

2023-2024

CLASSIFIED STAFF
HANDBOOK

USD 251
North Lyon County

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USD 251

North Lyon County

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POLICY DISCLAIMER:

Board of Education policies are regularly reviewed and revised. Any policy reference contained in this Handbook is accurate as of the approval date. Should policies change, the most recently adopted policy of the Board of Education will be followed regardless of what is printed in this handbook. Should any language in this handbook conflict with adopted board policy, board policy retains authority. Some of the board policies cited in this publication are shorter summaries and others contain the entire policy. The complete board policy handbook is maintained on the school district webpage for additional information.

NOTICE OF NON-DISCRIMINATION:

It is the policy of North Lyon County USD 251 not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), and socioeconomic status (for programs) in its educational programs, including career and technical education programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. **If you have questions or a grievance related to this policy please contact the district's Title IX Compliance Coordinator, Section 504, Title II Compliance Coordinator, Robert Blair, Superintendent, 614 Main Street, Americus, KS 66835 (620) 481-2085, blairb@usd251.org**

INTRODUCTION:

This handbook was compiled to provide, in writing, USD 251 policies, procedures, and practices, which pertain to classified employees. All of the above are subject to change through appropriate administrative or board action. Ultimately, the Board of Education retains its legal obligation to establish USD 251 policies. This Handbook will make reference to and/or summarize significant USD 251 board policies that pertain to classified employees. The entire 677-page Board Policy manual is available online at www.usd251.org.

USD 251 is committed to excellence. We reflect this commitment by working together to promote a school culture where excellence occurs. At North Lyon County, we are proud that our school culture reflects and expects positive attitudes. Everyone has an obligation to maintain conditions what will provide the proper atmosphere for student learning and student activities.

A spirit of cooperation is expected and open communication is encouraged of all employees in the daily performance of their duties. All classified team members should be committed to continuous improvement, collaboration, communication, focus on student learning/achievement, and contributing to maintaining a positive school culture.

Effective communication is extremely important. In high functioning organizations, team members share their concerns directly with the person involved with the concern rather than dragging a third party into the mix. Remember that school is here for the benefit of the students. The staff is here for the benefit of the students. We are here to assist each student in becoming a responsible adult. If a staff member has questions, suggestions, or concerns that could improve the schools, she/he should feel free to offer them in a constructive manner to the person who is responsible for that aspect. When concerns or grievances arise, the best way to resolve the issue is through honest and forthright communication while following the chain of command.

Every organization develops its own unique culture or own way of doing business. At USD 251, the following professional behaviors are expected:

- Present yourself in a professional manner – attire, speech, attitude, and behavior.
- Commit to working with all colleagues. Assume collective responsibility for the achievements of our students and school.
- Be visible and nurturing. Treat others with dignity and respect: everyone, every day. Use praise rather than criticism.
- Hold high expectations for yourself and all of your students – no one can rise to low expectations.
- Assume aggressive responsibility for your own professional development.
- Be an expert on the content and students you teach. Be an advocate for students.
- Look for opportunities to be a leader and serve as a resource for colleagues.
- Communicate effectively which includes listening to the ideas of others and be willing to compromise and reach consensus.
- Be part of the solution - whatever the problem might be.
- Be able to qualitatively and quantitatively respond to the question, "Is it working?" If it is not working, be willing to make adjustments.

CRISIS PLAN:

The USD 251 Board of Education approved a new/revised crisis plan in 2021. This is a comprehensive plan written in collaboration with and approved by the Lyon County Sheriff's Department. It expanded the previous 2-page plan to 73 pages. It includes the addition of a section on staging areas/rally points and transportation. Each building principal will provide initial and on-going training to building staff and students as needed. A 2-page quick reference guide will be provided to all staff at the beginning of each school year.

CELL PHONE USE:

Teachers are allowed to use their cell phones during their planning time and lunch. If the teacher has a family emergency, they may use their cell phones.

PROBLEM RESOLUTION:

Board policy KN will be used for all complaints. Complaints about discrimination or harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator.

SEXUAL HARASSMENT:

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action.

ABUSE/NEGLECT REPORTING:

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to protect the student's interests during the process.

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.

STUDENT ACCIDENTS:

When a staff member witnesses a student who has been involved in an accident at school, on school property or at a school sponsored event the staff member shall report the accident to the building principal and the school nurse at the earliest reasonable time. Teachers on duty when such accidents occur will be responsible for completing the district accident report form.

CHAIN OF COMMAND/SOLVING PROBLEMS:

Employees are to follow the proper "chain of command" by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action. In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

EFFECTIVE COMMUNICATION:

The dysfunctional family makes great TV sitcom material. Unfortunately, schools sometimes take on the characteristics of dysfunctional families, and they're horribly sad to belong to. What often differentiates a healthy from unhealthy family is

who members talk to when a problem arises.

- In healthy families, Mom talks to Dad when she is upset with Dad; Dad talks to Mom when he's upset with Mom. In healthy schools, educators(s) talk to the educator with whom she/he is upset.
- In unhealthy families, Mom talks to the kids when she is upset with Dad; Dad talks to his friends when he is upset with Mom. In unhealthy schools educators(s) talk to students, parents and/or other educators when she/he is upset with a colleague.
- In healthy families, Junior talks to his teacher when he doesn't understand an assignment or has a grievance.
- In unhealthy families, Mom/Dad talk to Junior's principal when Junior doesn't understand an assignment or has a grievance.

I bet you see the pattern here! In the healthiest families and schools, members share their concerns directly with the person involved with the concern...rather than dragging a third party into the mix. Remember, the school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student, parent or staff member has questions, suggestions or concerns that could improve the schools, she/he should feel free to offer them in a constructive manner to the person who is responsible for that aspect. When concerns or grievances arise, the best way to resolve the issue is through honest and forthright communication while following the chain of command.

CONDUCT:

Confidentiality

We are obligated by law to protect students' right to privacy by keeping all information related to students' education records confidential. We cannot discuss a student's academic progress or behavior with anyone other than his or her legal guardian, unless otherwise allowed under state or federal law.

Reference - Family Educational Rights and Privacy Act (FERPA) and BOE Policy JR, JRA-R, JRB Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW; Washington, D.C. 20202-4605

Abuse/Neglect Reporting

Reference – BOE policy GAAD

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

Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises - The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation. 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 shall not be in uniform. Reporting Procedure - The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made. If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF 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 suspected child abuse report. If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition. Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed. Annual Training - Annual training for all school employees on child abuse and neglect reporting requirements shall be provided, and documentation of the training shall be maintained.

Sexual Harassment

Reference – BOE policy GAAC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination. Sexual harassment shall include conduct on the basis of sex involving one or more of the following: (1) A district employee conditioning the provision of an aid,

benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking. 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 of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. **Any person may make a verbal or written report of sex discrimination by any means and at any time. The Superintendent, 614 Main Street, Americus KS 66835, blairb@usd251.org, 620-481-2085 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1967, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator.** Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at the U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202-1100, (800) 421-3481, or at O C R @ e d . g o v; or both. Response to Harassment Complaints - The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator. Definitions - The following definitions apply to the district in responding to complaints of sexual discrimination including sexual harassment as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The "complainant" means an individual who is alleged to be a victim of conduct that could constitute sexual harassment. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. The "decision-maker" reviews all the evidence and prepares an impartial written responsibility determination as to whether the alleged conduct occurred and provides an opportunity for the parties and their representatives to prepare written questions to be answered by the other party. The decision-maker shall not be the Title IX Coordinator or investigator. "Domestic violence" includes crimes of violence committed by a person who is a current or former spouse, partner, person with whom the victim shares a child, or who is or has cohabited with the victim as a spouse or partner, by a person similarly situated to a spouse of the victim under Kansas or applicable federal law, or by any other person against an adult or youth victim having protection from such person's acts by Kansas or applicable federal law. A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The "investigator" is the person who carries out the investigation after the formal complaint is filed and conducts interviews of the witnesses, collects and documents evidence, and drafts an investigative report. A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. The "Title IX Coordinator" is the individual designated at the district level who has responsibility to coordinate compliance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. The Title IX Coordinator's responsibilities include, but are not limited to: developing materials and ensuring professional development occurs for staff involved in Title IX compliance, creating systems to centralize records, gathering relevant data, contacting the complainant (and/or parents or guardians, if applicable) once the district has actual knowledge of alleged sexual harassment, coordinating the implementation of supportive measures, signing a formal complaint to initiate a grievance process, and ensuring any remedies are implemented. The Title IX Coordinator, any investigator, decision-maker, or any person who facilitates an informal resolution process shall not have a conflict of interest or bias for or against the complainant or respondent. These individuals shall receive training on the definition of sexual harassment; the scope of the education program and activities; how to conduct an investigation, including appeals and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and

evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance of questions and evidence in order for them to create investigative reports that fairly summarize relevant evidence. Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to their immediate supervisor, building administrator, or Title IX Coordinator. Employees who fail to report complaints or incidents of sexual harassment to appropriate district officials may face disciplinary action. District officials who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline. If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence. The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge as follows: Contact the complainant within 10 business days and discuss the availability of supportive measures, with or without the filing of a formal complaint, and consider the complainant's wishes as to supportive measures; and Inform the complainant of the right to a formal complaint investigation consistent with Title IX and the informal resolution process. Supportive Measures - The district will treat the complainant and respondent equitably by offering supportive measures. These non-disciplinary and non-punitive measures will be offered as appropriate, as reasonably available, and without cost to the complainant or the respondent. Supportive measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party. "Supportive Measures" shall include, but not be limited to, measures designed to protect the safety of all parties, to protect the district's educational environment, or to deter sexual harassment. These measures may include counseling, extensions of deadlines or course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. The Formal Complaint - No investigation of alleged sexual harassment may occur until after a formal complaint has been filed.

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting an investigation. The procedures for filing a formal complaint are as follows: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district concerning which the formal complaint is filed. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Filing of the complaint with the Title IX Coordinator may be done in person, by mail, or by email. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the Title IX Coordinator may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 calendar days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing. An investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by a qualified individual designated by the Title IX Coordinator or another individual appointed by the board. The investigation shall be thorough. All interested persons, including the complainant and the respondent, will be afforded an opportunity to submit written or oral evidence relevant to the complaint. Formal Complaint Notice Requirements - Upon filing of a formal complaint, the district shall provide written notice to the known parties including: Notice of the allegations of sexual harassment including sufficient details to prepare a response before any initial interview including: the identities of the parties involved, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known. The district's investigation procedures, including any informal resolution process; A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation; Notice to the parties they may have an advisor of their choice and may inspect and review any evidence; and Notice to the parties of any provision in the district's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information. If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice initially provided, notice of the additional allegations shall be provided to known parties. Formal Complaint Investigation Procedures - To ensure a complete and thorough investigation and to protect the parties, the investigator shall: Ensure that the preponderance of the evidence burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the district and not the parties; Provide an equal opportunity for the parties

to present witnesses and evidence; Not restrict either party's ability to discuss the allegations under investigation or to gather and present relevant evidence; Allow the parties to be accompanied with an advisor of the party's choice; Provide written notice of the date, time, location, participants, and purpose of any interview, meeting, or hearing at which a party is expected to participate; Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint, including the investigative report, and the opportunity to respond to that evidence before a determination is made; Be impartial and objectively evaluate all relevant evidence without relying on sex stereotypes; Not have conflicts of interest or bias for or against complainants or respondent; Not make credibility determinations based on the individual's status as complainant, respondent, or witness.

Formal Complaint Investigation Report - The investigator shall prepare an investigative report that fairly summarizes relevant evidence and share the report with the parties and their advisors for review and response. Before completing the investigative report, the investigator must send each party and their advisors the investigative report for review and allow the parties 10 days to submit a written response for the investigator's consideration. The investigator's written report shall include an objective evaluation of all relevant evidence using a preponderance of the evidence standard to determine responsibility.

Decision-Maker's Determination - Upon receiving the investigator's report, the decision-maker must make a determination regarding responsibility and afford each party the opportunity to submit written, relevant questions that the parties want asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions. The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence. The decision-maker's written determination shall:

- Identify the allegations potentially constituting sexual harassment;
- Describe the procedural steps taken, including any notifications to the parties, site visits, methods used to gather evidence, and interviews;
- Include the findings of fact supporting the determination;
- Address any district policies and/or conduct rules which apply to the facts;
- Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any disciplinary sanctions imposed on the respondent, and whether the remedies are designed to preserve access to the educational program or activity will be provided by the district to the complainant; and
- The procedures and permissible bases for the complainant and/or respondent to appeal the determination.

A copy of the written determination shall be provided to both parties simultaneously. The range of disciplinary sanctions and remedies may include, but may not be limited to, supportive measures, short-term suspension, long term suspension, expulsion for students, and/or termination for employees. Complainants and respondents shall be treated equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made. The Title IX Coordinator is responsible for the effective implementation of any remedies. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended with or without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and/or state law will be followed. Records relating to complaints filed and their resolution shall be maintained by the Title IX Coordinator for seven years. The decision becomes final on the date the parties receive the results of an appeal, if any appeal is filed, or on the date the opportunity for an appeal expires.

Appeals - The complainant or respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following base:

- Procedural irregularity that affected the outcomes;
- New evidence that was not reasonably available at the time that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome.

The request to appeal shall be made in writing to the Title IX Coordinator within 20 days after the date of the written determination. Appeals shall be on the record and heard by an attorney, an independent hearing officer appointed by the board, or the board. The appeal decision-maker may not be the Title IX Coordinator, the Investigator, or the decision-maker from the original determination. The appeal decision-maker will issue a written decision within 30 days after the appeal is filed. The appeal decision-maker will describe the result of the appeal and the rationale for the result. The appeal decision-maker shall:

- Review the evidence gathered by the investigator, the investigator's report, and the original decision-maker's determination;
- Notify both parties in writing of the filing of an appeal and give them 10 days after the appeal is filed to submit further evidence in writing;
- Not have a conflict of interest or bias for or against complainant or respondent and receive the required training;
- Issue a written decision and the rationale for the decision within 30 days after the appeal is filed;
- Describe the result of the appeal and the rationale for the result in the decision; and
- Provide the written decision simultaneously to both parties and to the Title IX Coordinator.

Informal Resolution Process - At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- The parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, information on when it may preclude the parties from

resuming a formal complaint arising from the same allegations; At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the investigation of the formal complaint and be informed of any consequences resulting from participating in the informal resolution process; The parties voluntarily and in writing consent to the informal resolution process; and

The informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student. If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the proposed resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within 20 days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved, or if the individual does not believe the resolution remains acceptable within 20 days after the informal resolution document is executed, the individual or the Title IX Coordinator may proceed with the formal complaint process. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or appeal. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission. Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination including sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. To the extent possible while still following the above procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees. In addition, the district is required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials that are made available to participants, students, applicants, or employees.

Racial and Disability Harassment

Reference – BOE policy GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. 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. It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination. Harassment prohibited by this policy includes racially or disability-motivated conduct which: Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, 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 school; Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment; Is sufficiently severe, pervasive or persistent so as to

have the purpose or effect of interfering with an individual's work performance or employment opportunities. Racial or disability harassment may result from verbal or physical conduct or written or graphic material. The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved. Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline. Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action. Initiation of a complaint of racial or disability harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial or disability harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. False or malicious complaints of racial or disability harassment may result in corrective or disciplinary action against the complainant. A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent 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.

Complaints of Discrimination

Reference: Board policy GAAB

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Except as otherwise provided in this policy and board policies GAAC, JGEC, and KNA, any incident of discrimination in any form shall promptly be reported to an employee's supervision, the building principal, or the district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Bullying

Reference: BOE policy EBC, GAAE, JDDC, KGD, KGC

Board of Education policy prohibits bullying in any form, by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve, a plan to address bullying as prohibited herein. 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. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities, district property, school-sponsored activities, programs, and events, and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Drug Free Schools

Reference: BOE policy GAOA, GAOB

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs

and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions. The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events are prohibited.

Tobacco and Nicotine Delivery Device Use

Reference: BOE policy GAOC

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Staff-Student Relations

Reference: BOE policy GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment, or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

Political Activities

Reference: BOE policy GAHB

Staff members shall not use school me or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Drug and Alcohol Free Workplace

Reference: BOE policy GAOA

Maintaining a drug free work place is important in 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 in the district.

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

Tobacco-Free School Grounds for Staff

Reference: BOE policy GAOC

The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned property.

Drug and Alcohol Testing

Reference: Board policy GAOD

All district employees performing job functions, which require the employee to maintain a commercial driver's license, shall be tested for alcohol and drugs as required in current federal law.

DISTRICT PROCEDURES:

Complaints (Community)

Reference – See BOE policy KN

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

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited.

Harassment of an individual on any of these grounds is also prohibited. The Superintendent, 614 Main Street, Americus KS 66835, blairb@usd251.org, 620-481-2085 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the

Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment - Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures: Informal Procedures - The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing. Formal Complaint Procedures - A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office. A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator. The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment

Opportunity Commission, or the Kansas Human Rights Commission. Complaints About Discrimination on the Basis of Sex - Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at (position or name, address, email address, and phone number of Title IX Coordinator). Complaints Concerning Child Nutrition Programs - Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA. Complaints About Policy - The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting. Complaints about Curriculum (See IF) - The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting. Complaints About Instructional Materials - The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint. Complaints about Facilities and Services - The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting. Complaints About Personnel - The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting. Complaints About Emergency Safety Intervention Use - Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF

Employee Complaints

Reference – BOE policy GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Advertising & Promotion in Schools

Reference: BOE policy JKA, KI

Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. All material must be submitted to the principal of the attendance center involved in distribution or posting. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community and be expended by the instructional staff for distributed and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

Assignment and Transfer

Reference: BOE policy GACE

The board reserves the right to assign, reassign, or transfer all employees unless otherwise provided in the negotiated agreement. The board may delegate its authority to assign, reassign, or transfer any or all employees to the superintendent.

Classroom Maintenance

Faculty/staff is responsible for maintaining a safe and organized classroom. Maintenance staff is responsible for regular cleaning of the classrooms and the building; however, unnecessary messes are the responsibility of the person making them. If there is a hazardous spill or accident (ex. Blood, vomit, etc.), maintenance staff should be called for the proper removal.

Any item in need of repair should be reported to the building principal, and an online maintenance request should be completed by the staff member. It should only be marked urgent if it is a safety hazard.

Staff Meetings

Reference: BOE policy GBRD

Staff meetings for licensed personnel shall be called by the administration.

Emergency Safety Interventions

Reference: Board policy GAAF

The board of education is committed to limiting the use of Emergency Safety Intervention (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. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

SAFETY AND SECURITY:

Accidents

An accident occurring at school that necessitates the services of a doctor or removal of the student from class should be reported to the principal and the school nurse at the earliest reasonable time. Teachers on duty when such accidents occur will be responsible for completing the standard Accident Report form available from the school nurse.

Seat Belt Use in District Vehicles

Reference: BOE policy EDDAA

All passengers (adults and students) driving or being transported in a district owned or leased passenger vehicle equipped with safety restraints (seatbelts) will be required to wear the restraints at all times.

Student Accidents and Health Emergencies

Reference: Board policy JGFG

When a staff member becomes aware that a student has been involved in an accident or is in need of emergency care at school, on school property, or at a school sponsored activity, the staff member shall follow the rules for the care of an injured student and shall report the accident to the building principal. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and try to make the student as comfortable as possible while waiting for medical assistance to arrive.

When appropriate, the student's parent(s) shall be notified of the student's condition as soon as possible to determine appropriate action. If the student needs medical attention, and the parents cannot be reached, the principal shall seek emergency medical treatment.

At the scene of an emergency or accident when medical help is not readily available to assist in the care of an injured student, an employee may render emergency care or assistance, including, but not limited to, first aid, as deemed reasonably necessary until medical help arrives. Kansas law provides protections from civil liability for any person who, in good faith and without compensation, renders emergency care or assistance to any person, including a minor without first obtaining the consent of the parent/guardian of such minor, at the scene of the accident or emergency. However, this protection does not extend to individuals whose acts or omissions in rendering emergency care in these circumstances were grossly or wantonly negligent.

Security and Safety

Reference: BOE policy EBC

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, program, or event shall immediately report this information to local law enforcement.

Reportable events would include:

- Any act which constitutes the commission of a felony or a misdemeanor.
- Any act which involves the possession, use, or disposal of explosives, firearms, or other weapons as defined by current law.
- It is recommended the building administrator also be notified.

USD 251 Sexual Harassment Policy Summary (JGEC)

Discrimination Free Environment

USD 251 is committed to providing a learning environment free from discrimination on the basis of sex, including sexual harassment. Discrimination on the basis of sex, including sexual harassment will not be tolerated.

Sexual Harassment is Unlawful Discrimination

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 Act Against Discrimination. All forms of sexual harassment are prohibited on school property, and at all school-sponsored activities.

Sexual Harassment Definition

Sexual harassment shall include one or more of the following: (1) A district employee conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined to be so severe, pervasive, and objectively offensive that it denies a person equal access to the educational program or activity; (3) sexual assault, dating violence, domestic violence, or stalking. Sexual Harassment may result from verbal or physical conduct or written or graphic material.

How to Make a Complaint of Sexual Harassment

Contact Superintendent/Title IX Coordinator, 614 Main Street, Americus, KS 66835, blairb@usd251.org, 620-481-2085. If you believe you have been subjected to sexual harassment, report the alleged harassment to the principal, another administrator, counselor, Title IX Coordinator, or another staff member.

School Response to Harassment Complaints

The Title IX Coordinator will contact the family in a timely fashion (within 10 business days) to discuss the availability of supportive measures and inform the family of the right to a formal complaint investigation.

The Formal Complaint

A formal complaint is a document filed by the complainant alleging sexual harassment and requesting an investigation. The complaint form is available at all district locations and on the school webpage www.usd251.org. An investigation shall follow the filing of the complaint. USD 251 will appoint an investigator who will prepare a report that fairly summarizes relevant evidence and share the report with the parties involved. A decision-maker appointed by USD 251 will make a determination regarding responsibility based on the evidence. A copy of the written determination will be provided to both parties.

Appeals

The complainant or respondent may appeal the decision-maker's determination in writing to the Title IX Coordinator within 10 days after the date of the written determination regarding responsibility or a dismissal of a formal complaint for the following reasons: (1) Procedural irregularity that affected the outcomes (2) New evidence that was not reasonably available at the time that could affect the outcomes (3) The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias against either party that affected the outcome. The appeal decision-maker appointed by USD 251 will issue a written decision within 30 days after the appeal is filed.

USD 251 Racial and Disability Harassment Policy Summary (JGECA)

Discrimination Free Environment

USD 251 is committed to providing a learning environment free from discrimination, including harassment on the basis of race, color, national origin, or disability. Discrimination on the basis of race, color, national origin, or disability will not be tolerated.

Racial Harassment is Unlawful Discrimination

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited on school property, and at all school sponsored activities.

Disability Harassment is Unlawful Discrimination

Discrimination 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 disability harassment are prohibited on school property, and at all school sponsored activities.

Racial and Disability Harassment Definition

Prohibited conduct under this policy includes racially or disability motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color, national origin, or disability, in a manner that interferes with or limits the ability of a student to participate in or benefit from the services, activities, or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial or disability harassment may result from verbal or physical conduct or written graphic material.

How to Make a Complaint of Racial or Disability Harassment

Contact Superintendent, 614 Main Street, Americus, KS 66835, blairb@usd251.org, 620-481-2085. Contact the building principal, another administrator, counselor, or another certified staff member.

School Response to Harassment Complaints

The building principal will discuss the complaint with the student to determine if it can be resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure in policy KN. A complaint form is available at all district locations and on the school webpage www.usd251.org.

Informal Investigation

Complaints received will be investigated to determine whether the alleged behavior constitutes racial or disability harassment. If discrimination has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

DEFINITIONS

Classified Personnel: (Sometimes referred to as non-certified.) Those staff members who perform services which do not require teacher, administrator, or other certification granted by the Kansas State Department of Education. Classified personnel include, but are not limited to: Board Clerk, District Treasurer, Transportation Director, Building Secretaries, School Nurses, Tech Coordinators, Teacher Aides, Paraprofessionals, Food Service Workers, Maintenance and Custodial Workers, and Bus Drivers.

Twelve (12) Month Employees: Full-time twelve (12) month employees are those employed for twelve (12) months.

Full-Time School Year Employees: Full-time school year employees are those assigned to work three and one half (3.5) or more hours per day while school is in session.

Part-Time Employees: Part-time employees are those employees assigned to work less than three and one half (3.5) hours per day. Temporary employees and substitute employees are considered as part-time.

Management: (Supervisory Personnel) Management is defined as those persons to which classified employees are responsible and work under the supervision of. Normally, management shall include the Superintendent, Department Head and Building Principals.

Immediate Supervisor: Immediate Supervisor is defined as the person to which the classified employee is responsible and works under on a daily basis.

EMPLOYMENT RELATIONSHIP

Appointment: Employment with the school district is based on a mutual agreement, the fulfillment of which rests upon good faith, acceptance and performance of job responsibilities and fair and reasonable business conduct. All newly hired employees will be recommended by the Superintendent and approved by the Board of Education.

Probation: A sixty (60) working day probationary period is assigned to all newly hired employees. The purpose of the probationary period is to provide the management an opportunity to observe the new employee's capabilities and gather additional background information. Employment can be terminated any time during this period and employees are not eligible for any leave benefits other than sick leave. At the end of sixty (60) working days, if the employee's performance is satisfactory, the employee will be placed on regular status. Once on regular status, the employee will be eligible for all leave benefits earned from the starting date of employment. If it is apparent that the employee is not performing satisfactorily and if training or counseling has not resulted in sufficient progress, the employee may be terminated without advance notice during the probationary period.

Termination: Employees may be terminated upon the recommendation of the Superintendent or his/her designated representative. Any person whose employment is terminated will forfeit all accrued privileges, including leave entitlement. Paychecks will be issued at the next regular pay period following termination. Employees dismissed for willful misconduct may be ineligible for re-employment.

Resignation: Employees may resign at any time by giving two (2) weeks' notice. The Superintendent may permit a waiver of the two (2) week notice if circumstances warrant. Paychecks will be issued at the next regular pay period following the date of resignation. The last paycheck may be held until written notice of resignation, school keys, uniforms and/or other district property or equipment has been turned in.

Misconduct: Misconduct is defined as willful violation of a material duty owed to the employer by the employee.

Non-School Employment: Classified employees shall not be excused during their regular assigned time schedules to perform outside work. Classified employees shall engage in no outside employment which, by nature or duration, will impair the effectiveness of their assigned duties.

Conflict of Interest: School district employees are prohibited from engaging in activities which will distract from the effective performance of their duties. No employee will attempt to sell, or endeavor to influence any student of this school district to buy any product, article, instrument, service or other such item. No school employee will enter into a business contract with the school district unless the contract is approved by the Superintendent and Board of Education.

Job Descriptions: Job descriptions are useful and helpful in staffing, wage and salary placement and training. Also, job descriptions can assist employees and supervisors by communicating job responsibilities and expectations. However, job descriptions are not written as a fixed policy. Job descriptions are guidelines which can be changed to meet present demands and expectations for the School District. From time to time, employees may be asked to perform duties and handle responsibilities that are not in their job descriptions. If, over time, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

Evaluation of Classified Employees: The desire of the School District is to employ and retain those persons who will continue to grow and improve in the performance of their employment duties. In order to maintain a high standard of performance and to continue the improvement of support services, evaluations will be completed for all classified employees by April 1st of each year unless a problem exists. The evaluation will be conducted by the immediate supervisor or by other management personnel.

Jury Duty: Classified employees called to jury duty may be paid regular school wages for the school days missed. Proof of jury duty must be turned into the district office within seven (7) days.

Absence from Work: Good attendance is important to the overall productivity of the school district and will reflect very strongly on an employee's evaluation as well as his/her value to the employer. If an employee is unable to report for work, he/she should personally (if able) call his/her immediate supervisor. This should be done at the earliest possible time the employee knows he/she is unable to report for work.

In the event of an emergency involving the employee or his/her family which requires the employee to leave the job site, he/she shall inform his/her immediate supervisor. If he/she cannot contact their supervisor, then they should attempt to contact the Superintendent or his designee. If unsuccessful, a fellow employee should be contacted and requested to inform the supervisor or Superintendent as soon as possible.

HEALTH AND SAFETY

Fire Prevention: Employees should be constantly on the alert for potential fire hazards and should report such hazards to their immediate supervisor. All employees should familiarize themselves with building warning signals and evacuation procedures.

First Aid & CPR: First Aid and CPR classes will be offered on an annual basis.

Health: All classified staff members (except temporary workers and substitutes) are required to furnish a statement of satisfactory health upon starting their tenure. On July 1, 1980, a law relating to health certification of certain school employees became effective. This law requires all persons (employees or other persons under the supervision of the school district) who come in regular contact with the pupils to submit a health certificate signed by a person licensed in any state to practice medicine or surgery. The certificate, the form for which is prescribed by Secretary of Health and Environment, must indicate that such person is free from a condition that would conflict with the health, safety or welfare of the pupils and that freedom from TB has been established by a chest x-ray or negative skin test. Additional certification may be required whenever the Board of Education or management has a reason to believe that such a person is suffering from an illness that might be detrimental to the health of pupils.

The district will reimburse the employee up to \$125.00 for that portion of any exam required not paid by employee's insurance. Employee shall attach a copy of the bill showing all insurance payments to their request for payment. Physicals for those designated as Asbestos removal persons will be paid in full by the Board of Education.

Injury: In the event an employee is injured at work he/she shall inform his/her supervisor immediately. The supervisor will then be responsible for contacting the Board Clerk or her designee who will in turn complete the appropriate forms. If medical attention is needed the employee must be examined by the districts designated Worker's Compensation partners at Newman's Medical Partners, Emporia.

REQUIRED RECORDS

Payroll Information: The following information and/or forms are required to be maintained in the Central Office:

1. Copy of employee application
2. I-9 form for Immigration and Naturalization
3. Copy of Social Security Card
4. Federal W-4 withholding form
5. Building/position placement
6. Salary schedule placement
7. Accrued leave
8. Physical examination forms
9. Copy of valid Kansas Driver's License
10. Absences for annual leave and vacation leave
11. Direct Deposit forms
12. Kansas K-4 withholding form

An employee's individual records can be made available for inspection upon his/her request.

Payroll Deduction Information: There are two types of payroll deductions - mandatory and voluntary. The mandatory deductions will be withheld automatically. The voluntary deductions must be authorized by the employee. The following are some examples of each:

Mandatory:

1. State and Federal Income Tax
2. Social Security
3. Retirement (KPERs)
4. Garnishment

Voluntary:

1. Health Insurance (Those who qualify)
2. Tax Sheltered Annuities
3. Other as approved (125 Plan)

State and Federal Income Tax: State and Federal income taxes are withheld at the rates determined by the information from the W-4/ K-4 forms. If you desire any changes from your current status, you will need to submit an updated W-4/K-4 form.

Social Security: Social Security rate for the remainder of the calendar year 2023 is 7.65%.

Retirement (KPERs): Kansas Public Employees Retirement System is a retirement package developed and administered by the State. This program is mandatory for all full-time twelve (12) month employees and all full-time school year employees, as well as part-time employees who work over 3.5 hours per day or 630 hours per school year.

Health Insurance: Group health insurance is available for all full-time school year employees. (Employee must be assigned to work seventeen and one half (17.5) or more hours per week to be eligible for the Group Health Insurance.) The district will pay \$535.00 a month for all eligible employees toward the group health insurance. All dollars paid for health care premiums are sheltered from federal and state withholding taxes and social security tax. For current rates and information contact the Board Clerk.

125 Plan:

1. Medical Insurance
2. Salary Protection
3. Term Life Insurance
4. Child Care
5. Medical Expenses
6. Investments

You may have deducted from your paycheck designated amounts to be paid into any of the above plans.

GENERAL INFORMATION/REQUIREMENTS

Meal Time: A bona fide meal period which occurs during the scheduled workday (greater than six hours) is not hours worked if the employee is completely relieved from duty for the purpose of eating a regular meal. Unless otherwise stated, a bona fide meal period will be thirty (30) minutes in length.

Food Service Employees: State and Federal Law allows food service workers (those actually preparing and serving food - this does not include those supervising the dining area) to have a free meal. The eating time cannot be compensated and the food service worker must "clock out" during the eating time if they are to receive a free lunch.

Inclement Weather: All full-time twelve-month employees are expected to report to work on days when school for students has been cancelled due to inclement weather unless otherwise notified by the Superintendent or immediate supervisor. Aides, building secretaries, cooks, and bus drivers will not be required to work these days as they may be made up at a later date.

Worker's Compensation: The Board of Education will provide worker's compensation insurance which provides benefits in the event of a work-related injury or illness. Benefits help pay for medical treatment and income you may lose while recovering. Specific benefits are prescribed by law, depending on the circumstances of each case. To be assured of maximum coverage, you are required to report work-related accidents immediately to your supervisor. Your supervisor will complete the appropriate forms and forward the forms to the Board Clerk.

Transfers: The Superintendent has the responsibility for assignment of individual classified employees. A classified employee may be reassigned or transferred when it is deemed to be in the best interest of the school district.

Use of School Equipment: No property owned by Unified School District 251 shall be used for personal reasons away from the work station unless prior approval has been granted by the Superintendent or the Building Principal.

Driver's License: School employees that drive any school vehicle are expected to have in their possession a valid Kansas Driver's License when operating school district vehicles, a copy must be on file at the district office. Employees operating school buses (10 students or more) must possess a valid CDL with "S" and "P" endorsements to operate a school bus. They must also have current qualifications for first aid and defensive driving.

COMPENSATION

Salary Schedule: Classified employees shall be paid according to the salary schedules as established annually by the Board of Education. Placement on the salary schedule may be at the discretion of the Superintendent and approved by the Board of Education.

Pay Period: All Classified employees are paid on the 15th and last working day of each month. Full-time school year employees will be paid in 24 equal payments commencing the last working day in August through August 15th the following year. Activity, approved overtime, and extra duty pay will be paid in the pay period following the time worked.

Overtime: Overtime will be paid after the employee has completed a 40-hour work week. (Sunday through Saturday) All overtime must be preapproved by the immediate supervisor.

BENEFITS

Paid Holidays: Full-time twelve (12) month classified employees shall be paid for 11 Holidays as follows:

- | | |
|-------------------|--------------------------|
| 1. New Year's Day | 5. Veterans Day * |
| 2. Memorial Day | 6. Thanksgiving – 2 days |
| 3. July Fourth | 7. Christmas – 4 days |
| 4. Labor Day | |

*if school is in session on Veterans Day, Christmas will be 5 days.

Full-time school year employees shall be paid for the following holidays:

- | | |
|---------------------|------------------|
| 1. Thanksgiving Day | 2. Christmas Day |
|---------------------|------------------|

Vacation: Full-time twelve (12) month employees will earn vacation time at the following rate:

1. Year one (1) through five (5) years of successful and continual employment – Ten (10) days per year. New employees will earn a .75 day per month after their sixty (60) day probation period.
2. Six (6) through fifteen (15) years of successful and continual employment – Fifteen (15) days per year.
3. Sixteen (16) through twenty-nine (29) years of successful and continual employment – Twenty (20) days per year.
4. Thirty (30) and more years of successful and continual employment – Twenty-five (25) days per year.

Vacation time will be accrued on a proportionate basis for those employees assigned to work less than eight (8) hours per day but sufficient hours to be considered full time (Re: definitions on page 6).

All vacation leave earned through June 30 of each year must be used by January 1 of the following year. The Superintendent may make an exception to the January 1 deadline. Employees will not be reimbursed for unused vacation time.

Employees are to schedule vacation time with their immediate supervisor as far in advance as possible. The immediate supervisor must approve all vacation in advance. Vacation must be taken at least 1/4 day at a time. The immediate supervisor may deny requested vacation time if adequate substitutes are not available.

Full-time school year employees are not eligible to earn vacation, although if they transfer into a full-time 12-month employee all years of continual employment will be counted for determining earned vacation.

Personal Leave: Each employee shall be granted two (2) days of personal leave during the 2023-2024 school year. Such personal leave shall not be deducted from sick leave.

When a noncertified employee starts their 8th contract year with the district, the employee will be awarded three (3) personal days (accumulative to six) and may use one (1) personal leave day per year without any of the restrictions contained in this article.

Requests for such leave shall be submitted through the Employee Service Portal in AptaFund at least five (5) school days prior to the day of the leave. Response shall be made within three (3) school days after the request has been made. However, in the event of extreme or emergency situations as determined by the employee's principal or immediate supervisor, the employee may be granted such leave upon shorter request time.

Personal leave may be taken at any time during the school year except during the first and last fifteen (15) student school days of the year, or the day prior to or the day after Thanksgiving vacation, or the day prior to or the day after Christmas vacation or the day prior to spring break or the day after spring break except for the following circumstances (any trip or event that cannot be taken at any time during the calendar year). Supportive data must be submitted to the Superintendent by the applicant fourteen (14) days prior to the trip or event. The request may be accepted or denied within five (5) school days after the request has been received.

Not more than two (2) employees from the same attendance center will be granted personal leave on the same day without the prior approval of the building principal.

The maximum accumulation of personal leave that an employee may have is five (5) days unless the employee is starting their 11th year and then they may accumulate to six (6).

The employee's principal or immediate supervisor may deny any request for such leave where the requested day of leave

falls on a day scheduled for parent-teacher conferences or on a day when such principal or supervisor determines the applying employee should be present for duty.

“School Year” shall mean the regular academic school year which usually begins in August and ends the following May.

Personal Leave must be taken at least a quarter (1/4) day at a time.

Sick Leave:

Full time (12) month employees will be granted twelve (12) days of sick leave and all other classified employees in the district will be granted ten (10) days of sick leave on the first day of his/her contract. Sick leave assigned to mid-term contracts will be prorated. The Board of Education will automatically buy back one half (1/2) of all days over 60 at a rate of pay equal to the daily salary. Payment for buy back sick leave will be paid to the employee no later than the 2nd Friday in September. Upon retirement, the Board of Education will pay Classified Staff 25% of any accumulated sick and personal leave at their daily salary. Retirement is defined as meeting the requirement of 85 points as set forth under KPERS.

Sick leave is defined as temporary leave with full pay for reason of personal illness or injury to the professional employee, or because of illness or injury to or death in such employee’s family. After the 3rd consecutive day of used sick leave (by the employee) a written verification must be submitted to the Board Clerk by a licensed physician, no later than five days after the initial request.

In the event of illness, family is defined as:

- a. Husband or Wife
- b. Son or Daughter
- c. Mother or Father of employee or their spouse.
- d. Brother or Sister
- e. Grandparents
- f. Grandchildren

In the event of death, family is defined as:

- a. Husband or Wife
- b. Son or Daughter
- c. Mother of Father
- d. Brother or Sister
- e. Grandparents
- f. Grandchildren of employee or their spouse.
- g. Aunt or Uncle
- h. Son-in-law or Daughter-in-law
- i. Brother-in-law or Sister-in-law
- j. Step Father or Step Mother
- k. Niece or Nephew

Sick leave day for classified staff is considered the average number of hours worked per day.

Sick Leave Bank:

Purpose: The purpose of the sick leave bank is to provide temporary relief (beyond accumulated personal and sick leave) from loss of pay due to severe illness, accident, or major surgery.

Membership: Membership in the USD 251 sick leave bank is available to all employees of the district. Annual membership in the sick leave bank is accomplished by contributing one (1) day of (non-refundable) personal sick leave to the bank each September. Membership year will run September 15th to September 14th each year. Any employees who do not choose to contribute to the sick leave bank shall not be eligible for participation.

Maximum accumulation in the district sick leave bank shall be 350 days. All excess days in the bank will be dropped at the end of the contract year.

1. Any employee, so inclined, may contribute extra days in any year until the maximum accumulation is attained.
2. New staff shall be allowed to contribute to the bank for membership, even if the maximum accumulation has been attained.

Sick Leave Bank Committee:

1. **Membership:** The committee shall be composed of one NLCTA and one classified representative from each attendance center, one district administrator, and one school board member. Should a committee member be requesting days from the bank, the Superintendent will appoint a temporary replacement to hear said request.
2. **Term of Office:** By September 15th, one NLCTA and one classified representative from each attendance center, one district administrator, and one school board member will be appointed to this board. Positions for the board member and one representative from each attendance center will be for one year. Succeeding terms of office shall then be for two years.
3. **Eligibility:**
 - a. The member must have exhausted his/her personal and sick leave days.
 - b. Because of accident, illness, or major surgery to member, spouse, children, stepchildren, or parents, any participating employee must be disabled or prevented from performing his/her regular duties in excess of five (5) school days. The sick leave bank days will be retroactive to the five (5) days prior to receiving sick leave bank days.
4. **Requests:** Request for sick leave bank days shall be forwarded to the Board Clerk within ten (10) days following the depletion of the members' personal sick leave accumulation. Requests may be filed on behalf of the incapacitated member by any member of the sick leave bank committee. The requesting member may appear before the committee, and/or provide medical records, to support the request for days from the bank. Staff members may contribute up to an additional 30 days to an employee following the usage of all individual personal sick leave/personal days, and 35 approved sick leave bank days. This would allow for 65 days beyond individual personal sick leave/personal days. No individual may be granted more than 100 days of sick leave bank days in any one school year.
5. **Limitations:** Child care and short-term illnesses such as common colds and influenza will not be considered for awarding of sick leave bank days. The committee may require a physician's conformation of illness or injury.

Life Insurance: The District provides a life insurance policy for each full-time classified employee (full year and school year) during their employment with USD 251.

**2023-24
CLASSIFIED SALARY SCHEDULE**

STEP	CATEGORY I	CATEGORY II	Treasurer & Food	Board Clerk & Business
	Aides/Custodians/Asst. Cooks	Secretaries/Bus Drivers/Head Cooks	Service Dir. Maintenance Dir. Asst. Tech/Nurses	Mgr.
	Hourly Rate	Hourly Rate	Salary	Salary
1	\$14.00	\$16.00	\$38,640.00	\$46,200.00
2	\$14.12	\$16.12	\$39,140.00	\$46,700.00
3	\$14.24	\$16.24	\$39,640.00	\$47,200.00
4	\$14.36	\$16.36	\$40,140.00	\$47,700.00
5	\$14.48	\$16.48	\$40,640.00	\$48,200.00
6	\$14.60	\$16.60	\$41,140.00	\$48,700.00
7	\$14.72	\$16.72	\$41,640.00	\$49,200.00
8	\$14.84	\$16.84	\$42,140.00	\$49,700.00
9	\$14.96	\$16.96	\$42,640.00	\$50,200.00
10	\$15.08	\$17.08	\$43,140.00	\$50,700.00
11	\$15.20	\$17.20	\$43,640.00	\$51,200.00
12	\$15.32	\$17.32	\$44,140.00	\$51,700.00
13	\$15.44	\$17.44	\$44,640.00	\$52,200.00
14	\$15.56	\$17.56	\$45,140.00	\$52,700.00
15	\$15.68	\$17.68	\$45,640.00	\$53,200.00
16	\$15.80	\$17.80	\$46,140.00	\$53,700.00
17	\$15.92	\$17.92	\$46,640.00	\$54,200.00
18	\$16.04	\$18.04	\$47,140.00	\$54,700.00
19	\$16.16	\$18.16	\$47,640.00	\$55,200.00
20	\$16.28	\$18.28	\$48,140.00	\$55,700.00
21	\$16.40	\$18.40	\$48,640.00	\$56,200.00
22	\$16.52	\$18.52	\$49,140.00	\$56,700.00
23	\$16.64	\$18.64	\$49,640.00	\$57,200.00
24	\$16.76	\$18.76	\$50,140.00	\$57,700.00
25	\$16.88	\$18.88	\$50,640.00	\$58,200.00
26	\$17.00	\$19.00	\$51,140.00	\$58,700.00
27	\$17.12	\$19.12	\$51,640.00	\$59,200.00
28	\$17.24	\$19.24	\$52,140.00	\$59,700.00
29	\$17.36	\$19.36	\$52,640.00	\$60,200.00
30	\$17.48	\$19.48	\$53,140.00	\$60,700.00
31	\$17.60	\$19.60	\$53,640.00	\$61,200.00
32	\$17.72	\$19.72	\$54,140.00	\$61,700.00
33	\$17.84	\$19.84	\$54,640.00	\$62,200.00
34	\$17.96	\$19.96	\$55,140.00	\$62,700.00
35	\$18.08	\$20.08	\$55,640.00	\$63,200.00
36	\$18.20	\$20.20	\$56,140.00	\$63,700.00
37	\$18.32	\$20.32	\$56,640.00	\$64,200.00
38	\$18.44	\$20.44	\$57,140.00	\$64,700.00
39	\$18.56	\$20.56	\$57,640.00	\$65,200.00
40	\$18.68	\$20.68	\$58,140.00	\$65,700.00
41	\$18.80	\$20.80	\$58,640.00	\$66,200.00