School Promotion Kindergarten promotion is dependent upon readiness skills for first grade. In cases where this may be a question, the decision will be made in a conference with the parent or guardian, the instructor, and the principal. Promotion to the next grade level in grades first through fifth, will be dependent on satisfactory completion of the course work. Grade School Retention A student who has a year-end grade of 59% or less in three of the six academic subjects (spelling, reading, language arts, math, social studies and science) may be retained at the end of the school year. In some situations a teacher may request a committee to review the retention. The committee may consist of the counselor, the teacher, the principal, the parent(s) or guardian(s) and another faculty member. The committee will recommend promotion or retention to the building principal and the parent or guardian. In cases where the parent or guardian disagrees with the grade placement, a form signed by the parent or guardian will be placed in the student’s cumulative folder.

The final decision in any case pertaining to grade placement of a regular education student shall rest with the appropriate building principal. The final decision for grade placement of a student with an IEP shall rest with the IEP team.

Middle School Retention

The final decision on retention will be made in May or when final grades are determined. A seventh and eighth grade student must pass seven or more semesters of eight semesters of core classes (language arts, math, science and social studies) and sixty percent of the semesters of their exploratory courses to be promoted to the next grade level. A sixth grade student must pass nine or more semesters of ten semesters of the core classes (language arts, math, science, social studies and reading) and sixty percent of the semesters of their exploratory courses to be promoted to the seventh grade.

In some situations, a student may not be making successful academic progress to assure an understanding of the basic fundamentals and the classroom instructor may recommend retention. In this case, a conference will be held with parents or guardians, the instructor and middle school principal to discuss retention.

Special Education Services

Special education services are provided to the district through Keystone Learning Services (formerly the Northeast Kansas Education Service Center). Each cooperating school will establish an intervention team to provide the assistance necessary to allow students within the normal range of learning and/or behavior problems to remain in the regular classroom. After making thorough documentation that all possible solutions to help a student in the regular classroom has been tried and the alternatives have failed, a referral for a comprehensive evaluation will be made by the intervention team.

Library Services

Teachers must sign up with the Media Center Director to take their classes to the library or to use the computer lab. Teachers must accompany their classes to the library to aid supervision and provide assistance. Teachers are not to send students to the library just to get them out of the classroom but may send student(s) to the library (maximum of two students at a time) if the student(s) has been given a specific assignment that requires the use of the library. Please note on the student passes if they are permitted to use the computer.

Counseling Services

The services of the guidance office are available to all students and instructors. The counselor's capacity is in guidance and counseling. Discipline situations are to be referred to the principal's office and not to the counselor. Students should have a pass to visit the counselor and present it to the teacher before going to the appointment.

Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

Reports

Progress Reports

At the end of the ninth week of each semester, progress reports will be sent home for each student. Grades shall be turned in to the office on or before the established deadline.

Student progress shall be periodically reported to the student and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parents/guardians.

A progress report will be sent home if an elementary student has below a "C" average after completion of five weeks of instruction in a marking period. Weekly progress reports are sent home with all sixth grade students for parent signature.

Teachers are required to update PowerSchool grades at least once a week with new grades posted by the second week of each new grading period.

Report Cards

Report cards shall be issued to each student at the end of each grading period.

Attendance (Student)

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the teacher. Middle and high school teachers shall take attendance immediately after the bell has rung each hour and file it electronically. Elementary teachers shall complete the attendance form provided by the office on a daily basis or file absences electronically. It is essential that all teachers follow this procedure so that the office can determine if a student is unexcused or has checked out with the office. Failure to turn in attendance is not an option and will not be tolerated. Teachers must keep accurate attendance records.

Accidents

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative as soon as possible.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.
- Complete an accident report.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Child Abuse

Any district employee who has reason to know or suspect that 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 Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

It is recommended the building administrator also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism

Employees shall report any vandalism to their immediate supervisor as soon as possible.

Schedules

Facility Scheduling

Scheduling for use of facilities outside the school day is done through the Central Office. Please contact the Central Office to complete forms for use of facilities.

Special Events Scheduling

Contact your building principal to schedule special events- including assemblies, parties, field trips. Requests to use rooms in the building other than the teacher's assigned classroom (i.e., computer lab, auditorium, gym, etc.) are to be discussed with the building principal.

Supervision Schedules

Middle/high school detention hall supervision schedules will be distributed to teachers at the beginning of each school year.

Parent-Teacher Conferences*

Refer to the negotiated agreement or board policy.

Teacher Work Days*

Refer to the negotiated agreement or board policy.

Inservice Days*

Refer to the negotiated agreement or board policy.

Work Schedule*

Teachers are expected to be in the building, on the job for eight (8) hours with individual schedule to be on file in the school office. Schedules can be changed up to two times per year. If teachers need to leave during the school day they must request, verbally or in writing, and secure the building principal's permission. Teachers may leave 10 minutes after dismissal the day before a holiday.

Duty Free Lunch*

Refer to the negotiated agreement or board policy.
See "Lunch."

Planning Periods*	Refer to the negotiated agreement or board policy.
Faculty Meetings*	Faculty meetings will be determined by the building principal. All faculty are required to attend unless prior administrative approval has been granted.
Final Examinations	Comprehensive final exams are to be given in each course in the high school at the end of the fall and spring semesters. Copies of final exams may be turned in to principal by the set deadline.
Grading Periods	See Student Handbook.

Benefits and Compensation

Leaves*	Refer to the negotiated agreement or board policy.
Jury Duty*	Refer to the negotiated agreement or board policy.
Holidays*	Refer to the negotiated agreement or board policy.
Pay Day*	Refer to the negotiated agreement or board policy.
Lump Sum Payments	Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30, if all contract obligations have been completed, and state aid money has been received. Once authorized, the lump sum payment will continue each year until the election is revoked in writing by the certified employee.
Loyalty Oath	As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.
Reimbursement/Travel Expenses	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. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff member shall be reimbursed at a mileage rate established by the board.
Salary Reduction Plan*	Refer to the negotiated agreement or board policy.
Annuity Plan*	Refer to the negotiated agreement or board policy.

Kansas Public Employees
Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the district office.

Workers Compensation

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

Injuries Occurring When an Employee is "Under the Influence"

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

Recreational and Social Activities

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

Injuries Suffered While Traveling to and From Work

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

Horseplay

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

Retirement *

Refer to the negotiated agreement or board policy.

Records

Personnel Records*

Refer to the negotiated agreement or board policy.

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Required Records

Each certified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- employment application;
- KPERS enrollment form (if employee is eligible) and documentation;
- W-4 withholding certificate;
- social security number;
- loyalty oath or affirmation;
- transcript;
- health form (if working directly with students);
- driver's license and driving record (if required for position);
- INS form (proof of identity);
- current teaching certificate or license;
- background check form.

Professional License

Certified staff must have a current license on file. A paycheck will not be issued to any certified staff member whose professional license is not current.

Application for license renewal is the responsibility of the certified employee, not the principal or secretary.

Student Privacy Rights

District employees may have ongoing opportunities to access information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits 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) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, 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 be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

Student Records

The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

Conduct

Prohibited Substances

Drug Free Schools and Communities Act/ Drug Free Workplace

The unlawful possession, use, or distribution of illicit 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.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment.

The employee shall bear the cost of participation in such program.

This 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 personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Tobacco Use

The use of tobacco products by any person, in any form, is prohibited in any school building, owned, leased or rented by the district, that is used for pupil attendance purposes, or in any school vehicle. Tobacco use on school property may be used in only approved areas.

Relations with Students

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

Supervision of Students

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision.

Confidentiality

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination. See "Student Privacy Rights" and "Student Records."

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records."

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 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:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 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 sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly

investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should report the problem to their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should report the problem to the principal or the superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Gifts

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

Solicitations

Solicitation of Employees

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitations 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.

Absences/Substitutes

Whenever a teacher is to be absent from teaching duties, the teacher shall notify Annamaria Rainey at school or at home (796-6212) as early as possible or shall arrange to have some other person notify Mrs. Raney – usually the night before or between 6:00 and 6:15 a.m. if you are ill.

Your lesson plans, grade book, and any supplemental materials needed should be left in the office, your mailbox, or your desk. Do not be absent from class and leave a substitute without thorough lesson plans. Poor preparations for a substitute invites discipline problems and does not reflect well on your professional integrity or the school.

Dress Code

The board encourages appropriate dress for all district employees.

Outside Employment

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment which impairs the effectiveness of their instructional service.

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent

within five days after the conviction or diversion agreement. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Termination Willful or consistent violation of board policy may result in disciplinary action up to and including termination. See “Board Policy,” below.

District Procedures

Board Policy Employees shall be familiar with and follow all policies and regulations established by the board of education.

Recruitment The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

Contract Procedure The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The certified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

Assignment and Transfer The board retains the right to assign, reassign and transfer certified personnel.

Reduction in Force* Refer to the negotiated agreement or board policy.

Resignation The board shall consider any certified employee’s resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

Evaluations* Board Policy 9.27:
Evaluation of certified personnel is:

To provide structured and informal opportunities for certified employees to objectively consider and evaluate the effectiveness and the contribution of the employee to the total school program. It is the belief of the Board of Education that these evaluations provide the best opportunity for an employee to learn his strengths and possible weaknesses and to improve in effectiveness as a teacher or administrator.

To give an opportunity for identification of areas in which certified employees need individual assistance and support.

To encourage certified employees to constantly self-evaluate their teaching or administration effectiveness in accordance with the district objectives and standards as delineated in the evaluation criteria.

To provide an objective measure by which principals shall make recommendations to the superintendent concerning re-employment of teachers, information for recommendations, and other reports and recommendations as requested by principals.

Specific objectives the evaluation hopes to achieve are to:

1. Clarify the performance expectations of the individual teacher, make duties and responsibilities clear.
2. Identify short and/or long term work goals.
3. Bring about a closer working relationship between the appraisee and the evaluator.
4. Make evaluation relevant to ongoing job performance.
5. Establish “ground rules” or plans for both the appraisee and evaluator to follow up on needed improvements.
6. Assure adequate records of the evaluative process.
7. Assess results of job performance both by evaluation by the evaluator and self-appraisal, this should be a cooperative process.
8. Assure effective evaluation conference.
9. Establish a basis for appropriate changes in assignment or status.
10. Keep evaluation a dynamic process of supervision and assess its effectiveness periodically; revise it as necessary.
11. Develop a continually improving program of instruction for every student.

All certified personnel will be included in the evaluation procedure. All teacher evaluations shall include at least one classroom observation.

The sequence of the formal evaluation is as follows:

- A. First evaluation due during the period September through December.
 1. Supervisory conferences with all new, second, and third year personnel.
 2. Supervisory conferences with personnel whose work was less than satisfactory last year.
 3. Supervisory conferences with personnel whose work was less than satisfactory.
- B. Second evaluation due during the period January through March.
 1. Supervisory conferences with new, second, and third year personnel.
 2. Supervisory conferences with personnel whose work was less than satisfactory last year.
 3. Supervisory conferences with personnel whose work was less than satisfactory.
 4. Supervisory conferences with at least one-third of the remaining staff.
- C. All staff members are to be formally evaluated at least once every two years.
 1. The evaluation of personnel will be conducted as follows:
 - a. Teachers by the building principal.
 - b. Principals by the superintendent.
 - c. Superintendent by the Board of Education.
 2. In cases where the need for correction becomes imperative, the procedure will be conducted as follows.
 - a. The evaluator shall notify the evaluatee in writing that additional evaluations are needed with the evaluatee to improve his or her performance.
 - b. After a specified length of time the evaluatee will be re-evaluated and will be notified of the results in writing.

3. If upon the completion of re-evaluation, the evaluatee's performance continues to be unsatisfactory, one of the following will be recommended.
 - a. Probationary Status. The evaluatee must be notified in writing.
 - b. Dismissal.

In addition to the formalized evaluation procedures it is understood that frequent conferences of a more informal nature will take place with the certified employee. These conferences may result from observation by the administration in the routine performance of his/her duties.

Self-evaluation is to be considered an integral and important part of the total evaluation program. Prior to formal evaluation conferences employees are expected to thoughtfully and carefully evaluate themselves on the district's adopted evaluation criteria.

This self-evaluation is to serve as a portion of the basis for the formal evaluation conference. However, it is not to be turned in to the administration and does not become a part of the employee's file. The administrator is required, however, to ascertain that the employee has conscientiously endeavored to objectively forthrightly self-evaluate their own teaching or administration recognizing both their strengths and unique capabilities as well as the areas in which improvement should and can be achieved.

Formal evaluations shall be signed by the administrator as the evaluator and by the employee acknowledging that a conference was held and the employee is aware of the contents of the evaluation report and it has been thoroughly discussed with the employee. Failure of the teacher to sign shall be noted by the principal and a witness.

In the event the employee feels that the evaluation by the administrator is inaccurate, unfair, or incomplete, the employee may request a review of his/her evaluation by the superintendent of schools. It will then become the responsibility of the superintendent to review all aspects of the evaluation and the teaching performance of the employee in order that objectivity and fairness to all parties is achieved.

Signed copies of all certified employees evaluations shall be filed in the employee's file in the superintendent's office. A signed copy is also to be given to the employee.

Whenever any evaluation is made of an employee, the written document thereof shall be presented to the employee no later than two weeks after the evaluation, and the employee shall acknowledge such presentation by his signature thereon. Failure to do so shall be noted by the principal and a witness. At any time not later than two (2) weeks after such presentation, the employee may respond thereto in writing. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the Board, the administrative staff making the same, the State Board of Education as provided by law, the Board and the administrative staff of any school to which such employee applies for employment, and other persons specified by the employee in writing to his board.

9.28 Teacher Due Process Procedure for Tenured Personnel

Introduction – The 1974 Legislature passed Senate Bill 971 (K.S.A. 72-5426 through 72-5445) which is commonly referred to as the procedure to teacher due process in the State of Kansas. This legislation repeals Statute K.S.A. 72-5041 to K.S.A. 72-5409. The intent of this bill is to provide due process procedures for teachers in connection with termination of employment and nonrenewal of contracts. A teacher is defined as any professional employee required to hold a teaching certificate but excluding supervisors, principals, superintendent, or assistant superintendents. Covered under this legislation are classroom teachers, librarians, social workers, psychologists, etc. who have at any time completed three consecutive years of employment with USD #342. The new legislation is applicable to the certified personnel identified in the old continuing contract law, K.S.A. 72-5411 and 72-5412. Supplemental contracts authorized by K.S.A. 72-5412a are not subject to this legislation. The hearing and related due process procedures also relate to any teacher, regardless of length of service who alleges his termination or nonrenewal is the result of his having exercised a constitutional right.

Assurances – These procedures are outlined as follows: The Clerk of the Board of Education, or Superintendent if designated by the Board, shall send by registered mail a notice to any certified employee as specified in the preceding paragraph if it is the intention of the Board to terminate the contract of the employee, or not to continue the teaching contract of the employee. If a notification of nonrenewal of contract has not been rendered to the certified employee before May 1 of any given year, the employee may consider his contract in force for the coming school year except contracts entered into under K.S.A. 72-5412a. If a tenured certified employee is given written notice of the intention not to renew a contract (or terminate the contract prior to the end of the contract term), the Board of Education will provide written notice including: A statement for the reasons for the proposed nonrenewal or termination and a statement that a teacher may have the matter heard by a hearing committee upon proper filing of written notice with the Clerk of the Board of Education.

After the employee received such notification, the employee has fifteen (15) days to file a request for a hearing. The request for a hearing to the Clerk shall also designate one person to serve on the hearing committee.

In cases involving an intention to terminate employment prior to the expiration of the contract term, the superintendent of schools may initiate an immediate suspension of the employee, with pay, prior to action of the Board to notify the employee of its intention to terminate his contract; or the Board may direct suspension of the employee, with pay, at the same time it takes action to notify the employee of its intention to terminate his/her contract of employment.

9.29 Hearing Procedure

The hearing procedure shall provide:

- A. The right of each party to have counsel of their own choice.
- B. The right of either party (or counsel) to cross-examine any person who provides information for consideration of the hearing committee (except persons whose testimony is provided by affidavit).

- C. The right of the parties to present their own witnesses in person or testimony by affidavit or deposition (where testimony is presented by affidavit, a copy must be served on the other party ten days before presentation to the hearing committee in the manner set forth in K.S.A. 72-5439 and K.S.A. 72-4551).
- D. The right of the teacher to testify in his own behalf to give reasons for his conduct and the right of the board to present testimony and reasons for its actions, ruling, or policies.
- E. The right of the parties to an orderly hearing.
- F. The right to a fair and impartial decision based on substantial evidence.

Hearing Committee Selection and Procedures—If a teacher chooses to challenge the Board’s letter of termination or nonrenewal of contract by proper notification to the Clerk of the Board of Education and has designated a hearing committee member, the following procedures shall be followed:

- A. The Board of Education of USD #342 will choose a member of the hearing committee.
- B. The two designated hearing committee members shall meet and decide upon a third member of this committee who must reside within the State of Kansas and within one hundred miles (100 miles) from the central office of USD #342.
- C. In the event the appointee of the Board of Education and the committee member designated by the certified employee cannot agree upon the third member within five days after the Board has made its appointment, a judge of the District Court of Jefferson County shall appoint the third hearing committee member upon application of the teacher or either of the first two committee members.
- D. The testimony at the hearing shall be taken by a certified shorthand reporter or electronically recorded, and shall be transcribed upon the request of either party or upon direction by a Court. The cost for any transcription shall be borne by the Board of Education. All other costs of the hearing shall be borne equally by the certified employee requesting the hearing the Board of Education.
- E. Testimony available at the hearing may be delivered orally by witnesses, or affidavits or depositions in accordance with the statutes.
- F. The hearing committee has authority to:
 - 1. Administer oaths
 - 2. Issue subpoenas for the attendance and testimony of witnesses and produce books, papers, and documents relating to any matter under investigation.
 - 3. Authorize depositions to be taken.
 - 4. Receive evidence and limit lines of questioning and testimony.
 - 5. Call and examine witnesses and introduce into the record documentary and other evidence.
 - 6. Regulate the course of the hearing and dispose of procedural requests, motions, and similar matters.
 - 7. Take any other action necessary to make the hearing accord with administrative due process.

The hearing committee shall set forth the committee’s findings of fact and

determination of issues and submit a written recommendation to the Board of Education no later than thirty (30) days after close of the hearing unless otherwise agreed by the parties. The Board shall, after considering the recommendation and hearing oral argument or receiving written briefs, make a decision which shall be final, subject to proper appeal to the District Court.

Evaluation Procedure

STEP 1: A pre-evaluation conference shall be held between the evaluator and the person being evaluated to initiate the evaluation procedure. The conference may be with individuals or groups. The purpose of this conference is to review the procedure, explain the criteria as found on the evaluation form, define expectations, establish evaluation target dates, identify additional data sources, and develop common understanding of the basis for evaluation. Careful attention should be given to the duties and responsibilities of both parties, as the evaluation plan is cooperatively developed.

STEP 2: Immediate supervisors shall have primary responsibility for conducting the evaluation and may request additional data from other sources. The person being evaluated may also collect data from sources other than the primary evaluator to assist with the self-evaluation process and to develop a plan for professional improvement. Assessment data may be collected from an “outside” administrator, students, peers, and/or parents. If this step is used the procedure shall be clearly defined in the pre-evaluation conference or at a later conference. For all practical purposes, this step in the procedure is most applicable to certified, rather than classified personnel. Special situations may arise when classified personnel may wish to incorporate administrative or supervisory input in the evaluation process.

- A. Outside Administrator Observation – Another administrator (other than the immediate supervisor) may be asked by the person being evaluated or by the evaluator to assist in the evaluation process. This person may be selected for his/her unique expertise, perspective, or knowledge. The outside administrator shall focus on the defined evaluation areas, the job description and the objectives. The observation shall be written in narrative form and submitted to the immediate supervisor and the person being evaluated. Such information may be helpful in the self-evaluation process and provide additional administrative data to both parties.
- B. Student Survey – Certified personnel may wish to survey present and former students as a method of collected data in the self-evaluation process. Forms should be administered in strict anonymity so as to protect the rights of the respondent and to insure open and honest responses.
- C. Peer Observations – Personnel may wish to collect data from their peers. It is recommended that at least three persons be involved in the process. In the event that the peer survey is selected as a means of assisting the staff member in self-evaluation, arrangements shall be made for coverage of assigned responsibilities of those involved. Each observer should visit the person’s work area prior to completing the peer survey. The completed survey forms should be submitted to the evaluator and the person being evaluated.
- D. Parent Survey – Certified personnel may wish to collect data from parents of present and former students as a means of facilitating the

self-evaluation process. All surveys shall be mailed to parents (identified cooperatively) and returned to the immediate supervisor. Results shall be tabulated by the person being evaluated and shared with the immediate supervisor in the formal evaluation conference.

STEP 3: The person being evaluated shall use his/her personnel judgment completing the self-evaluation checklist as found on the evaluation form. Other data sources may be selected to assist with the task as described in Step 2. The completed document and any other relevant information shall be presented to the evaluator at the evaluation conference for persons completing the formal evaluation process. Persons who are on an informal cycle will submit the completed self-evaluation to the evaluator at the post-observation conference.

STEP 4: The immediate supervisor shall observe the person being evaluated in at least one formal observation session. This session shall not be less than one class period in length for certified personnel and approximately thirty minutes for classified personnel and should be supplemented with additional informal observations, if possible. All evaluations are to be made in writing and evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three consecutive years from the date each evaluation is made. Every employee in the first three consecutive school years of employment shall be evaluated at least once during each semester by not later than the 40th school day of the semester, except that any employee who is not employed for the entire semester shall not be required to be evaluated; and that every employee during the fourth year of employment shall be evaluated at least one time each school year by no later than February 10; and that after the fourth year of employment every employee shall be evaluated at least once in every three years by not later than February 10 of the school year in which the employee is evaluated. Goals and objectives of the observation activity shall be presented to the evaluator in advance in order to ascertain whether the practices and procedures contribute to the defined goals and objectives. All collective observation data shall be based on actual visitation, compiled, and shared at the evaluation conference (formal evaluation), or the post-observation conference (informal evaluation).

STEP 5: A post-observation conference shall be held between the person being evaluated and the evaluator providing that the person is completing the evaluation process at this step. Persons who have been in the district more than four years, but not 7, 10, 13, 16, etc. will not complete the formal evaluation cycle. The purpose of the conference is to share information, assess observations, and to establish growth objectives for the year. Self-evaluations and growth objectives are certified by the evaluator and submitted to the central administration for review and recommendations.

STEP 6: A formal evaluation conference shall be held between the evaluator and the person being evaluated. The purpose of the conference is to: (1) review the goals and objectives identified in the pre-evaluation conference; (2) review the job description criteria and identify or confirm growth objective; (3) interpret the data and relevant information collected by the person being evaluated; (4) assess the self-evaluation data and discuss the discrepancies between self-assessment and the evaluator's assessment; (5) discuss the evaluator's observations and evaluation; (6) identify strengths

and weaknesses and formulate a plan of action to be identified in the written evaluation report. The intent of this conference is to diagnose performance, to prescribe specific objectives for improvement if needed, to recognize outstanding achievement, and to identify and confirm the growth objectives.

STEP 7: The evaluator shall complete the written evaluation report which includes the administrative evaluation checklist, the written narrative, the short term objectives, the follow-up and monitoring procedures, and the growth objectives. This document should be used to record in writing the pertinent information concerning the employee's performance. Once both parties have discussed and signed the official document, a copy shall be: (1) given to the person being evaluated, (b) retained by the evaluator, and (c) sent to the central administration for review and recommendation. A dissenting opinion may be written by the person being evaluated and attached to the formal document within two weeks.

STEP 8: The central administration shall review the evaluation document and file it in the person's personnel file. Should the evaluation indicate areas needing improvement, the procedures for improvement will be implemented according to the Handbook for Working With the Problematic Employee.

STEP 9: The task then becomes one of implementing and monitoring the agreed plan of action for improvement and recycling through the process. Then if changes are not satisfactorily implemented, disciplinary action may be necessary.

The following evaluation instruments are included in the Appendix: Certified Teacher Evaluation, Counselor Evaluation, Librarian Evaluation, Student Surveys, Peer Surveys and Parent Surveys.

Staff Development*

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Complaints/Grievances*

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.

If the complaint is not covered by the grievance procedures, the complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Discrimination Complaints

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Jean Rush, 217 Summit, McLouth, KS 66054, Phone - 913-796-2201, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Communications

Daily announcements will be posted on the school website (www.mclouth.org). All entries must be in by 8:30 a.m. for that day's publication. Announcements will be read at the beginning of Block 2 (HS) or Period 3 (MS) each day, then printed and posted in your classroom.

Information for the district newsletter must be submitted by the 15th of each month to the district office.

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

Lunch

Elementary teachers are responsible for taking lunch count for students eating hot meals. Teachers also must record students eating breakfast for the following school day.

Field Trips

Field trips may be approved by the principal when appropriate educational objectives can be established.

Advance requests for field trips, including transportation and other resource needs, shall be submitted by the teacher to the principal at least 3 weeks prior to the activity.

The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal.

- Submit completed form to principal 3 weeks prior to activity.
- Send permission form to parent/guardian 2 weeks prior to activity.
- Submit list of students and sponsors to principal two days prior to activity.

Fund Raising

All student sales projects or student fund raising shall require the principal's prior approval. Any fundraising, with the exception of donations, is subject to sales tax.

All money collected from students for sales projects, or for other reasons, must be turned in to the office.

Interrogation and Investigation of Students

No one may interrogate or investigate a student on school grounds without the permission of the principal.

Searches of Students and Property

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the Board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

	Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.
Release of Students from School During the Day	Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the office to seek permission and follow the designated sign-out procedures. Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day. For information regarding releasing students from school-sponsored activities see the Student Handbook.
Hall Passes	Middle/high school teachers shall not release students during class without a signed student planner. Students must bring their agenda when coming to the office, especially if they have been called out of class.
Requests	All requests for records should be forwarded to the official custodian of records.
Distribution of Materials	Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements. The principal shall determine the time, place and manner for materials distribution.
Posters	Posters approved by the principal may be displayed in designated areas.
Orientation	All certified employees shall receive a yearly orientation including the contents of this handbook.
Personal Property	The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.
Use of Personal Vehicle	Private cars may not be used for transportation of students.
Weapons	Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.
Telephone Use	Personal cell phones should only be used in an emergency while the employee is responsible to students (including teaching and supervising). A telephone is located in the teacher workroom for your convenience. Long distance calls made for school business should be recorded on the Long Distance Record sheet beside the phone. Personal long distance calls must be made collect or using a calling card.
Maintenance Requests	All maintenance needs should be requested using the appropriate form and

be turned in to the principal.

Health

Bloodborne Pathogens	The exposure control plan for bloodborne pathogens is available for review from the district office. All staff shall receive the training and equipment necessary to implement the plan.
Communicable Diseases	Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper reporting may be made as required by statute. An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students. The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team. The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.
Health Examinations	As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (K.S.A. 72-5213) The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.
Medications, Administering	The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees must dispense or administer any medications, including prescription and non-prescription drugs, to students as per board policy (6.56 and 6.57).
Hazardous Waste	When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations. No employee shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container

and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.

Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the superintendent.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

Animals and Plants

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be reported immediately to the administration by the supervising teacher.

Prior approval from the building principal must be obtained before allowing animals or pets into or onto school property throughout the entire 12 month period.

Safety and Security

Safety Rules

At the beginning of school, each teacher shall review safety rules with students.

Safety Units

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach a unit of work each year or semester dedicated to safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to pass a test on the appropriate safety rules of the particular class. The test results shall be kept on file with the teacher and the principal. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

See the crisis procedures manual. Fire drills must be held monthly as prescribed by state law. Tornado drills will be held twice annually.

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

FIRE DRILL PROCEDURES FOR OCCUPANTS WITH DISABILITIES

Each principal together with his/her staff will develop and determine any necessary rules and regulations relative to Fire Drill and Evacuation procedures for occupants with disabilities. This policy along with relevant rules and regulations will be included in faculty and student handbooks and will be available in all school offices.

Students:

It shall be the responsibility of each building principal to instruct faculty and staff to explain Fire Drill and Evacuation procedures to all students with disabilities at the beginning of each school year and periodically thereafter.

Each teacher or paraprofessional in charge of any student(s) with disabilities at the time of any drill or evacuation is responsible to see the student(s) is evacuated safely and in a timely manner. Students requiring special assistance may be assigned to a designated area following evacuation. Students not needing special assistance are to be evacuated to areas assigned to all other students. If a student(s) is assigned to a designated area, the person responsible for evacuating will report to the building principal or his/her designated representative immediately when the evacuation is complete and all individuals assigned to that area are accounted for.

Public

The following announcement or similar announcement will be printed in all programs provided at public events that are held inside. This announcement will be made over the public address system any time attendance exceeds 300.

In accordance with the Kansas State Fire Marshall Regulations, we request that you take a moment to identify the emergency exits closest to you. We have checked these exits and other emergency equipment in this building and verify that they are operable in case of emergency.

In case an evacuation is necessary during a public event, the person in charge, i.e., building principal, activities director, faculty sponsor, etc., will be responsible to see that all occupants requiring special assistance are evacuated from the building in a safe and timely manner. Those individuals that are responsible for assisting in the administration of the event, i.e., ticket sellers and or takers, faculty sponsors, personnel assigned crowd control, custodians, etc., will immediately notify the person in charge of the event of any individual(s) requiring assistance for evacuation has entered the building and where they are located. The person in charge will be

designate one or more individuals assisting in the administration of the event to be responsible for seeing that this individual(s) is evacuated in a safe and timely manner.

Emergency Closings

When the superintendent believes the safety of students and staff is threatened by severe weather or other circumstances, notification of school closings or cancellations will be made over the following radio/TV station(s): WIBW Channel 13, KSNT Channel 27, FOX Channel 4, KTKA Channel 49, WDAF 61 FM, KLWN 106 FM, 1320 AM, KCMO 95 FM 810 AM, and WIBW 97.3FM 580 AM.

Employees will be notified of emergencies and school closings through the use of a distributed messaging service (SchoolReach). It is the employee's responsibility to provide the central office with a current telephone number.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

Safety Practices

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

Security

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Maintaining Proper Control

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times.

Keys

The superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Crisis Plan

See Plan

Student Conduct

Student Handbook	All certified staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).
Behavior Code (Student)	Certified staff shall consistently enforce the behavior code. The behavior code for students is printed in the student handbook. See “Discipline Procedures,” below.
Discipline Procedures	Each teacher shall develop and submit for approval classroom discipline procedures. All procedures for classroom discipline must be approved by the principal, explained by the teacher to the students at the beginning of the school year and at other times as appropriate, and filed in the principal’s office.
Attendance Policy	See Student Handbook.
Dress Code	Certified staff shall consistently enforce the student dress code.
Detentions	See Student Handbook.
Corporal Punishment	Corporal punishment shall not be permitted in the district.
Suspension/Expulsion	A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, or assistant principal. If a teacher believes a student has committed an act which should result in a suspension or expulsion, the teacher shall report the incident to the principal.

Equipment and Supplies

Equipment Availability and Check Out	All equipment to be used outside of school for non-employment purposes is to be checked out through the Central Office. Please contact the Central Office to complete appropriate forms.
Appropriate Use of Equipment and Supplies	Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee’s supervisor. Employees are not to use district computers for personal recreation (including games) while responsible for students (including teaching and supervising).
Computers	Each employee must read and agree to the district’s current Internet Safety, Email, and Acceptable Use policies (AUP). Use of, or access to, district computers and computer software is limited to district employees and students. 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 without prior permission of the employee’s supervisor.

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. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Copying and Duplicating

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use," as set forth in board policy.

Ordering Procedures and Requisitions

All requisitions have a ten day processing period. Only under extreme emergency will a teacher be allowed to pick up items at the various businesses. All purchases must have prior administrative approval.

Vehicle Request

Transportation Request forms should be submitted to the Transportation Director's mailbox a minimum of two weeks prior to the date requested.

APPENDIX

Performance-Based Teacher Evaluation

Summary of Contents

This evaluation mirrors the responsibilities noted in the Teacher's Job Description. The job description, in turn, reflects the basic tenet of the state's Quality Performance Accreditation system: students are to be taught and growth in their learning is to be measured. Teaching and learning are to occur in a safe and orderly environment and are to be done in a manner that respects the state and community stakeholders' investment of resources. The evaluation also provides the opportunity to include ongoing, personal goals as a stand-alone performance area. By doing so, the evaluation contains a dynamic quality that is essential to evaluation legitimacy. The following explains what is contained in this evaluation instrument and the recommended method for performing the evaluation.

The first item included in this section is a sample teacher's job description. A good job description is vital to the evaluation process and the individual to be evaluated should be aware of the board-approved job description's content.

Next is a description of the procedure used for the evaluation of the teacher. Each task is briefly explained on the left and the recommended timeframe for completion is listed on the right. This chart can be used as a quick reference guide so each step of the evaluation is carried out in an accurate and timely manner.

Immediately following the procedure chart is the evaluation instrument. The teacher should first do a self-evaluation. The following options are presented to the teacher.

Rating Identification:

Instructions: Carefully evaluate teacher's work performance. Identify RATING letter to indicate the teacher's performance. Indicate NA if not applicable. **Outstanding and Inconsistency ratings require justification. THE EVALUATOR MUST BE CAREFUL NOT TO INFLATE RATINGS.**

O = Outstanding. Performance frequently surpasses expectations.

E = Exceeds. Performance occasionally exceeds expectations.

C = Consistently. Performance meets expectations.

I = Inconsistency Performance did not meet expectations.

NA = Not Applicable.

Documents should be compiled that help validate the self-evaluation. The teacher would then identify, based on the self-evaluation, no more than four performance areas on which to focus his or her improvement efforts. (Targeting more than four will make it difficult for the teacher to address them adequately. When performance is already at a high level, sustaining performance and refining/replicating achievement become the targeted areas.) The principal should then receive the instrument, summary and the supporting documents. The principal completes the instrument using the documents provided by the teacher and other sources suggested on pages 13. The principal, using input from the teacher's suggestions, generates no more than four areas of improvement. The teacher and the principal then meet, as soon as possible, to review the evaluation and finalize the target areas.

After reviewing the evaluation and the indicated improvement areas, the teacher completes the Performance Area Contract for Excellence (PACE) with activities/recommendations and an appropriate timeline. The PACE is shared with the principal within two weeks. The targeted areas are then incorporated as a performance area for the next evaluation. Meeting those targets becomes a critical part of the next evaluation cycle. The summary report and approved PACE, signed by the teacher and the principal, and the original document placed in the individual employee's personnel file located in the Central Office.

Job Description—Teacher USD 342

Title: Teacher

Reports to: Building Principal

Supervises: Students, teacher aides, and volunteers as assigned

Purposes and Objectives of the Position: To help students master subject area specified by the district's curriculum guides; demonstrate that mastery on local, state and national assessments that are the foundational elements of the school accreditation process; and develop into mature, able and responsible citizens. As many of their duties will be supervising groups of children without the benefit of additional help or administrative supervision, the job requires significant self-discipline, internal motivation, and sound judgment.

Essential Job Functions:

I. Classroom environment.

- ◆ Creates a safe and orderly environment that facilitates positive behavior and learning for all students.
- ◆ Takes appropriate action when students exhibit emotionally/physically distressed behaviors.
- ◆ Demonstrates genuine caring and respect for individual students.
- ◆ Maintains a well-managed classroom in which procedures and transitions are seamless, and students assume responsibility for the classrooms operations.
- ◆ Sets high expectations for learning for all students based on their individual needs.
- ◆ Supervises students as assigned.

II. Instruction. The teacher ensures student achievement for all student groups.

- ◆ Uses a variety of instructional materials, activities and approaches appropriate to the needs of individual learners.
- ◆ Develops and monitors plans of improvement for students who are not meeting academic goals.
- ◆ Assists students thinking skills by asking high quality questions and allowing adequate time for students to respond.
- ◆ Assists students to develop appropriate communications skills.
- ◆ Uses written and spoken language well.
- ◆ Monitors the progress of individual students and student groups through the use of appropriate testing techniques with the assistance of technology when appropriate.
- ◆ Displays solid content knowledge.
- ◆ Develops flexibility and responsiveness in instructional activity.
- ◆ Displays connections between other subject areas and life experiences.

III. Professional responsibilities. The teacher builds positive school/community relations.

- ◆ Supports the mission of the school and district.
- ◆ Facilitates cooperation between all persons in the school community.
- ◆ Participates in professional activities to enhance knowledge and skills.
- ◆ Maintains parental contact.
- ◆ Handles student work and records in a timely, confidential and effective manner.
- ◆ Maintain classroom hours sufficient to meet job expectations.
- ◆ Follows all district policies, handbooks, and regulations.

IV. The teacher practices responsible fiscal, facility, and resource management.

- ◆ Procures classroom supplies and equipment following building budget guidelines.
- ◆ Establishes behavior guidelines that ensure the care and maintenance of district facilities and equipment.

Other Duties

- ◆ Performs other duties as assigned by the supervisor and in accordance with the provisions of the USD 342 Board of Education.

Knowledge, Skills, and Abilities Required:

- ◆ A valid building-level/subject area license issued by the Kansas State Board of Education.
- ◆ Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- ◆ Ability to manage job responsibilities and meet the established district outcomes.
- ◆ Ability to use district-identified computer hardware and software, and other district-provided technology as needed
- ◆ Ability to physically adapt to the compressed time schedule of a school day and year.
- ◆ Compliant with all state health regulations.

Terms of Employment: 188 days/month contract.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the USD 342 Board of Education's policy on Evaluation of Professional Personnel and/or the district's Negotiated Agreement

Approved: _____ Date: _____
Board President

Reviewed and agreed to by: _____ Date: _____
Employee

Evaluation Procedure

TASK	Timeline
1. The principal and the teachers discuss the evaluation instrument and determine expectations. 1a. The principal informs the teachers of the timeline for evaluation. 1b. The evaluation instrument is distributed to all staff.	During a staff meeting prior to evaluation activities or per negotiated agreement
2. The teacher performs a self-evaluation, including identifying targeted areas of improvement. Documentation to support indicators should be as objective as possible and available to the principal. 2a. The principal reviews the documentation provided by the teacher.	20 days prior to evaluation meeting
3. The principal conducts classroom observations.	Prior to evaluation meeting
4. Using the self-assessment, personal observation and professional judgement, the principal completes the evaluation, including suggestions for the targeted areas of improvement.	Prior to evaluation meeting
5. The principal asks the teacher questions for clarification. The teacher responds to these questions. 5a. The teacher and the principal review the evaluation and review and revise, if necessary, the target areas of improvement.	At evaluation meeting, the timing of which is in accordance with current law.
6. The teacher's progress toward improvement should be reviewed regularly.	At least one to two month intervals until next evaluation

Evaluation Instrument

Name of Person Evaluated: _____

Date of Evaluation: _____

Evaluated by: _____

Teacher's Signature _____ Date _____
Signature on this form signifies knowledge of its content, not necessarily agreement.

Principal's Signature _____ Date _____

Rating Identification:

Instructions: Carefully evaluate teacher's work performance. Identify RATING letter to indicate the teacher's performance. Indicate NA if not applicable. **Outstanding and Inconsistency ratings require justification. THE EVALUATOR MUST BE CAREFUL NOT TO INFLATE RATINGS.**

O = Outstanding. Performance frequently surpasses expectations.

E = Exceeds. Performance occasionally exceeds expectations.

C = Consistently. Performance meets expectations.

I = Inconsistency Performance did not meet expectations.

NA = Not Applicable.

Performance Area I: Classroom Environment.

AS EVIDENCED BY:	O	E	C	I	N/A	COMMENTS
Indicators						
Creates a safe and orderly environment that facilitates positive behavior and learning for all students.						
Takes appropriate action when students exhibit emotionally/physically distressed behaviors.						
Demonstrates genuine caring and respect for individual students.						
Maintains a well-managed classroom in which procedures and transitions are seamless, and students assume responsibility for the classrooms operations.						
Sets high expectations for learning for all students based on their individual needs.						
Supervises students as assigned.						

Performance Area II: Instruction. The teacher ensures student achievement for all student groups.

AS EVIDENCED BY:	O	E	C	I	N/A	COMMENTS
Indicators						
Uses a variety of techniques and instructional materials, activities and approaches appropriate to the needs of individual learners.						
Develops and monitors plans of improvement for students who are not meeting academic goals.						
Assists students thinking skills by asking high quality questions and allowing adequate time for students to respond.						
Assists students to develop appropriate communications skills.						
Uses written and spoken language well.						
Monitors the progress of individual students and student groups through the use of appropriate testing techniques with the assistance of technology when appropriate.						
Displays solid content knowledge						
Develops flexibility and responsiveness in instructional activity						
Displays connections between other subject areas and life experiences.						

Performance Area III: Professional Responsibilities. The teacher builds positive school/community relations.

AS EVIDENCED BY:	O	E	C	I	N/A	COMMENTS
Indicators						
Supports the mission of the school and district						
Facilitates cooperation between all persons in the school community.						
Participates in professional activities to enhance knowledge and skills.						
Maintains parental contact.						
Handles student work and records in a timely, confidential and effective manner.						
Maintain classroom hours sufficient to meet job expectations.						
Follows all district policies, handbooks, and regulations.						

Performance Area IV : The teacher practices responsible fiscal, facility, and resource management.

AS EVIDENCED BY:	O	E	C	I	N/A	COMMENTS
Indicators						
Procures classroom supplies and equipment following building budget guidelines.						
Establishes behavior guidelines that ensure the care and maintenance of district facilities and equipment.						

Evaluation Summary

Areas in which the teacher shows strength/skill:

Areas in which the teacher needs improvement:

Target areas to sustain performance, improve performance or refine/replicate achievement:

This page is to be used by both the teacher in his or her self-evaluation and by the evaluator in his or her evaluation.

Performance Area Contract for Excellence

- I. The teacher shall develop a plan of improvement by identifying activities and strategies for each area listed as needing improvement on the form provided.
 - II. The teacher shall provide follow-up reports (with supporting documentation) to the principal, at the designated times, which include:
 - A. The areas being addressed.
 - B. Evidence of actions that have (or will) be taken to implement each improvement area.
 - C. Evidence of improvements that have been accomplished due to the actions to date.
 - D. Reasons why an improvement area(s) has not been (or may not be accomplished) by the date established in the plan of improvement.
 - III. The teacher should be prepared to meet with the principal and to answer questions upon the principal's request.
-

Principal Responsibilities for Follow-up Reports

- I. Some improvement goals can be so complex their progress will be measured in months or even years, not in weeks. The principal needs to regularly review the progress of the teacher in achieving the goals, but some flexibility is necessary.
- II. Copies of the plan of improvement, timetables and reports during the progress reviews should be filed as a permanent record.

Performance Area Contract for Excellence

Teacher's Name _____ Date of Evaluation _____ Date of Plan _____

Areas Targeted for Improvements	Activities/Recommendations	Timeline
Priority Area I:		
Priority Area II:		
Priority Area III:		
Priority Area IV:		

Note: This form may be used for the initial plan as well as the follow-up reports of progress.

Principal's Comments:

Teacher's Comments:

Date of Next Review

Teacher's Signature Date

Principal's Signature Date

Source of Documentation

PERFORMANCE AREA	POSSIBLE SOURCES OF DOCUMENTATION
I. Classroom environment.	Incidence/analysis of suspension & expulsion; incidence/analysis of office referrals; principal observation
II. Instruction. The teacher ensures student achievement for all student groups.	Local, state, national assessments; principal observation. Lesson plans, portfolios, videos of instruction, peer monitoring;
III. Professional responsibilities. The teacher builds positive school/community relations.	In-service documentation; oral and written reports and presentations; attendance; parent/student interviews. Principal observation, surveys, <i>interviews with parents, site council and patrons. District policies, handbooks and regulations.</i>
IV. The teacher practices responsible fiscal, facility and resource management.	Purchase orders and requests; classroom inventories and repair orders; <i>principal observation</i>
V. Targeted areas of improvement.	As described on the Performance Area Contract for Excellence

Notification of Unsatisfactory Performance

USD 342

Teacher _____

Evaluator _____

Evaluation Period _____

Your supervisor is charged with the responsibility of making the initial recommendation concerning your future employment status with Unified School District 342. This form constitutes official notice from your immediate supervisor your performance in the area(s) indicated has been judged to be less than satisfactory.

Areas Requiring Improvement

I.

II.

III.

This notification has been discussed with this certified employee. The employee acknowledges the receipt of this form.

Teacher's Signature **Date**

Evaluator's Signature **Date**

STUDENT SURVEY OF PRIMARY (K-3) TEACHER
McLouth Public Schools

CHECK HOW YOU FEEL ABOUT EACH OF THE FOLLOWING QUESTIONS BY FILLING IN A HAPPY, SO-SO, OR SAD FACE



I FEEL GOOD



I FEEL SO-SO



I FEEL BAD

1. How do you feel about going to your school?



2. How do you feel during recess period?



3. How do you feel during special activities?



4. How do you feel about art?



5. How do you feel about homework?



6. How do you feel about lunch period?



7. How do you feel about asking your teacher a question if you don't understand?





YES



SOMETIMES



NO

8. Are you getting better in reading?



9. Are you getting better in math?



10. Are you getting better in handwriting?



11. Does your teacher treat you fairly?



12. Does your teacher seem to know when you need help?



13. Does your teacher explain things so you can understand them?



14. Does your teacher explain why you get things wrong on your papers?



15. Does your teacher make the room a nice place to work?



16. Does your teacher listen to what you have to say?



17. Do you like your teacher?



18. Do you feel your teacher likes you?



19. Do you feel that you have learned in
this class?

