U.S.D. 108
Certified Employee Handbook

2018-2019

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Certified Employee Handbook

GENERAL INFORMATION

1) **Assemblies.** All teachers are expected to attend all assemblies, pep rallies, etc. Teachers should sit with the students and help maintain order.

2) **Attending School Activities.** Faculty and staff should attend school functions and activities. Attendance at activities promotes a positive image of our staff to the students and patrons of our community.

3) **Board Policies.** It is each employee's responsibility to be familiar with the policies of the Board of Education of Washington County USD 108. Updated policies are kept in the principal's office, and are also on file in the library. A copy of the board policy may be obtained by contacting the central office.

4) **Employee's Workroom.** Each building has an employee's workroom and each employee will have a period of time during the day (time permitting) when he/she will not be directly responsible for class. The workroom has been provided as a place for employees to be able to relax in a friendly atmosphere. **"Lounge talk" should be a reflection of a teacher's professional attitude.**

5) **Faculty Meetings.** Attendance is required. If circumstances prevent you from attending discuss this in advance (if possible) with your building principal. Each principal will set times and frequencies.

6) **Fire and Tornado Drills.** By law, a fire drill is required each month for each building and tornado drills are required three times a year. The principal will be responsible for scheduling these drills. It is the teacher's responsibility to supervise the students until the drill is complete.

7) **Fundraising Requests.** Organizations or teachers requesting a fundraising activity must first secure permission from the building administrator before planning a fundraising activity.

8) **Leaving the Building.** Employees who must leave the building during their workday should check out through the office before leaving.

9) **Lesson Plans.** Planning is necessary in any organization; it is critical in the classroom. Each teacher is required to develop lesson plans and submit them to the principal. Principals will determine when the weekly plans are due in their office.

10) **Other Emergencies.** The building principals will be reviewing specific procedures that will be used in each building prior to the beginning of school.

11) **Physical Forms.** Teachers are required to have physical forms pursuant to K.S.A. 72-6266 and USD 108 policy.

12) **Planning Time.** Each individual teacher and staff member should determine the best time for planning the day's activities either before school starts, during a free period, or at the end of the day.

13) **School Closings.** In case of inclement weather and/or other emergency situations, the Superintendent may decide to close school or have a delayed start. Teachers are to check the district's Facebook page for information. We will not call radio or TV stations beginning in the 2018-19 school year.

14) **Sponsorships.** Each school organization is required to have at least one faculty sponsor. Such sponsors are appointed by the administration and are to act as general advisors and chaperons. All meetings are to be held with the knowledge and consent of the head sponsor. The sponsor(s) (substitute sponsors may be used with the administrator's approval) must be present during all group meetings of a class or an organization. Minutes shall be kept on all organization and class meetings.

15) **Supervisory Duty.** All teachers, secondary and elementary, will be expected to have supervisory duty. This will be assigned during the school year by the building principal.

16) **Telephone Calls.** School phones may be used for school related calls. Use your personal cellular phone outside of class time to make personal calls.

17) **Weekly Reports.** Each teacher will keep a weekly report in classroom. This report should include lesson plans for the next week (principals discretion - see item 9) and beginning with the second week of school, a list of those students who are failing (F) or near failing (D).

18) **Work day.** Certified employees will assume responsibilities no later than 7:45 a.m and will continue until 3:27 p.m.

19) **Working Late.** Many times teachers work late or come back in the evening for meetings. Teachers who do this are expected to see that their rooms and the building are properly locked upon leaving, especially if they are the last to leave.

STUDENTS

20) **Discipline.** Discipline and teaching go hand in hand. Orderly conduct is becoming of every good citizen and is the goal toward which the school should strive. Teachers should manage their classrooms in such a manner that enhances purposeful activity. An orderly classroom is not necessarily quiet, but it is one in which each child has the opportunity to contribute and be heard. It is also a room in which there is sufficient calm to enable a child to think without confusion.

21) **First Aid and Injury Reporting.** Any student requiring first aid during the school day must be brought to the nurse's office, if possible, for treatment and/or determination of the extent of the injury. First aid supplies are available in the nurse's office. The principal is required to report all injuries. Strict adherence to this policy is for the protection of the teacher, pupil, and school. The teacher and/or the school could possibly be held liable for a mishandled injury.

22) **Hall Passes.** Teachers are to use utility slips as permission slips for students to be in the hallways during class times. These should be used with good judgment.

23) **Period Absentees.** A listing of students absent or tardy should be posted in the computer during the first ten minutes of the first class period. Attendance will be checked and absent students posted to the computer each hour (grade school morning and after lunch) by all teachers. Teachers without computer access (i.e. weightlifting and physical education) will report absentee students to the office and the secretary will post them to the computer.

24) **Student Handbook.** There are additional rules and regulations set forth in the student handbook that all personnel are expected to implement. Please read carefully.

FACILITIES AND EQUIPMENT

25) **After Hours Use of School Equipment.** From time to time it may become necessary for school personnel to use school owned equipment. If equipment is to be taken from the building, it must first be checked out through the attendance center office.

26) **Care of Equipment and Buildings.** Teachers are responsible for their rooms and equipment. Needed repair should be reported in writing to the building administrator as soon as possible.

27) **Computer Network.** We have an excellent computer network. All classrooms, schools and offices are networked. Each teacher has e-mail access and is expected to use it to communicate with each other. PowerSchool Student Management System will be used by all teachers to record attendance, grades and other information. Each library is equipped with Destiny Library Manager.

There are several procedures that the staff should be aware:

a. Don't allow students to log in under your name and password or another student's name and password.
b. Don't give a student your password.
c. Make sure you log out.
d. Don't touch computer screens!
e. Shut your computers off at the end of each workday to help conserve energy.
f. It is recommended that you change your computer password at the beginning of each school year.
g. Windows and System updates will be done periodically. Please check with our technology director before upgrading or updating operating systems.

If something goes wrong, try to re-boot the computer (CTRL+ALT+DEL). If you still have problems send an email to our Technology Director, Christian Pihl (cpihl@usd108.org).

28) **Keys.** Building security is a major concern. If keys are lost or stolen, the building principal is to be notified immediately. Keys are issued to the staff for their areas of concern: they are not to be duplicated or loaned.

29) **Summer Use.** Approval must be obtained in writing from the district office prior to taking any equipment from any school building.

30) **Use of Library.** Teachers and students are encouraged to use the library. Teachers needing to use the library for a group activity should coordinate the activity with the librarian.

ABSENCES

31) **Illness.** When an employee is ill, they shall call the building principal by 6:00-6:15 a.m. It is the responsibility of the absent teacher to notify the school before 2:15 p.m. each day so that the substitute can be notified whether or not they need to return.

32) **Leaves.** Leaves for certified personnel are addressed in the Master Agreement. A leave request form shall be filled out, signed by the employee, approved and signed by the employee's immediate supervisor and approved and signed by the superintendent before personal leave time is used. Please do not wait until the last of the year to take your personal leave.

33) **Sick Leave.** Sick leave will be allowed as per the Master Agreement. It is the responsibility of each employee to notify the principal if he/she is ill and unable to report for work. This needs to be done as early as possible in order that substitutes may be secured when needed. A leave request form shall be filled out, signed by the employee, approved and signed by the employee's immediate supervisor and approved and signed by the superintendent before scheduled sick time is used or within 2 days after coming back to work in the case of illness or unexpected leave.

CONTRACTUAL INFORMATION

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

The board does assess monetary penalties for resignations occurring two weeks after the third Friday in May. Teachers resigning after the legal date of two weeks after the third Friday in May through June 30th

will be assessed $1000 in liquidated damages. Teachers resigning July 1 – July 31 will be assessed $2000 in liquidated damages. If the teacher resigns or fails to honor the terms of the contract on or after August 1 and before the end of the contract term, the liquidated damages shall be $4000.

The board reserves the right to waive the liquidated damages in case of extenuating circumstances and each case will be determined on its own merit. See Board Policy GBO.

35) **Paydays.** Paydays for certified employees will be on or before the tenth of each month beginning September 10th. Should the 10th fall on a Saturday, Sunday or holiday, the pay date will be the preceding Friday or the day before the holiday. All certified employees will receive their paycheck in twelve equal installments, which will be direct deposited into the bank account of their choice.

36) **Teacher Evaluations.** The teacher evaluation instrument will be filled out pursuant to the guidelines established in the evaluation instrument.

ORDERS AND PURCHASING

37) **Expense Reports.** The expense report should be completed and turned in to the district office for such instances as: expenses for meals while attending out-of-district meetings, mileage (with prior approval) and miscellaneous expenses. Employees are responsible for obtaining an itemized receipt for all credit card charges. Failure to obtain an itemized receipt may result in the employee paying for the expense. Expenses will be paid only on trips that have a request form on file and prior approval from the Superintendent's Office.

As stated in number 38, employees will not be able to expend personal funds for teaching supplies, etc., and expect reimbursement.

38) **Purchases for the District.** Any items purchased for the district must be through requisitions/purchase orders. Employees will not be able to use personal funds and expect reimbursement. Bills presented without proper purchase orders will not be paid. Requisitions must be completed and approved by the building principal or supervisor prior to a purchase order being issued.

a) **Ordering on Approval.** Items ordered on approval must be ordered on a pre-approved purchase order stating that is being ordered on approval.

b) **Ordering by Telephone/Fax.** Ordering by telephone or fax is discouraged unless it is a true emergency. This must have prior approval of the Superintendent's office.

c) **Other Purchase Order Information.** When attending conferences the registration will be paid by purchase order rather than issuing a petty cash check. It will be the individual's responsibility to be sure that the conference sponsor will accept a purchase order. Should a problem occur in this area, notify the Superintendent's office.

39) **Re-Issued Checks.** Should an employee lose an expense check and replacement issued, the employee will be responsible for any bank charges.

END OF THE SCHOOL YEAR

40) **Classroom Inventory.** The classroom inventory is to be completed at the end of every school year by the teacher for his/her classroom, by the food director for the kitchen, and the secretaries for each office. Inventories are to be put on the computer network and one hard copy filed with the principal's office. At the beginning of each new school year, inventories should be checked and new items should be added.

41) **Closing Procedures.** Teachers are requested to complete closing procedures according to the end of the year checkout form and as per the principal's directions. It is very important that teachers leave summer

addresses and phone numbers. Copies of the summer addresses and phone numbers will be forwarded to the district office for their use as needed.

ACTIVITIES AND TRANSPORTATION

42) **Activity Trip Bus Requests.** Requests must be made for all activities requiring a bus/school vehicle to the principal. A list of all students riding the bus/vehicle must be filed with the principal's office. Vehicles will be scheduled through the transportation department.

43) **Field Trips.** Requests for field trips must be made through the principal's office and placed on the school calendar at least two weeks in advance. Field trips, which are correlated to the curriculum, are valuable and are encouraged, but consideration to the school calendar should be given.

    Students participating in field trips shall be under the supervision of a teacher or school employee at all times.

44) **Mileage.** School vehicles should be used whenever possible when conducting school business. However, if it is necessary for an employee to take their own vehicle and they have prior approval, they will be reimbursed at the current state rate for use of their private vehicles.

45) **Scheduling Activities.** Activities that take students and teachers out of regular classes must be scheduled, approved by the principal, and put on the school calendar as far in advance as possible. All activities must be scheduled at least eight days in advance. Lists of the students involved in the activity must be turned in to the office on Thursday of the week preceding the scheduled activity. Activities should be scheduled as prudently as possible to prevent students from being out of class any more than necessary.

46) **School Vehicles.** The school has vehicles for staff to use when an official business with the district; i.e., conferences, meetings, etc. Buses and vehicles are fueled by transportation at the Bus Barn. In order to obtain a vehicle, an employee must e-mail/speak to the Transportation Director with the following information: Date(s) vehicle(s) is needed, destination, number of people riding in vehicle, time of day vehicle will be picked up from the bus barn and an approximate time the vehicle will be returned. Please fill out and leave the trip sheet in the vehicle.

WORKER'S SAFETY AND ACCIDENTS

47) **Accidents - Reporting.** If an employee is injured on the job, his/her supervisor must be contacted immediately. The supervisor will then be responsible for contacting the Clerk of the Board who shall supply the injured employee with appropriate forms to complete.

    The employee must maintain copies of all doctor's orders and provide the same to the Clerk of the Board.

    An employee, not at work but receiving workers compensation, shall be required to provide the Clerk of the Board with a written doctor's release before being 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 end and those benefits under worker's compensation shall be restricted as provided by current statute.

48) **General Safety.** Washington County Schools USD #108 is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

    We value our employees not only as employees but also as human beings critical to the success of their family, the local community and Washington County Schools USD #108.

    Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Washington County Schools USD #108 policies and procedures. Failure to comply with these policies may result in disciplinary actions.

When retrieving objects from a high place, please use the provided step ladders. Do NOT stand on a chair, table, desk, or any other object to reach items at a high level. The only appropriate method to retrieving items from a high place is a step ladder. Step ladders are located in the custodian closet at West Elementary; in the upstairs hallway closet of East Elementary; and in the custodian closet by the boy's restroom in the high school.

49) **Injury from Social or Recreational Events.** Workers compensation does not cover injuries to employees engaged in recreational or social events unless the employee was required to attend and the injury results from performing normal duties or as specifically instructed by a supervisors or administrator to be performed during the social or recreational time.

50) **Worker's Compensation Benefits.** All employees of the school district receive the benefits of the Kansas Workers Compensation Act in accordance with such law and guidelines. The cost of this benefit is paid entirely by USD 108.