

CLASSIFIED EMPLOYEE HANDBOOK

POLICIES AND PROCEDURES FOR CLASSIFIED EMPLOYEES



Lawrence Public Schools
110 McDonald Drive
Lawrence, KS 66044-1063
Phone: 785-832-5000
Website: www.usd497.org

NOTES

Web Site

Please review the district website for the most current information: www.usd497.org or call the Human Resources Department at 785-832-5000.

Board Policy Reference Information

Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. The complete Board Policy Manual is accessible online through the district's web site: www.usd497.org.

Revised: July 2023



INTRODUCTION

The classified personnel of the district make a valuable contribution to the successful operation of an outstanding educational system. It is believed that the information contained herein will assist in guiding the work of the classified personnel.

The Classified Employee Handbook contains the policies and regulations which detail the employee relations, benefits and working conditions for the classified personnel of the Lawrence Public Schools.

- 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. No employee has authority to create any employee contract rights by modification of this document.
- 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 most current Board policies in their entirety are available on line: www.usd497.org.
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause.

Each employee should assume responsibility for becoming familiar with the contents of this handbook. Clarifying questions should be directed to the immediate supervisor or an appropriate administrator.

All policies included in this handbook have been adopted by the Lawrence Public Schools Board of Education. This handbook remains in effect until revisions are approved and adopted by the Board of Education.

DISTRICT MISSION AND GOALS

Board of Education Goals

In order to achieve educational equity and excellence for students of all races and backgrounds, the Lawrence Board of Education and Superintendent will establish a learning climate of high expectations, set annual equity and achievement goals, and charge district and school-level teams with responsibilities for developing strategies to eliminate achievement disparities while improving achievement for all students.

Mission

Lawrence USD 497 is a learning community committed to ensuring educational equity and excellence so that students of all races and backgrounds achieve at high levels and graduate prepared for success in college, careers and life in a diverse and rapidly changing world.

Classified Employees

Classified employees are a vital part of the day-to-day operations which contribute to the accomplishment of this mission. District operations often involve various groups of people working together on teams or committees to carry out tasks related to the mission. The Meet and Confer committees work directly with the administration to discuss suggestions, concerns, policy issues, in-service opportunities, and other topics of interest to classified staff members. Employees are encouraged to be a part of shared decision-making processes whenever such involvement is appropriate. As people work together, they learn together. In this way employees are expected to model the district goals that are indicated below:

- Lawrence Public Schools will be **student-centered environments** that ensure all students learn academic and life skills to reach their maximum potentials.
- Lawrence Public Schools will recruit, develop and retain only **high quality staff** to educate and support all students and demonstrate the staff's value to our community.
- Lawrence Public Schools will be **comprehensive centers** for accessible community services.
- Lawrence Public Schools will expand and integrate the use of **technology** into all phases of the educational process.
- Lawrence Public Schools will evaluate existing **resources** and identify additional educational support.
- Lawrence Public Schools will implement effective collaboration and teamwork and **continuously involve our community** in setting, refining and implementing goals and initiatives.

DISTRICT EMPLOYMENT NOTICES

Nondiscrimination Statement

Lawrence Public Schools are committed to maintaining a learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination, including acts of harassment, against any individual on the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal and state law and district policy. Discrimination, including acts of harassment, against any individual on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy thereby making the district complaint procedure available to persons who believe they have experienced such discrimination.

Any incident of discrimination, including acts of harassment, shall be promptly reported for investigation and corrective action by the principal or district compliance coordinator.

The district is an equal opportunity employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent, 110 McDonald Drive, Lawrence, KS 66044, 785-832-5000.

Notice of Accessibility

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated settings possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Human Resources and Legal Services has been appointed as the ADA Coordinator. Please call 785-832-5000 for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the Lawrence Public Schools, 785-832-5000, or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

Equal Employment Opportunity and Nondiscrimination (GAAA Board Policy)

The board will hire all employees on the basis of their ability and the district's needs.

The district is an equal opportunity employer and will not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment.

Discrimination against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity is prohibited by federal and state law and district policy. Inquiries regarding compliance may be directed to the District Compliance Coordinator, Lawrence Public Schools, 110 McDonald Dr., Lawrence, KS 66044, 785-832-5000 or to:

U.S. Equal Employment Opportunity Commission
Kansas City Area Office
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
Phone: 1-800-669-4000
Fax: (913) 551-6957
TTY: 1-800-669-6820
ASL Video: 844-234-5122

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
Phone: (785) 296-3206; 1-888-793-6874
Fax: (785) 296-0589
TTY: (785) 296-0245
Email: khrc@ink.org

United States Department of Education
Office for Civil Rights
Kansas City Office
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106
Phone: (816) 268-0550
Fax: (816) 268-0599
TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov

The district's non-discrimination statement shall be included in the Annual Notices section of the district newsletter which is published in the local newspaper at the beginning of each school year.

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EMPLOYEE TYPES

Classified

- Works a regular schedule week-to-week throughout the year
- Eligible for fringe benefits if working 17.5 hours per week or more (see BENEFITS)
- Eligible for paid Leaves based on work schedule (see ABSENCES AND LEAVES)
- Illness Leave – all classified employees
- Holidays – employees who work 20.0 hours per week or more
- Vacation – employees who work 250 duty days and 20.0 hours per week or more

Non-Contracted

- Works less than 17.5 hours per week
- Work hours vary week-to-week throughout the year but do not exceed 17.5 hours in one week
- Not eligible for fringe benefits, paid leaves or holiday pay

Seasonal/Temporary

- Works three (3) months or less in duration, which may recur on an annual cycle
- Not eligible for fringe benefits, paid leaves or holiday pay

Student Workers

- Student trainees at least 14 years of age may be employed on a part-time basis not to exceed 17.5 hours per week
- Work hours may be limited further according to FLSA regulations
- Appropriate salary compensation shall be determined by the Human Resources Department
- Not eligible for fringe benefits, paid leaves, or holiday pay

All employee types are employees-at-will and employment may be terminated at any time, with or without cause

DEFINITIONS

1. A full-time classified employee works eight (8) hours per day (40 hours/week)
2. A part-time classified employee is one who works less than eight (8) hours per day
3. A half-time classified employee works four (4) hours per day (20 hours/week)
4. Overtime hours are hours actually worked in excess of forty (40) hours per week
5. Introductory period: the first 90 days of employment shall be an introductory period, allowing for training and adjustment to the district.

PAYROLL

Wage and Salary

As required by current law, all employees must sign a loyalty oath to be eligible for a paycheck. Payment of wage and/or salary will be made to the designated direct deposit account and/or a Pay Card (prepaid debit card).

Electronic Time Clock System

All Lawrence Public Schools hourly employees are expected to electronically record their actual hours worked in the Electronic Time Clock System using any district Cisco phone.

End of Pay Period

The electronic time sheets and absence leave form(s) must be received in Payroll no later than **6:00pm** on Tuesday following the end of the pay period. The Supervisor shall determine when and where electronic time sheets will be returned.

Salaries for Classified Personnel

Salaries for classified personnel shall be determined by the job classification and/ or category and the adopted salary schedule.

1. Compensation for Hourly Personnel (GCA Board Policy)

Payment of Salaries

Salaries of classified personnel are to be paid every two (2) weeks. When a payday falls on a holiday, the employee's earnings shall be deposited on the day prior to the scheduled payroll date.

2. Compensation for Classified Salaried Personnel

Payment of Salaries

Classified personnel who are paid on a monthly basis will be paid on the 20th of the month. When a payday falls on a holiday, the employee's earnings shall be deposited on the day prior to the scheduled payroll date.

Fair Labor Standards Act Pay Deductions Policy

Nonexempt Employees

Nonexempt employees will be paid only for actual hours worked unless they receive benefits under the company's paid time-off, vacation, sickness, disability, or other leave policies.

Exempt Employees

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:

1. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under the company's paid time-off, vacation, sickness, or disability policy. Their pay will not

be reduced if they are absent for less than a full day because of sickness or disability.

2. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued benefits under the company's paid time-off, vacation, sickness, or disability policy. Their pay will be reduced by the hours missed even if it is less than a full day.
3. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day. If any employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
4. If an employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the company as a penalty for that violation.
5. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.
6. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

Improper Deductions from Pay

Lawrence Public Schools will reimburse any exempt employee whose pay is reduced in violation of this policy. Where an employee finds that his/her pay has been improperly reduced, the employee should notify his/her supervisor and/or the Human Resources Department. Should Lawrence Public Schools find that a mistake has been made; Lawrence Public Schools will then reimburse the employee for the improper pay reduction in the employee's subsequent paycheck.

Travel Expenses (GAN/GCA Board Policy)

The board will provide reimbursement for expenses (excluding alcoholic beverages) incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. The mode of travel will be decided based on, but not limited to these factors: the availability of transportation, distance and number of persons traveling together.

Employees shall be reimbursed on a per diem basis for meals, based on IRS standard rate schedule for Kansas. Employees shall be reimbursed for the authorized use of a personal car, including approved travel between buildings, at the state's mileage reimbursement rate.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals not reimbursed as a meal per diem and other expenses for which receipts are ordinarily available.

Voluntary Payroll Deductions (GAOF Board Policy)

Employees may establish or change an annuity or 403(b) account on a monthly basis providing any such request is submitted to Human Resources not later than the 5th day of the month the employee desires the change to become effective. If

the requested change is submitted after the 5th day of the month, such change shall become effective the following month. An annuity may be terminated at any time. All changes must be received in writing by the Payroll Department before deadline dates.

The board shall deduct the sum authorized by the employee each month. The payments shall be remitted to the annuity company no later than five (5) days after the last classified payroll of each month, providing the billing from the annuity company has been received by the district.

ABSENCES AND LEAVES

Attendance Required (GCA Board Policy)

Regular attendance is required of all employees except when they are on allowed leave. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Absences

Without Notice

In the occasion that you are unable to work as scheduled, you must notify your immediate supervisor as soon as possible. Departments have specific minimum call-in requirements based on operational needs. Failure to report to work on a scheduled work day without contacting your supervisor will assume that you have resigned/abandoned your position, and the Human Resources Department may officially activate your employment separation from the district.

Requesting and Reporting Time Off

In the event of an absence from work, the employee is expected to complete the Classified Employee Leave Request Form. The absence form shall be submitted to the Supervisor prior to the absence or immediately upon the employees return to work. After receiving the form, the Supervisor will enter the absence into the Electronic Time Clock System.

Employees may not use leave time to put them over their at-will hours per week. For example, if a 40-hour employee has worked 33 hours in four days, they may not use 8 hours leave time for the same week. Similarly, if a 37.5-hour employee has worked 31 hours they may not use 7.5 hours leave time for that week.

Family and Medical Leave (FMLA)

Lawrence Public Schools is required by law to comply with the Family and Medical Leave Act (FMLA) of 1993. Administrators should instruct certified and classified employees to notify the Human Resources Department regarding absences of three or more consecutive days, due to personal or family health/medical related issues. The Human Resources Department will:

- determine the employee's eligibility for leave under the Family Medical Leave Act
- inform the employee of their FMLA rights
- request the necessary medical documentation to support the absences covered under FMLA

FMLA, as required by federal law, shall be granted for a period of not more than 12 weeks during a 12-month period. For purpose of this policy, a rolling calendar will be used. A rolling calendar is defined as the 12 months measured backward from the date an employee uses any FMLA leave. Example: An employee who has not taken any FMLA leave in the previous 12 months would be entitled to up to the full 12 weeks leave. However, if the employee has used a portion of the 12 weeks in the previous 12 months, the amount of leave will be reduced by that used.

FMLA may be granted for one or more of the following reasons:

- Birth of son/daughter and care after such birth;
- Placement of son/daughter for adoption or foster care;
- Serious health condition of spouse, child, or parent of employee; or
- Serious health condition of employee (unable to perform the functions of his or her position).

An employee's entitlement to leave for the birth or placement of a child expires 12 months after the birth or placement. If the district employs both spouses, a combined total of 12 weeks of leave may be used for the birth or adoption of a child or to care for a child with a serious health condition.

FMLA will be applied concurrently with any applicable paid or unpaid leave benefits available to the employee. The employee will be required to use any applicable paid leave before unpaid leave is taken. The superintendent or designee will notify the employee of the beginning date of FMLA leave and the amount of the employee's accrued paid leave designated as FMLA leave.

An employee is eligible for FMLA leave upon completion of 12 months of service in the district and employed 1250 hours during the preceding year. The 1250 hour requirement refers to hours actually worked during the previous 12 months.

During the period of any unpaid FMLA leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. The employee shall pay any employee portion of the cost to the Benefits Department on the payroll date or other time as the employee and superintendent or designee may agree. The board may terminate group health coverage if the employee payment is not received within 30 calendar days of the due date. The district will provide written notice of cancellation at least 15 days before the date the insurance policy lapses due to not-payment of premium.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the determination of the need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave;
- b. any requirements for medical certification;
- c. employer requirement of substituting paid leave;
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,

- e. right to be restored to same or equivalent job;
- f. any employer required fitness-for-duty certifications.

FMLA leave taken due to a serious health condition may be taken intermittently or on a reduced leave schedule. FMLA leave for the birth or placement of a son/daughter may not be used intermittently or on a part-time basis without prior approval of the superintendent or designee.

The superintendent or designee may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent or designee may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Extended Absence for Personal Illness or Disability Leave

An employee who is unable to work because of the employee's personal illness or disability for a period of time in excess of paid illness leave may apply for a leave of absence without pay for the duration of such illness or disability, but not to extend beyond one (1) year from the date of being unable to work because of the illness or disability (the date of disability). To the extent the leave qualifies for Family and Medical Leave (FMLA Leave) the leave will be considered Family and Medical Leave governed by the rights relating to such leave. Leave beyond that required under the District's Family and Medical Leave Plan will only be granted at the discretion of the Human Resources Department based upon his or her evaluation of the nature of the illness or disability, the staffing requirements of the District, and other employment related circumstances subject to any applicable requirements of FMLA. If such a leave is granted between April 15 and June 10, the leave may apply to the current year and to the next year, if requested and approved. This leave must commence when other paid leave expires. All such applications for leave must be accompanied by a statement from a licensed physician, which attests to the inability of the employee to continue his/her duties. The district will retain the right to obtain additional information about how the illness relates to the employee's inability to perform his/her responsibilities, including requesting a second opinion for a physician of the district's choice. If the district exercises its right to obtain a second opinion, all medical costs associated with the second opinion will be responsibility of the district.

An employee who is deemed permanently disabled by KPERS and/or Social Security will automatically terminate from the district.

Fringe Benefits

If the employee qualifies for FMLA leave, Extended Illness Leave will be managed under FMLA guidelines (see related article – Family and Medical Leave).

If the employee does not qualify for FMLA leave, or FMLA leave has expired, Extended Illness Leave will be managed as follows:

Benefits offered by the board, will cease on the last day of the month during which FMLA Leave or paid leave expired. The employee will be able to continue their insurance through COBRA effective the first of the month following termination of board paid benefits. An employee may continue their insurance through the district, after COBRA has been expired, only if the employee qualifies under K.S.A. 12-5040.

Reinstatement

An individual will be declared eligible for re-employment when he/she submits written notice from a physician, which indicates that the employee is able to resume his/her duties. The district retains rights for a second opinion from a physician of its choosing under the same conditions set forth in requesting extended illness leave. If the leave is for a period less than or equal to sixty (60) calendar days or FMLA leave, an individual will be guaranteed to be returned to the same or equivalent position upon returning to Lawrence Public Schools. If the extended leave is for more than sixty (60) calendar days, no guarantee can be made as to the exact nature of the assignment or placement, or that a vacancy will occur during the year of the employee's eligibility for return. If a vacancy does occur, the board of education will have discharged its responsibility under this policy by offering the employee a position after the employee has been declared eligible for reemployment. The employee shall retain his/her wage, accumulated illness leave, and coverage under the retirement system of the Lawrence Public Schools. After paid leave has expired, no additional benefits in these areas shall be gained during a leave of absence.

It is understood the Lawrence Public Schools will terminate an employee who is not performing services or not on leave.

Political Activities (GAHB Board Policy)

An employee who is elected or appointed to a public office which restricts the employee's ability to complete work obligations shall be required to take unpaid leave for a period of time determined by the board. If leave arrangements cannot be made the employee may be terminated.

When an employee holding public office is unable to perform work obligations, he or she shall request leave from the superintendent or the superintendent's designee at least 72 hours in advance of the absence.

An employee who is unable to fulfill work obligations to the board in order to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Military Leave (GARID Board Policy)

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. (See professional employees' agreement.)

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve
- Army National Guard or Air National Guard
- Commissioned corps of the Public Health Service
- Any other category of persons designated by the President in time of war or emergency

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Absence from work for an examination to determine a person's fitness for any of the above types of duty

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service.

The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect

to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual remained actively employed. All pensions that are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice, or if the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's time frame for returning to work is based upon the time spent on military duty.

If the time spent on military duty is less than 31 days, the individual must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.

If the time spent on military duty is more than 30 days but less than 181 days, the individual must apply in writing for reemployment within 14 days of release from service.

If the time spent on military duty is more than 180 days, the individual must apply in writing within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment may be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and
- separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

In cases where an individual is drafted or volunteers his/her services in the United States Armed Forces, a leave of absence will be granted in accordance with the

requirements of existing state and federal legislation at the time. Except for periods of short term training (i.e. less than one month), the employee may elect to be paid (during military service leave) using his or her accrued leave, which accumulated prior to the commencement of the military leave. Payments for accumulated illness leave will not exceed the number of military service leave days.

Temporary Unpaid Leave

Temporary unpaid leave from duty, for less than ten (10) consecutive duty days, may be authorized by the primary evaluator and shall not be for the purpose of any other leave. Extended leave beyond ten (10) consecutive duty days must be approved by the Human Resources Department. Unpaid leave shall not include fringe benefits if the absence is beyond thirty (30) calendar days. After the thirtieth (30) calendar day absence, the benefits offered by the board will cease on the last day of the current month. The employee will be able to continue their insurance through COBRA effective the first of the month following termination of board paid benefits. An employee may continue their insurance through the district, after COBRA has been expired, only if the employee qualified under K.S.A. 12-5040. Authorization for such leave shall be for an occasional situation. This leave is not available for employees moving out of or leaving the district.

Worker's Compensation (GAOE Board Policy)

The district shall participate in worker's compensation as required by current statute.

Reporting a Work Injury

If you are injured on the job, you must:

1. Report the injury within twenty-four hours as follows:
 - Middle or High School staff report injuries to the building administrative assistant (building secretary if the administrative assist is not available)
 - Elementary School staff report injuries to the building administrative assistant (building principal if the administrative assistant is not available)
 - District wide staff (employees not assigned to a specific building) report injuries to the Human Resources Benefits Specialist (Human Resources Administrative Assistant if Benefits Specialist is not available)
 - Facilities and Operations staff report injuries to the Coordinator Facilities and Operations (Secretary Facilities and Operations if the Coordinator is not available)
 - Educational Support and Distribution staff report injuries to the Human Resources Benefits Specialist (Human Resources Administrative Assistant if Benefits Specialist is not available)
 - Food Service staff report injuries to the food service office at ESDC
2. **These are the only designated individuals to whom you can report injuries at your facility.**
3. Complete an accident investigation report at the time of the injury. The designated representative will forward the form to the Human Resources Department.
4. If you require medical attention you may go to Lawrence Memorial Occupational Health Clinic which is located at 325 Maine, Lawrence, KS. Clinic hours are 8:00 am–5:00 pm Monday-Friday.

5. If you are injured during the evening hours and need immediate medical attention, you may go to the Emergency Room at Lawrence Memorial Hospital and report the injury on the next work day.

Eligibility and Explanation

Worker's compensation coverage shall be provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial disease arising out of and in the course of employment in the district.

The worker's compensation plan shall provide coverage for medical expenses and wages for those employees who qualify to the extent required by statutes. The board has the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury from an accident or industrial disease arising out of and in the course of employment with the district.

Should an employee be absent due to a work related injury, worker's compensation benefits and Family Medical Leave Act (FMLA) benefits or other applicable leave shall run concurrently.

Classified employees who are absent, by designated medical provider's recommendation, due to a work related injury (worker's compensation) shall use accumulated illness leave or vacation the first five consecutive duty days (seven calendar days per statute). The employee shall be supplemented through accumulated illness leave and/or vacation with an amount sufficient to pay the employee 100 percent of his/her salary from the 8th calendar day through the remainder of the absence due to a work related injury.

After an employee is on leave due to a work related injury for more than 21 calendar days, the employee will receive worker's compensation benefits for the first five duty days. The district will not require reimbursement for those first five days.

In no event shall the employee be entitled to a combination of worker's compensation benefits and accumulated illness leave or vacation in excess of his/her full salary.

Accumulated illness leave and/or vacation shall be used for this purpose until:

1. Accumulated illness leave and/or vacation has been exhausted
2. The employee returns to work with a certificate to return to work from the health care provider, or
3. Employment is terminated, whichever occurs first.

If the employee depletes his/her accumulated illness leave, the employee will receive worker's compensation benefits only.

Any employee who is unable to work due to a work related injury shall be required to provide the superintendent with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute.

CONDUCT

Drug Free Workplace (GAOA Board Policy)

Maintaining a drug free work place is important for establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited on district property or at school-sponsored activities.

This policy is intended to implement the requirements of the federal regulations promulgated to ensure a drug free workplace. It is not intended to supplant or otherwise diminish disciplinary actions that may be taken under board policies or the professional employees' agreement.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, sell, dispense, 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 suspension, placement on probationary status, or other disciplinary action including termination. 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.

Drug Free Schools (GAOB Board Policy)

Employees shall not unlawfully manufacture, sell, distribute, dispense, possess, or use alcoholic beverages, illegal drugs, or controlled substances on district property or at any school activity. Further, employees shall not be under the influence of alcohol, illegal drugs, or non-prescribed controlled substances on district property or at any student school activity, whether or not consumed on school property or at a student school activity. This policy is intended to meet the requirements of the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any of the following sanctions:

1. Required participation in a drug and/or alcohol evaluation, testing, education, treatment, counseling, or rehabilitation program, the cost to be borne by the employee, with the district entitled to copies of all evaluation and progress reports;
2. Short term suspension with pay;

3. Short term suspension without pay;
4. Long term suspension without pay;
5. Termination from employment

A variety of drug and alcohol counseling and rehabilitation programs are available in the area for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the clerk of the board as well as the Wellness Coordinator. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

In addition to these available programs the School Board has approved New Direction's Employee Assistance Program (EAP), which offers a variety of therapy, counsel, financial and family services, child care services, and a variety of other programs to all at-will contracted employees. For further information on EAP please contact the Human Resources Department.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action that is provided for in district policies or the professional employees' agreement. This policy is not intended to change any right, duty or responsibility in the current professional employees' agreement.

Use of Tobacco Products in School Buildings (GAOC Board Policy)

The use of tobacco products in any form, including electronic smoking devices, is prohibited on any district premises or at school sponsored activities except in designated areas at non-student attendance centers. This is in compliance with Lawrence City Code, Article 8, 9-904—Prohibition of Smoking in Places of Employment.

Staff-Student Relations (GAF Board Policy)

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment. Staff members shall not have inappropriate interaction of a sexual nature with any student at any time regardless of the student's age or status. (See IKCA)

Maintaining Control in the School Environment (GAO Board Policy)

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

Photographs, Audio or Video Recordings

Staff are not allowed to take photographs or make audio or video recordings of students unless the parent/guardian has provided written permission and it has been authorized by the building administrator.

Confidentiality of Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner. Actions which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Confidentiality of 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.

Harassment (GAAB, JGEC & JGECA Board Policy)

The district is committed to maintaining a working and learning environment free from discriminatory harassment.

Harassment against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability, in the admission or access to, or treatment or employment in the district's programs and activities is prohibited by federal statutes and district policy. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. The District Compliance Coordinator, 110 McDonald Dr., Lawrence, KS 66044-1063, 785-832-5000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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.

Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of discriminatory harassment may result in corrective or disciplinary action against the complainant.

Harassment

Harassment on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity. Harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

All forms of discriminatory harassment are prohibited at district facilities, district premises and nondistrict property if at any district sponsored, district approved or district related activity, programs or events, or where the employee is engaged in district business whether or not the harassment occurs on district property.

It shall further be a violation for any employee to discourage an employee from filing a complaint, or to fail when directed to investigate or to refer to the District Compliance Coordinator, any complaint lodged under the provisions of this policy.

Harassment is conduct which:

- affords an employee different treatment, solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the district; and
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment; or
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an employee's work performance or employment opportunities.

Harassment may result from verbal or physical conduct or written graphic material.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive working environment, free from discrimination on the basis of sex, including sexual harassment.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, events, or when an employee is engaged in district business whether or not the harassment occurs on school property.

Sexual harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

It shall also be a violation for any employee or student to discourage an employee from filing a complaint, or for any employee to fail to refer for investigation, any complaint lodged under the provisions of this policy.

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

- verbal harassment or abuse;
- unwelcome advances or pressure for sexual activity;
- the request for sexual favors;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching;
- suggesting or demanding sexual involvement;
- implied or explicit threats concerning an employee's job status or performance;
- other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment occurs when these acts are committed by an employee to a student, or to another employee when:

- submission to or rejection of such conduct explicitly or implicitly has the effect of interfering with a student's performance or ability to participate in or benefit from the services, activities, or programs of school; or
- submission to or rejection of such conduct by an individual is made explicitly or implicitly a term or condition of the individual's employment or used as the basis for other employment decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or job performance or creating an intimidating, hostile or offensive academic or working environment.

Reporting of Harassment

The district encourages all victims of harassment and persons with knowledge of such harassment to report the harassment immediately to the District Compliance Coordinator. Complaints against the Superintendent should be addressed to the Board of Education. (See KNA)

Complaints of discriminatory harassment will be resolved using the district's discrimination complaint procedures. (See KNA) Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of discriminatory harassment may result in corrective or disciplinary action against the complainant.

The District Compliance Coordinator or his/her designee will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any employee who believes he or she has been subject to harassment should report the alleged harassment to the District Compliance Coordinator. The District Compliance Coordinator or his/her designee shall discuss the complaint with the employee to determine the appropriate action. If the action is not satisfactory to the employee, the employee may initiate a formal complaint under the district's discrimination complaint procedure. (See KNA).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition outlined above. Unacceptable employee conduct may or may not constitute harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute harassment may be grounds for discipline. Any employee who engages in discriminating conduct shall be subject to disciplinary action, up to and including termination.

Any employee who witnesses an act of harassment shall report the incident to the District Compliance Coordinator. Employees who fail to report complaints or incidents of harassment to the District Compliance Coordinator may face disciplinary action. Administrators who fail to take appropriate corrective action in response to complaints of harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the District Compliance Coordinator shall report such conduct to the appropriate law enforcement or DCF authorities. (See GAAD)

To the extent reasonably possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation and to take appropriate corrective action.

The filing of a complaint or otherwise reporting discrimination or harassment shall not reflect upon the employee's status. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a discrimination or harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of discrimination or harassment may result in corrective or disciplinary action against the complainant.

A copy of this policy shall be available at each district facility, and a summary of this policy shall be included in employee handbooks.

Hazing and Bullying (JGECA Board Policy)

The district is committed to maintaining an environment free from hazing and bullying, as herein defined. The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve, a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Definitions

"Hazing" is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment. This includes, but is not limited to:

- forced consumption of any drink, alcoholic beverage, drug or controlled substance,
- forced exposure to the elements,
- forced prolonged exclusion from social contact,
- forced sleep deprivation,
- assignment of pranks or other activities intended to degrade or humiliate.

"Bullying" shall have the meaning ascribed to it in Kansas law, and that recklessly or intentionally endangers the mental health, physical health or safety of a student or employee or that substantially interferes with a student's educational benefits, with a student's or employee's opportunities or performance, that takes place on or

immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any district bus stop, and that has the effect of:

- physically harming a student or damaging a student's property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the district.

"Cyberbullying" means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on school premises which threatens or endangers the safety of students, employees, or third parties, or school property, or which substantially disrupts the educational program of the district. Bullying shall also include cyberbullying initiated off school premises which threatens or endangers the safety of students, employees, or third parties, or school property, and which substantially disrupts the educational program of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

"District" includes district facilities, district premises, on district-provided transportation or at any district bus stop, and nondistrict property if the student or employee is at any district sponsored, district approved or district related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

"District Compliance Coordinator." The Superintendent of Schools (110 McDonald Dr, Lawrence, KS 66044 – 785-832-5000) designated the District Compliance Coordinator to address compliance with this policy.

Prohibited Conduct

Hazing or bullying of students is prohibited by district policy. Bullying of employees is prohibited by district policy. Any student, district employee, or third party who engages in prohibited conduct as above described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, or expulsion from school, or exclusion from all district property and programs and from doing business with the district.

Reporting of Prohibited Conduct

The district encourages all victims of prohibited conduct and persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building principal or to the District Compliance Coordinator. The district will investigate all complaints of such prohibited conduct and take corrective action to end the conduct.

Any student or employee who believes that he or she has been subjected to prohibited conduct as above described may file a formal written complaint or informal oral complaint with the building principal. Any school employee who receives from a student a complaint of prohibited conduct as above described shall inform the building principal and provide the student the necessary information regarding both formal and informal complaint procedures to report the conduct to the District Compliance Coordinator, or to the building principal, and provide the applicable forms.

Informal Oral Complaint Process

Anyone may use informal procedures to report and resolve complaints of hazing or bullying. At the building level, processes will be established for responding to and investigating complaints. These processes will be submitted to and approved by the District Compliance Coordinator. Such complaints must be appropriately investigated and appropriate action taken to address the situation. Informal reports may be made to any employee, although every employee shall inform complainants of their right to, and the process for, filing a formal complaint. Employees shall also inform the student's building principal or designated staff person when they receive complaints of hazing or bullying. The building principal shall document the nature of all complaints of prohibited conduct and document what corrective action was taken when any complaint is resolved informally.

Filing a Formal Written Complaint

Any student who files a formal written complaint of hazing or bullying shall have the matter resolved under the district's Policy KNA complaint procedures.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes prohibited conduct as above described. Unacceptable student conduct may or may not constitute prohibited conduct as above described, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute prohibited conduct as above described may provide grounds for discipline under any applicable code of student conduct, regulation or policy.

It shall also be a violation of this policy for any student, employee, or third party to discourage a student or an employee from filing a complaint either formally or informally, or for any employee to fail to refer for investigation any complaint lodged under the provisions of this policy.

An employee who witnesses an act of prohibited conduct against a student shall report the incident to the principal of the building in which the student is enrolled. Employees who fail to report complaints or incidents of prohibited conduct against students to the building principal may face disciplinary action. School administrators who, when requested, fail to investigate and take appropriate corrective action in response to complaints of prohibited conduct may also face disciplinary action.

To the extent reasonably possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action, to provide due process to the accused, and defend against claims.

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, termination of employment for an employee, exclusion from all district property or programs, or exclusion from doing business with the district.

False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be available in each district facility. The policy shall also be published in student and employee handbooks as directed by the District Compliance Coordinator.

Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Bullying by Staff (GAAE Board Policy)

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event by any student, staff member, or parent towards a student or staff member. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

The definitions and procedures set forth in Board Policy JGECA are incorporated herein by reference as though fully set out and shall apply to this policy.

Emergency Safety Interventions (GAAF Board Policy)

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

“Emergency Safety Intervention” is the use of seclusion or physical restraint.

“Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

“Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement.

“Mechanical Restraint” means any device or object used to limit a student’s movement.

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046 (d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

“Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

“Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

“Time-out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student’s airway;
- Using physical restraint that impacts a student’s primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

Seclusion Restrictions

A student shall not be subjected to seclusion if the student is known to have a medical condition that could put the student in mental or physical danger as a result of seclusion. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified then shall notify an emergency contact person for such student, the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the

parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form and upon the occurrence of a second or subsequent incident shall be provided through a full website address containing such information.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Gifts (GAJ Board Policy)

The giving of gifts between students and staff members is discouraged.

A gift is defined as any donation, present or endowment in the form of cash, merchandise, service or personal favor. Unless approved by the principal, staff members are discouraged from giving gifts to any student or class of students when the gifts arise out of a school situation, class or school sponsored activity. Staff members are prohibited from receiving gifts of substantial value from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

Solicitations (GAI Board Policy) (See KDC)

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

The board discourages all solicitations during regular school hours and at school-sponsored activities. This rule applies to those activities, promotions and sales originating outside the school.

Agents, solicitors and salespersons shall not be permitted to take the time of employees or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. Exceptions may be made as outlined below.

Materials and projects submitted for consideration as exceptions under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be given to the potential for creating unreasonable additional work for staff members.

The superintendent shall report any individuals or organizations that violate the policy on solicitations to the board. Violators may be denied further access to school premises by board action.

Personal Appearance (GAM Board Policy)

Appropriate dress and personal appearance is essential for all district employees.

Conflict of Interest (GAG Board Policy)

District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of the duties. No employee shall 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 school employee shall enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. (K.S.A. 75-4304)

Non-School Employment (GCRF Board Policy)

Employees shall not engage in outside employment that interferes with their duties other than with approved leave. Classified employees shall not be excused from work during their regularly assigned time schedule to perform outside employment.

Criminal Convictions

Any employee convicted of a felony, driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the Director of Legal Services within five days after the conviction or diversion agreement.

DISTRICT PROCEDURES

Board Policy

Employees shall follow and be familiar with all policies and regulations established by the board of education. Board Policies can be accessed at www.usd497.org on the Internet.

Complaints (GAE Board Policy)

Any employee may file a complaint with their supervisor concerning a school rule, policy or decision that affects the employee. The complaint shall be in writing, filed within 10 duty days, but not to exceed 20 calendar 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 10 duty days, but not to exceed 20 calendar days, of the receipt of the complaint. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Discrimination Complaints (GAAB Board Policy)

(The following serves as annual notification to employees regarding the board's policy on non-discrimination.)

Any incident of prohibited discrimination or harassment (see GAAC) in any form shall promptly be reported to the District Compliance Coordinator for investigation and corrective action.

Discrimination against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability, in the admission or access to, or treatment or employment in the district's programs and activities is prohibited by federal statutes and district policy. The District Compliance Coordinator of Lawrence Public Schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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 prohibited discrimination or harassment should be addressed to the District Compliance Coordinator. Complaints against the Superintendent should be addressed to the Board of Education.

Complaints of prohibited discrimination or harassment will be resolved using the district's discrimination complaint procedures. (See KN)

Any employee who engages in prohibited discriminatory conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of harassment may result in corrective or disciplinary action against the complainant.

The district's non-discrimination statement shall be included in the Annual Notices section of the district newsletter which is published in the local newspaper at the beginning of each school year.

Classified Personnel Evaluation (GCI Board Policy)

All classified employees shall be evaluated at least once a year. Evaluation documents shall be maintained on file in the Human Resources Department.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be given a copy of their written evaluation and shall have the opportunity to comment on it.

Job Descriptions (GACB Board Policy)

The superintendent or designee shall develop a job description for each category of employee. Job descriptions shall be filed with the Human Resource Department.

Employment Status

All classified employees are employed on an “at-will” basis, regardless of their length of service, and may be dismissed at any time.

Material Distribution (KI Board Policy)

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board. No student shall be coerced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials (KI Board Policy)

In order to further citizenship training, the board encourages responsible use of political materials when related to district approved curriculum. Each building principal shall comply with district rules governing the use and distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered.

Special Interest Materials (KI Board Policy)

The district shall establish rules and regulations governing the distribution of special interest materials in the building. No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Advertising in the Schools (KI Board Policy)

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. (See JHCA)

Orientation

All new classified employees shall receive a district orientation from Human Resources Department.

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

With prior approval of administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and reason for business and signature of the employee and administrative supervisor or building principal with the district business office. Reimbursement shall be made following board approval.

Students in the Lawrence Public Schools should be transported in district vehicles. District employees are discouraged from transporting students in personal vehicles. All staff that transport students in their own private vehicle shall fill out the Board Policy Reference EDDA each school year.

Weapons (KGE Board Policy)

Unless otherwise required by law or authorized by board policy, no person, other than a law enforcement officer, shall possess a weapon on any district owned or operated property; within any district owned or operated building or facility; in a school vehicle; in an employee's personal vehicle being used to transport students or school staff in the performance of job duties for the district, even if such employee holds a valid concealed carry license; or at any school sponsored activity, program, or event. This prohibition includes possession of concealed and/or openly carried weapons. The secured storage of a weapon in an employee's personal vehicle on school property, grounds or at a school sponsored event is strongly discouraged, even if such employee holds a valid concealed carry license. Any person bringing a weapon on to school property must comply with Kansas law and/or the federal Gun-Free School Zones Act. If a person is licensed pursuant to the Kansas Personal and Family Protection Act to carry a concealed weapon, any weapon must be properly secured in the individual's vehicle in accordance with the act. If a person is not licensed pursuant to the Kansas Personal and Family Protection Act, the Gun-Free School Zones Act controls and it shall be unlawful for any individual knowingly to possess a firearm in a school zone unless such firearm is not loaded and is in a locked container or a locked firearms rack in the individual's motor vehicle. Under no circumstance shall an individual be allowed to bring a firearm or a weapon into a school building. Appropriate signs shall be posted as directed by the Board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported immediately to law enforcement by any staff member who becomes aware of the act.

Interrogation and Investigation of Students (JCAC Board Policy)

Interrogation of students shall be conducted in accordance with the board policies.

Searches of Students and Property (JCAB, JCABB Board Policy)

If a classified 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.

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Resignation

Classified employees may resign from their jobs in accordance with the employment agreement and board policies. The employee should submit a letter of resignation to his/her supervisor stating the effective date and reason for leaving. The District prefers a two-week notice of resignation. The supervisor will meet with the employee regarding exit procedures.

Employee Development Opportunities (GAD Board Policy)

All plans for self-improvement involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the Superintendent or designee.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s);
- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access. (K.S.A. 44-119a)

Address Changes

All address changes must be made with the Human Resource office before the end of the pay period in which the changes took place.

Keys

The building administrator 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.

Keys must be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Staff Security Badges (GACC Board Policy)

A security badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed on an outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building administrator or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to Human Resources Department, which will issue a replacement badge.

Badges remain the property of USD #497 and shall be returned to Human Resources at the time of suspension, resignation, retirement or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbooks or the negotiated agreement, as applicable.

Animals in the School (ING Board Policy)

Approval from the building administrator must be gained prior to bringing an animal to school. The "Animals in the Classroom" guide will be provided upon request to bring an animal to a building.

Service animals shall meet the criteria specified in the "Procedure for Service Animals" guide available on request.

Staff may bring therapy dogs to work if the following criteria are met:

- The dog is registered by a therapy dog organization recognized by the American Kennel Club. The staff member shall provide the building administrator evidence of current registration on an annual basis.
- The staff member has completed a written request outlining the need, benefits, and intended outcomes for using the therapy dog in the work environment and the primary supervisor has authorized the use of the therapy dog.
- The staff member complies with the "Animals in the Classroom" guide.

REPORTS

Accidents

Any school employee who discovers an accident on school property shall report the accident to the building principal or supervisor.

If the person requires medical treatment, the employee shall:

- a. send for medical help;
- b. make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- c. notify the principal or supervisor.

If an employee present is qualified to administer first aid that 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 (10) 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 worker's compensation plan.

Child Abuse (GAAD Board Policy)

Reporting

Any district employee who has reason to know or suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

The employee making the report shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect or notify them of a report or pending report.

After the employee notifies DCF or the local law enforcement agency, the employee may notify the principal that a report has been made.

If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of a child shall be conducted by a school administrator or his/her designee in an appropriate manner with a second adult witness present. When possible, either the interviewer or the witness shall be of the same gender as the child.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

DCF Access to Students on School Premises (See JCAC)

The principal shall allow a student to be interviewed by DCF or law enforcement representatives at an appropriate location on school premises and shall act to protect

the student's interests during the interview subject to the authority of DCF or law enforcement.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property should not be in uniform.

Vandalism/Protection (EBCA Board Policy)

School personnel are required to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

All school personnel shall report any vandalism to their immediate supervisor. (See EBC). In the event of vandalism, the board may offer a reward as provided by law. (KSA 38-120, KSA 12-1672a)

HEALTH AND SAFETY

Employee Wellness Program

The Lawrence Public School district encourages all employees to pursue a healthy and well-balanced lifestyle. The Wellness Program strives to promote the physical, social, emotional, and mental health of all school employees, thus promoting better overall health, improved morale, and a greater personal commitment to one's health in all aspects.

The mission of the LPS Employee Wellness Program is to educate, support, and empower employees, dependents, and retirees to improve and maintain their overall health and well-being through healthy lifestyle choices and life balance.

Eligibility

- All LPS employees are eligible for program participation, regardless of insurance coverage;
- All spouses and dependents over the age of 16;
- All early retirees covered by our insurance plan;
- Para-educators and half-time employees are eligible, regardless of hours worked.

A wide variety of health and wellness activities, initiatives, and discounts are available to all eligible employees through the program. More information on the Employee Wellness Program can be found on the District Website or by contacting the Wellness Coordinator at 785-832-5000.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the building administrator or the Director of Facilities and Operations, Safety and Transportation.

Blood Borne Pathogens (GARA Board Policy)

(The following may serve as the required annual notification to employees regarding the board policy on bloodborne pathogens.)

Bloodborne Pathogen Exposure Control Plan

The board will adopt a bloodborne pathogen exposure control plan which conforms to current regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

The district has developed a plan to meet safety standards related to bloodborne pathogens. The plan shall provide for the Hepatitis B vaccine to be available to an employee who has not been vaccinated but is exposed through a school related incident within 24 hours, unless the process is waived by the employee.

The supervision of the program, staff development, and training shall be managed by the facilitator of health services and the district's nursing staff. A copy of the Exposure Control Plan shall be available in each of the school health offices and the district human resource department.

Infectious or Contagious Diseases (GAR Board Policy)

Infectious or contagious disease means any disease designated by the secretary of health and environment as an infectious or contagious disease. (KSA 65-128)

Whenever an employee has been diagnosed by a physician as having an infectious or contagious disease as defined in current state regulation, the employee shall report the diagnosis and nature of the disease to his/her supervisor. An employee having an infectious or contagious disease shall be placed on leave for the duration of the contagiousness as deemed necessary by qualified medical authority in order to protect the health and wellness of other district employees and students.

The employee shall be allowed to return to duty:

- upon recovery from the illness;
- when the employee is no longer contagious as authorized in a written statement by the employee's medical provider; or
- when the employee's condition is determined to be non-threatening to the health and wellness of others in the work setting including employees and students.

All of the above are subject to a written authorization by the employee's medical provider. The board reserves the right to require a second opinion.

No information regarding employees with an infectious or contagious disease shall be disclosed by district personnel without the employee's consent except to comply with state or federal statutes.

Medications, Administering (JGFGB Board Policy)

The supervision of any medications shall be in strict compliance with the rules and regulations of the board and the Kansas Nurse Practice Act. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Hazardous Waste (EBBA Board Policy)

When hazardous waste material is produced in a class, or otherwise located in the district, it shall be disposed of in accordance with state and federal rules and regulations, or current law.

Hazardous Waste Notification

If an employee discovers waste material which is, or may be hazardous, he/she should notify his/her supervisor immediately, according to the building crisis plan.

Pest Control

The district periodically contracts the application of pesticides inside buildings. Information regarding the application of pesticides is available from the Director of Operations & Facilities.

Evacuations and Emergencies (EBBD Board Policy)

If an emergency interferes with the normal conduct of school affairs, the superintendent may direct that students be dismissed from school. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

School shall not be dismissed early because of an emergency when the safety of students and teachers is better served by having them remain at school.

During an emergency period when there is insufficient warning time, the administration shall keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. 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. (See JBH)

Planning for Emergencies (EBBD Board Policy)

If an emergency interferes with the normal conduct of school affairs, the superintendent may direct that students be dismissed from school. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

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The staff shall remain on duty to supervise students during this time. 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. (See JBH)

Crisis Plan

See building administrator for site specific information regarding the building crisis plan.

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), KLWN 1320 AM, KLZR 105.9 FM, and KANU 91.5 FM. The district also notifies Topeka television channels 13, 27 and 49. Kansas City Area Emergency School Communications System also broadcasts Lawrence Public School closings. The school district's website at www.usd497.org and public information channel 26 also carry the announcement.

Safety Practices

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed. Failure to comply with district safety practices and procedures will result in disciplinary action up to and including termination of employment.

Reporting Crimes at School to Law Enforcement (EBC Board Policy)

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local enforcement: an act which may constitute the commission of a felony or misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator must also be notified.

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.

EQUIPMENT AND SUPPLIES

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only.

Telephone/Cell Phone Use

District telephones are for school business. Use of phones, including cell phones, for personal business should be avoided except in the case of emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Use of District Computers (IIBG Board Policy)

Computer systems are for educational and professional use only. All information created by staff and students shall be subject to unannounced monitoring by district administrators. The district retains the right to impose any student disciplinary measures that may include expulsion and to impose upon any employee disciplinary measures that may include termination for a violation of this policy.

Installation (IIBG Board Policy)

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator shall verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Software installed on district computers must comply with copyright laws. (See ECH) License agreements and proof of purchase (copy or original) must be filed in the district technology office.

Hardware (IIBG Board Policy)

Staff shall not install unapproved hardware or connect it to district computers, or make changes to software settings that support district hardware.

Audits (IIBG Board Policy)

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-mail/Privacy Rights (IIBG Board Policy)

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

Any e-mail, computer application, or information in district computers or computer systems may be subject to monitoring without notice by the administration and/or school staff when appropriate. The district retains the right to duplicate any information created by employees in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Internet Use-Purpose (IIBG Board Policy)

The Lawrence Public Schools provides Internet services for a limited educational purpose. The term “educational purpose” includes use of the system for classroom activities, professional or career development, and limited research. Employee use of the system is governed by this policy and related district rules.

Staff Online Activities (IIBGC Board Policy)

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk.

Employees are encouraged to use district electronic mail and other district technology resources to promote student learning and communication with parents of students and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

District employees may set up blogs and other social networking accounts to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Social networking sites and other online communication options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for district employees and activity sponsors to utilize a social networking site for instructional, administrative, or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the superintendent or the superintendent's designee.
2. If permission is granted, staff members will set up the site following any district guidelines developed by the superintendent and approved by the board. If the expenditure of district funds is required to complete the set-up or maintenance of the site, the requesting staff member shall present an itemized summary of such costs to the superintendent. Approval by the superintendent or superintendent's designee shall be required prior to the expenditure of district funds for such purpose.
3. Guidelines shall specify whether access to the site must be given to school/district administrators and technology staff.
4. If written parental consent is not otherwise granted through acceptable use policy forms provided by the district, staff shall notify parents of the site and obtain written permission for students to become “friends” of the site prior to the students being granted access. This permission shall be kept on file at the school as determined by the principal.
5. Once the site has been created, the sponsoring staff member is responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use and compliance with district policies; and
 - b. Observing confidentiality restrictions concerning release of personally identifiable student information under state and federal law.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or if it impairs the staff member's job performance or effectiveness in the work setting. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

Responsibilities (IIBG Board Policy)

The Superintendent shall oversee the district system. District staff may develop regulations including a student disciplinary code. Those regulations and agreements are to be published annually in each student and staff handbook.

Liability (IIBG Board Policy)

The district makes no warranties; either expressed or implied that the computer and/or network services provided through the district system will be error-free. The district will not be responsible for any interruption of service or errors experienced by loss of or damage to data. The district will not be responsible for accuracy or quality of information obtained through the system nor for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the district harmless from any losses sustained as the result of intentional misuse of the system by the user.

Intellectual Property (GBRGC Board Policy)

Publications, articles, materials, models, and other items produced by district personnel for the district using district time, money, equipment or facilities as part of an employee's job responsibilities remain the property of the district. The board will assert the district's proprietary rights to publications, instructional materials, and other devices prepared by district employees during their paid work time.

The district will apply for copyrights and patents when deemed appropriate by the superintendent. The district will continue to own such property upon the employee's separation from service.

In the event that an employee produces items described above partly on his/her own time and partly on district time, the district reserves the right to claim full ownership. The employee, however, may petition the district for assignment of copyright or patent rights and the board and employee can agree to joint ownership. The board and employee may also agree the employee has full ownership of such intellectual property. Employees will not attempt to copyright or patent such items without the knowledge and consent of the superintendent.

Copyright and Duplicating Practices (ECH Board Policy)

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.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

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.

Textbooks, Technology Software, Instructional Materials and Media Centers (IF Board Policy)

District employees shall follow established copyright laws in use of all printed and other copyrighted materials. (See ECH)

Forms and Appendices

On Next Pages

**LAWRENCE PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE LEAVE REQUEST**

Employee Name: _____
Please Print

Position: _____

Building: _____

Request to use:

_____ Personal Illness

_____ Family Illness

_____ Personal Business

_____ Vacation

_____ Other _____

_____ Jury Duty
(Copy of summons required)

_____ Bereavement - Relationship
to Deceased _____

_____ Compensation Time
(Must be earned before using)

_____ Professional Development

_____ Court Appearance
(Copy of summons required)

Requested: ☐ Hour(s) _____ ☐ Day(s) _____

Date(s): _____

Additional Information: _____

Substitute requested: ☐ Yes Hours Needed: _____
☐ No

Employee Signature

Date

Please submit to the administrator in charge of securing substitute

OFFICE USE ONLY

TO BE COMPLETED BY SUPERVISOR/BUILDING ADMINISTRATOR

Supervisor Signature

Date Approved

Building Administrator Signature

Date Approved

CORRECTIVE ACTION FORM

Print Form

Emp. ID #	<input type="text"/>	Hire Date	<input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/> MI <input type="text"/>
Position	<input type="text"/>	Building	<input type="text"/>
Reported by	<input type="text"/>	Supervisor	<input type="text"/>

Issue: (Check one)

<input type="checkbox"/> Attendance	<input type="checkbox"/> Fighting	<input type="checkbox"/> Performance	<input type="checkbox"/> Safety	<input type="checkbox"/> Other
<input type="checkbox"/> Falsification	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Respectful In Workplace	<input type="checkbox"/> Theft	Explain <input type="text"/>

Report Date

Type of Action: (Check one)

- ☐ Verbal Warning
☐ Written Warning
☐ Termination

Incident

Describe the situation (behavior, performance, policy violation, etc.) that occurred in detail. Include date(s), time(s), location(s), people involved, witnesses, effects of the incident on employee's work or other employees, and other relevant circumstances or contributing factors. Please be specific in stating observable behaviors and comments whenever possible.

Expectations and Time Frame for Improvement

Please provide specific expectations the employee must meet with a relevant time frame.

Last Name First Name MI

Consequences

Please state the specific action or consequences that will result if the employee fails to meet the expectations set within the designated time frame(s).

Follow-Up Review Date

Employee's Comments

My supervisor has reviewed the above situation with me and my comments are as follows:

Supervisor/Administrator Signature

Date signed by Supervisor/Administrator

Note to Employee: I understand that my signature indicates that this incident has been reviewed with me and does not indicate agreement with the action taken.

*Employee's Signature

Date signed by Employee

*Not required for verbal warning.



CLASSIFIED PERSONNEL EVALUATION FORM

[Save & Print Form](#)

Type of Evaluation:

- ☐ End of 90 day introductory period
☐ Annual Evaluation

Employee ID School Year Date Last Name First Name Middle Initial Position Building Evaluator Administrator

Work Related Skills	Commendable Performance	Above Average	Average	Needs Improvement
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to Position	Commendable Performance	Above Average	Average	Needs Improvement
Abides by district rules—implements policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strives for self-improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses good judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality—keeps information confidential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Qualities	Commendable Performance	Above Average	Average	Needs Improvement
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses time wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neat and well-groomed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets along with other personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator's Comments on Strengths and Weaknesses

Work Related Skills:

Commitment to Position:

Evaluator's Comments on Strengths and Weaknesses--Continued

Personal Qualities:

Employee's Signature

Date of Employee's Signature

Evaluator's Signature

Date of Evaluator's Signature

Building Administrator's Signature

Date of Building Administrator's Signature

I understand that I may submit a written statement to be attached to this document to be placed in my personnel file if I disagree with this evaluation.

☐ Written statement submitted

All parties listed above must sign this evaluation.

Return the completed original copy to the Human Resources Department.

**LAWRENCE PUBLIC SCHOOLS
COMPLAINT FORM
(CONFIDENTIAL)**

Please Print

Reference BOE Policy: KN

Person making complaint _____ Date of Report _____
(Complainant)

Address _____ Phone # _____

Reported to _____ Position _____

Is the nature of the complaint about:

- | | |
|--|---|
| <input type="checkbox"/> sexual harassment | <input type="checkbox"/> curriculum |
| <input type="checkbox"/> personnel | <input type="checkbox"/> instructional materials |
| <input type="checkbox"/> facilities and services | <input type="checkbox"/> discrimination on the basis of _____ |

Please describe the situation and include information about:

- Who were the persons engaging in the conduct? _____
- What was the nature of the conduct? _____

- When did it occur? _____
- Where did it occur? _____
- What effect did the incident have on you? _____

Were there any witnesses to this incident? ☐ Yes ☐ No

If yes, please indicate who the witnesses were _____

Signature of complainant

Signature of person taking report

For Human Resources use only

HR office report received by _____
(Name)

Date complaint received _____

Action taken by district/school personnel:

Date of action _____

Follow-up: _____

Please submit completed form to the Director of Human Resource, ESDC, 785-832-5000.



CLASSIFIED STAFF ACCEPTABLE USE POLICY (AUP)

The Lawrence Public Schools provide access for student use of computer technology for student use of the Internet and transmission of data or other information across the network infrastructure. All users must share the responsibility for seeing that our technology resources are used in an effective, efficient, ethical and lawful manner. It is an opportunity to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines in accordance with KANSAS STATUTE 21-5839 and Board Policies IIBG; IIBGA.

EXPECTATIONS FOR ALL

STAFF WILL:

- Use technology in the manner directed by administration and IT department.
- Use technology primarily for educational or district business purposes.
- Take care of any district equipment and report damages, problems, or inappropriate materials immediately to administration or IT department.
- Comply with all copyright, trademarks, and license restrictions, including citing Internet sources as you would all other reference materials.

STAFF WILL NOT:

- Intentionally damage, disable, or hinder the performance (or attempt any of the previous) of any district technology system device, software, or network (inside or outside of the district).
- **Provide their district device/devices for students to utilize at any point.**
- Share passwords or provide personal information to non-approved online sources.
- Use technology to harass others according to Board Policy JGECA.
- Download, store, distribute, or share any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Intentionally access material through, or with, technology that would not be allowed for educational or district business purposes in your school if presented in other media.
- Access or attempt to access any system, file, directory, user account, or network to which you have not been granted access.
- Use technology in a manner that would hinder the learning environment for you or students.
- Install or attempt to install any software on a district owned technology device without prior authorization.
- Engage in hacking activities or participate in crypto-currency mining using Lawrence Public Schools electronic or network resources.
- **Take their device out of their building. Classified staff may not take devices home.**

ADDITIONAL EXPECTATIONS FOR STAFF WITH PERSONALLY ASSIGNED COMPUTING DEVICES

STAFF WILL:

- Regularly save any information stored on a district device to assigned cloud storage directory.
- Regularly save any information stored on a computing device to your assigned cloud storage directory.
- Expect any device to be regularly inspected for inappropriate material, which might include unlicensed software or inappropriate content and software. Any inappropriate content or unlicensed software will be removed.
- Expect, without prior notice, any and all usage of the computer Network and Internet access, including, but not by way of limitation, email transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding his/her use of the computer Network or the Internet.

PERSONAL MOBILE DEVICES

- Staff may bring personal mobile devices to work.
- Staff who bring personal mobile devices to work shall have no expectation of privacy if the device is used by the staff member in the course of their assigned duties.
- Staff who access the district's wireless network shall not have an expectation of privacy if such access violates district policy.
- Staff shall not have an expectation the district's network will be available on a continuous basis and the district shall not be liable for any data or other losses of any kind, economic or otherwise, an employee may experience when using a personal mobile device at work.
- Staff shall not have an expectation they will be reimbursed for downloaded software or paid applications without prior authorization from the immediate supervisor.

- The district will not be responsible for any fees associated with a staff member's use of a personal mobile device.

CONSEQUENCES FOR AUP VIOLATIONS

- Suspension from use of district technology.
- Suspension and discipline of employee.
- The district may notify law enforcement agencies.
- Any consequence outline in Master Agreement or Classified handbook.

NAME: _____

DATE: _____

SIGNATURE: _____

Amended September 2019