

McLouth USD #342

Faculty Handbook



Prek-12 Certified Employees Handbook
Board Approved 10/13/2025

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
 - holidays
 - retirement
 - insurance benefits
 - jury duty
 - grievance procedure
 - resignation
 - termination of contract
 - reemployment of professional employees
 - terms of the individual contract
 - form of the individual contract
 - reduction in force procedures
 - association privileges
 - reduction in force procedures
- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed 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. Faculty are encouraged to participate. Contact the building principal if interested in being a member.

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.																																																									
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.																																																									
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 <i>Kindergarten through Second</i> 3 - Meets Grade Level Standard 2 - Making Acceptable Progress Toward Grade Level Standard 1 - Needs Support at School and Home to Meet Grade Level Standard <i>Third through Fifth</i> <table><tr><td>A+ - 98-100%</td><td>B- - 80-82%</td><td>D – 63-66%</td></tr><tr><td>A – 94-97</td><td>C+ - 77-79</td><td>D- - 60-62</td></tr><tr><td>A- - 90-93</td><td>C – 73-76</td><td>F – 59-below</td></tr><tr><td>B+ - 87-89</td><td>C- - 70-72</td><td></td></tr><tr><td>B – 83-86</td><td>D+ - 67-69</td><td></td></tr></table> Middle and High School <i>Sixth through Twelfth</i> <table><tr><td>A+</td><td>98-100</td><td></td><td>C</td><td>73-76%</td><td>2.00</td></tr><tr><td>A</td><td>94-97</td><td>4.00</td><td>C-</td><td>70-72</td><td></td></tr><tr><td>A-</td><td>90-93</td><td></td><td>D+</td><td>67-69</td><td></td></tr><tr><td>B+</td><td>87-89</td><td></td><td>D</td><td>63-66</td><td>1.00</td></tr><tr><td>B</td><td>83-86</td><td>3.00</td><td>D-</td><td>60-62</td><td></td></tr><tr><td>B-</td><td>80-82</td><td></td><td>F</td><td>0-59</td><td>0.00</td></tr><tr><td>C+</td><td>77-79</td><td></td><td></td><td></td><td></td></tr></table>	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		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				
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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. Students who have demonstrated high levels of mastery in various content areas may be considered for promotion to the next higher level course in the curricular sequence.

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. 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.

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.

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 Department of Child and Family (DCF) office or to the local law enforcement agency if the DCF office is not open. A DCF report should be filed as soon as DCF is next 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 and board approved calendar.

Teacher Work Days*

Refer to the negotiated agreement and board policy.

Inservice Days*

Refer to the negotiated agreement or board policy.

Work Schedule*

Refer to the negotiated agreement. 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.
See "Lunch."

Planning Periods*	Refer to the negotiated agreement.
Faculty Meetings*	Faculty meetings will be determined by the building principal in accordance with the negotiated agreement. 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.
Grading Periods	See Student Handbook.

Benefits and Compensation

Leaves*	Refer to the negotiated agreement.
Jury Duty*	Refer to the negotiated agreement.
Holidays*	Refer to the negotiated agreement.
Pay Day*	Refer to the negotiated agreement.
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. 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 a district credit card for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. If a district credit card is not available the district will provide approved reimbursement 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. Receipts must provide details of the items purchased.
Salary Reduction Plan*	Refer to the negotiated agreement.
Annuity Plan*	Refer to the negotiated agreement.

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 ASAP, no later than 10 days of an accident. 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 Beneficiary Form;
- W-4 withholding certificate;
- social security number;
- loyalty oath or affirmation;
- official transcript;
- health form (if working directly with students);
- driver's license and form for license check (if required for position);
- I9 form (proof of identity);
- current teaching license;
- background check form.
- and required ID documentation

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 DCF (department of child and family) 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.

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 the sub-coordinator at school or at home as early as possible or contact the building principal if unable to reach the coordinator.

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 GBI:
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.

Finalized and signed copies are available through the KEEP portal and kept on file in the central office.

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.

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. Superintendent, 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) and sent internally via email. All entries must be in by 4PM the day prior to publication.

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

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. The building principal shall notify the superintendent of any fundraising activities.

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.

Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated.

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.
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.
Maintenance Requests	All maintenance needs should be requested using the appropriate form.

Health

Bloodborne Pathogens	All staff shall receive the training and equipment necessary to implement the plan. All staff shall receive annual 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. 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 (6.55 and 6.56).
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 superintendent, 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.

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.

Drills and Evacuation

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.

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.

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, KMBC TV Channel 9, KSNT Channel 27, FOX Channel 4, KTKA Channel 49, LAZER 105.9 FM, and KCTV 5

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 and superintendent 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. Individuals who lose their keys may have to pay for their replacement.

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. Certified staff are expected to regularly review this code of conduct with students. 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 superintendent. 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 Acceptable Use policy (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 building principal or superintendent.

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, pornographic or obscene material, illegal 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 Requests should be submitted using a “help ticket” (online) a minimum of two weeks prior to the date requested.

APPENDIX

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 classroom's 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.