



Lincoln Elementary School Certified Staff Handbook

2019-2020

Lincoln Elementary School (PK - 6)
304 S. Fourth Street
Lincoln, KS 67455

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PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to inform staff of some of the policies, practices, and related information concerning Lincoln Elementary School. An attempt has been made to provide information that will be helpful to you; however, please realize that the answers to all questions may not be found in this handbook. In the event you cannot find an answer in the handbook, feel free to contact the principal.

This handbook is merely a guide, and it should be realized that many of its provisions might be supplemented at any time by the administration.

All employees shall have access and comply with all policies and regulations established by USD 298 Lincoln's Board of Education. Board policy supersedes any handbook discrepancies.

CODE OF CONDUCT:

According to the KSDE Educator's Code of Conduct, professional educators shall work in the best interest of their students and honor their responsibilities to their students, school, district, community, state, and profession as evidence by:

- Responsibilities to the student through:
 - Refraining from disclosing confidential information
 - Making reasonable efforts to protect the student from conditions which are detrimental to learning, health, or safety
 - Maintaining professional relationships with students both inside and outside the classroom
 - Refraining from soliciting, encouraging, participating, or initiating inappropriate written, verbal, electronic, physical, sexual, or romantic relationships with students
- Responsibilities to the district through:
 - Adhering to the conditions of contractual obligations
 - Fulfilling reporting requirements honestly and accurately
 - Appropriately using funds, personnel, property, and equipment committed to his/her charge
 - Refraining from falsifying any documents related to the employment process
 - Conducting school business through established procedures
- Responsibilities to the profession through:
 - Demonstrating conduct that follows generally recognized professional standards
 - Fulfilling all of the terms and obligations detailed in the contract
 - Maintaining appropriate licensure for professional practice and employment
 - Providing accurate information to state department
 - Abiding by all federal, state, and local laws and employing school board policies

LINCOLN ELEMENTARY SCHOOL STAFF EXPECTATIONS:

We, the staff at Lincoln Elementary School, expect:

- To be unified and use teamwork
- To be professional in our dealing with students, staff, administration, and parents
- To be committed to student growth
- To show support of our students by holding them accountable

GENERAL TEACHER RESPONSIBILITIES:

Since this handbook is prepared for all teachers at LES, the following general responsibilities should be used as a guide for professional behavior.

- Teachers are expected to be in their room during class-time. If a teacher needs to leave the room, he/she should find someone to supervise students until he/she returns. Students should be supervised at all times.
- Teachers shall not dismiss their students earlier than the regular scheduled time without the permission of the principal.

- Teachers should refrain from sending students off school grounds without a signed permission form filed in the office.
- Teachers shall be directly responsible to the principal per the chain of command (see documents section of handbook). They shall consistently carry out the instructions of their principal.
- Teachers shall observe all school regulations, seek professional growth, and participate in curricular study.
- Teachers shall not loan school property, nor take school property from the building without prior approval from the principal.
- In cases of suspected abuse/neglect, teachers are required by law to report directly to Child Protective Services. Teachers who report could also notify the principal of the report but are not required. Child Protective Service contact information: **www.dcf.ks.gov or 1-800-922-5330.**
- Any problems involving a custodian shall be first reported to the principal, except in the case of an emergency.
- All students must enter and exit through the front doors during school hours. Teachers should refrain from allowing students to enter/exit any door other than front during school hours for any reason.
- Teachers must be mindful of trying to persuade students to adopt his/her own personal political/religious views.
- Teachers should report unusual happenings to the office immediately.
- Teachers should be fair, reasonable, and businesslike in dealings with students, parents, and community members.
- Teachers should remember that school is for students, not teachers.
- Teachers should require all visitors to enter the building through the front doors during school hours. Refrain from allowing any outside visitors from entering through any other door.
- Teachers should be dependable and on time.
- Teachers should dress and act professionally at all times.

LESSON PLANS

The teacher should plan lessons that will fill the entire allotment of time and should have space to reflect on the lesson. These lessons should also be connected to the state standards and have objectives for students to obtain.

All teachers are expected to keep up-to-date lesson plans available anytime upon request.

Lesson plans are the responsibility of the teacher.

- 1) Create dynamic lessons – have a plan for every day, every minute and in advance
Come in prepared – materials ready, resources at hand, copies made
- 2) Follow Madeline Hunter’s lesson plan model or a minimum of
Objective of the Lesson
Materials and Resources

- Access Prior Knowledge
- Model the lesson
- Check for Understanding
 - Give specific positive feedback
- Guided Practice
 - Scaffold – Break into small lesson chunks
 - Give specific positive feedback
- Independent or group practice
 - Teacher walks around the room
 - Checking students work as they go – critical
 - Errors become habits that are difficult to break
 - Catch errors before they become practiced habits
 - Give specific positive feedback

CLASSROOM EXPECTATIONS

- 1) Set clear and high expectations
 - Post classroom rules
 - Explain Classroom Rules – Students have a role in choosing 3 – 5 rules
 - Classroom Procedures – Teacher is prepared to teach; students are ready to learn
 - Materials ready, pencils sharpened, voices off
 - Teach Procedures – Teacher models, students practice, Students never practice “what not to do”
- 2) Behavior
 - Students are here to learn
 - Teacher is here to teach
 - Make expectations clear
- 3) Model Respect – Yes, Please, Thank You, You are Welcome
 - You are the teacher
 - Dress professionally
 - Talk professionally
 - Teacher everyone with respect, every day, all the time
 - Students are the students
 - They need to treat everyone with respect, every day, all the time
- 4) Discipline
 - Address discipline issues privately, not in front of entire class, respectfully
 - Give think time to the student – allow them to think about how they should have acted
 - No one has the right to interfere with learning
 - Don't use the student as an example!
- 5) What's in the students' backpacks?

Empathy – Do you know what the students' lives are like, what happened to them the night before, the morning of?

Keep teaching – with care

6) Behaviors

High expectations = students on-task and engaged

Down-time, being unprepared, and lower expectations = behavior issues

TEACHER/STAFF MEETINGS

Staff meetings will be held as needed. Staff meetings will usually begin at 3:45 pm and all certified staff members are expected to attend all meetings unless excused, in advance, by the principal.

REPORTING AND LEAVING

Teachers are expected to be in the building by **7:45** am and to be present until **3:45** pm unless they have prior approval from the building principal.

DRESS CODE

It is the responsibility of all employees to serve as role models for students and present a positive, professional image in attitude, language, behavior, and dress. Appropriate dress is a means of promoting respect for authority and discipline. All personnel working within this school and its office are expected to dress in such a way to represent their work assignment to promote an environment that is conducive to learning. Employees who are meeting with parents and other guests or who are in continual contact with students, shall present themselves during the instructional day in accordance with the following guidelines. A good rule of thumb: *If the thought crosses your mind that it is inappropriate, it probably is.*

Monday through Thursday:

The following list contains items which are broad guidelines for teacher dress. If in doubt, refrain from wearing it.

Men:	Khakis or slacks
	Dress or collared shirts
	Ties are not required
	Shoes which are neat, clean, and compliment attire
Women:	Dress, skirts, shirt, slacks, or Khaki
	Professional blouse, shirt, or sweater
	Shoes which are neat, clean, and compliment attire

Friday (or the last day of the week with students): Clean, un-tattered denim jeans are acceptable. A professional shirt, sweater, or sweatshirt may be worn, but Lincoln attire is preferred. Other times will be determined at administrator's discretion.

In-Service/Workdays: Comfortable clothing to represent/accommodate the work assignment.

Not permitted: Any shorts, short shirts, short skirts, low-cut blouses, tank tops, sweat or wind pants/suits, yoga pants, plastic flip-flops, t-shirts with inappropriate statements or advertisements.

RESPONSIBILITY FOR KEYS

Each teacher should have a set of keys for his/her room and the building. It is expected that teachers be mindful of his/her keys. Teachers should use extreme care in letting students use them. Please be reminded that teachers are responsible for any use of his/her keys. Keys should not be loaned to people not directly connected to the school. Teachers should refrain from loaning keys to students to enter the building without a sponsor.

TEMPORARY LEAVE POLICY

School personnel will be granted twelve days' temporary leave per year per the negotiated agreement. Teachers who are ill should contact the school secretary before 10:00 pm the evening before or after 5:30 am the day of. Substitutes will be secured by and paid by the school district. All temporary leave must have the approval of the building principal and the superintendent per the negotiated agreement. Leave cannot be taken during the first or last week of school; Monday, Tuesday, or Wednesday before Thanksgiving break; the first day before or after a vacation or holiday; or during a scheduled in-service. A copy of the temporary leave policy can be found in the negotiated agreement.

SUBSTITUTE TEACHERS

Each teacher should maintain a substitute folder in their classroom where it can be easily accessed in their absence. The folder may contain the following:

- Current class rosters for each hour
- Lunch Schedule - when to take/pick up students from lunchroom
- Special needs of students
- Seating chart
- Classroom rules
- Class schedule (entire school and individual teachers)
- Detailed lesson plans for the day(s) of absence
- Additional items that should be out or close to the substitute folder
 - Copy of student handbook
 - Information pertaining to a crisis in the building (crisis response sheet, fire exits, tornado shelter, etc.)

CARE OF ROOM/BUILDING

It is the teacher's responsibility to maintain and care for his/her room assignment.

Responsibilities that the teacher should assume are:

- Orderliness of material on the shelves and kept as neat a possible
- Care of desktops, walls, desks, chairs
- Individual room libraries
- Dry-erase marker boards and erasers
- Any technology equipment
- Report any repairs/problems to the district maintenance person and/or principal immediately
- Any changes to the room should be approved by the principal and the work completed by the custodian.

Teachers will be responsible for the closing of windows, shutting off fans, lights and locking the classroom doors at the end of the day.

USE OF EQUIPMENT OUTSIDE OF SCHOOL

With the exception of school laptops, school equipment should not be taken from the building for personal use. Any equipment taken from the building must be cleared through the principal.

PLANNING PERIODS

The instructor's assigned planning period should be used for classroom preparation and other teaching responsibilities. If it is necessary to leave the building at any time during the day on school business, the building secretary and/or principal must be notified.

HALL SUPERVISION

Teachers are responsible for stopping any type of undesirable behavior noted in the halls. They should keep the halls clear of traffic and avoid unnecessary noise without being unreasonable. Each instructor is encouraged to be at the door of his/her classroom or in the hall outside the door while classes are passing to be visible and available for students. Any act of bullying should never be tolerated and should be reported immediately.

ASSEMBLIES

Faculty members are to attend assemblies and should remain with their respective classes. Teachers are responsible for monitoring the behavior of their students during assemblies.

COPY MACHINES

Students are only allowed to use the copiers under the supervision of building staff and only for official school material. It is the responsibility of the classroom teacher to monitor student copies.

ABSENCE AND TARDY

Teachers are required by law to keep an accurate record of the attendance of their students. Daily attendance should be taken on PowerSchool. At the beginning of each day, teachers must take roll and post it on PowerSchool. Teachers should immediately report to the office any student that they feel is not absent from school and has not shown up for class.

Students are expected to be in school and on time. Students who are tardy to class without an acceptable reason should be given an unexcused tardy.

STUDENTS ON FIELD TRIPS OR MISSING CLASS TIME

If you are taking students off school grounds for any class field trip, the parent's and/or guardian's signature under the "Consent to Participate in Field Trip or Other Activity and Consent for Treatments" on the "USD #298 Enrollment Form grants parent permission. However, the teacher must notify the students' parents prior to the field trip in a timely manner.

Students who are representing the school at home or in other towns at the request of the school must be listed as on the field trip. Those students going on the field trip should be communicated to the staff and office.

These students should be given the opportunity to make up their work, if at all possible, before they go on the field trip. Absence for an activity is not counted as a day missed. However, the teacher is expected to cooperate with the students to make arrangements for completing classroom work missed while participating in a school sponsored trip.

Any over-night activity which is school sponsored must follow the USD 298 Chaperone Policy and have the policy signed and turned into the office. The Chaperone Policy is included in the document section of the handbook.

COMMUNICATION TO PARENTS

It is important that communication between teachers and parents be established and maintained to inform the parents of the student's progress - good or bad. At the end of every nine weeks, progress reports will be mailed to the parents to let them know how their child is doing in each class. In addition to progress reports, classroom teachers are expected to communicate with parents especially when there is a noticeable change in student performance in his/her class. It is encouraged to communicate with parents the student's progress when a student has made a noticeable improvement in your class as well. It is the teacher's responsibility to be sure this is completed.

MOVIES

Movies can be a useful and an important part of a student's education. It is the teacher's responsibility to let the parent know in writing at least one-week prior what is to be shown, the rating, and allow a chance for previewing, if the parent so desires. An alternative for the

student(s) who will not view the film should be available with no grade penalty or other punishment for not viewing the film.

Teachers should never show a film that they have not previewed themselves and should only be showing films that are educationally relevant to the curriculum in their class.

Students in grades PK to 6 can be shown "G" rated movies.

Students in grades 4 to 6, "PG" rated movies are acceptable with the following procedures.

"PG" RATED MOVIE POLICY

Any teacher who wishes to show all or a portion of a "PG" rated video or film will need to inform the principal prior to the proposed date of use. Also the following guidelines for the video must be met:

- The use of an "PG" rated video or film must be related to an instructional objective.
- Parent permission slips must be sent home at least 2 weeks prior to the viewing of the film to the parents / guardians of students explaining how "PG" rated video or film will be used and the instructional objective which it supports.
- Signed parent / guardian authorization will be required of all students prior to viewing an "PG" rated video or film.
- An alternative assignment will be provided if the parent does not want the student to view the film.
- No student's grade will be penalized for not taking part in the lesson using the "PG" rated video or film.
- Only students who are legally emancipated may sign their own permission slips.

HALL PASSES

No student will be allowed to go from one room to another room unless he/she first obtains permission from the instructor in charge of the room. Students will be allowed to go from one classroom to another preferably at the request of the teacher whose classroom he/she wishes to attend.

DISCIPLINE

The discipline of ALL students is the concern of ALL teachers. Teachers shall be responsible for the discipline of students enrolled in their classes and for the discipline of students on school property. Good discipline in the school is extremely important to all. Without discipline students cannot realize their greatest opportunities for growth and academic achievement.

Most discipline offenses are symptoms of deeper difficulties. Common corrective measures may remove the symptoms, but not the cause. The student should be taken aside in a **private conference** as soon as possible after an offense. A sincere and friendly approach, by the teacher, may lead to the heart of the problem and result in a change in the personality of the student. In

order to give the support, which the teacher needs, the principal must know that the teacher's procedure has been in accordance with good educational practice.

In order to form the basis of mutual understanding between the principal and its employees, the following principles are set forth:

- Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing constructive work at all times.
- Classroom discipline is the responsibility of the classroom teacher.
- Not all students respond to positive discipline, therefore some form of consequence may be required. It should be a natural consequence for the infraction.
- Good discipline is always fair, dignified and in good temper.
- Corporal punishment must not be used as a means of discipline.
- When conferences with the teacher and principal, and joint conferences with parents, fail to bring about acceptable classroom behavior, long-term-suspension proceedings may result.

Students at Lincoln Elementary School are expected to conduct themselves in a manner befitting young adults. Classroom and hallway behavior is expected to contribute to the educational atmosphere of the school. In cases involving classroom behavior problems, the procedure listed below will be followed. This procedure is listed in sequence; however, the treatment of each incident depends upon the merits of the case and will be decided upon by the principal.

Procedure for handling disruptive behavior in the classroom:

1. 1st offense – Teacher will calmly re-direct the student back on task
2. 2nd offense – Teacher will ask the student to go to the hallway and have a *private* conversation with the student about their behavior.
3. 3rd offense – Student will be sent to the office, referral written, and discipline is handled by the principal.

In extreme disciplinary situations, the teacher may refer the problem to the principal immediately. Students are to be sent from the classroom only when the student behavior is having a detrimental effect on other student's learning or no other resolution is possible at the moment. The teacher should try to handle all of his/her own disciplinary problems to establish proper authority within the classroom environment. When students are sent from the room or class, they are to be sent directly to the office. Be sure to notify the office immediately. You must contact the principal as soon as reasonably possible to explain the circumstances causing the student to be sent from the room.

➤ Detentions

The principal will handle the discipline when a student is given a discipline referral to the office. A discipline referral may result in detention or other consequences based on the principal's decision. If a student is given a detention from the principal, it will be served under the principal's supervision.

A teacher may assign a shorter detention for a student, in their classroom, for a minor infraction that does not require a discipline referral to the office. If you are having a student serve a detention in your classroom, please contact the parent/guardian as to when and why the detention is being served.

When a student is sent to the office, the teacher must provide the reason for the student receiving the referral, contact the parent about the behaviors that led to the referral, and speak with the student at a later time to re-build the relationship.

ACTIVITIES IN THE SCHOOL BUILDING

When it is necessary for a teacher/coach/sponsors to have an organization or activity in the building, it is most important that the teacher/coach/sponsor make the proper arrangements through the principal for the use of the building. Faculty member/coaches/sponsors who have student groups in the building, at times other than school hours, should make proper arrangements through the board office and be the first to arrive and the last to leave the building.

Students are expected to be under the supervision of the teacher/coach/sponsor at all times. Do not permit destruction of property or the use of equipment, which is not part of the activity. Teacher/coach/sponsor should not leave until all students are picked up from the event.

In order that there are no conflicts on activities, the teacher/coach/sponsor must register with the principal and/or district office the date and purpose of the activity so that it may be placed on the district calendar. Activities in which students are to perform before the public outside of school must also be registered with the district office well ahead of the time so that the last minute conflicts will not arise.

CLASS PARTIES

Classroom parties should be planned during the last hour of the school day. Preferably, all refreshments must meet the expectations of the district's wellness plan.

BEFORE AND AFTER-SCHOOL PROCEDURES

When students arrive in the morning, they are to go straight to the gym. Students are not to go to their rooms until the 7:55 am bells rings. It is the responsibility of the teachers to make sure students stay in the gym prior to 7:55 am.

At the end of the day, bus students need to exit the classrooms and building prior to the in-town students. Teachers should refrain from dismissing students ahead of schedule without prior approval from the principal.

At the end of the school day, students are to exit the building. Teachers/paras/CAMP staff need to make sure they are supervising their students if they are to be in the building after-school hours.

MAIL

Each teacher has a mail box in the workroom where mail and district communication will be placed daily. It is the responsibility of the teacher to check his/her mail in a timely manner.

E-MAIL/COMPUTER/POWERSCHOOL

Teachers should be routinely checking their e-mail and responding in a timely manner, and will be responsible for putting grades, attendance, etc. on their classroom computers regularly. Teachers' passwords should not be given to students, substitutes, or other staff members under any circumstances, and students should not be allowed to check a teacher's e-mail or use programs designed for teacher/staff use only (i.e. PowerSchool teacher). Refer to the USD 298 Acceptable Use Policy located in the documents section of this handbook for further technology practices and procedures.

PERSONAL COMMUNICATION DEVICES

It is encouraged that personal cellular telephones and other digital audio and video devices be silenced during instructional time, while on duty supervising students, or at any other time where such use of the device would cause a disruption of school activities or interfere with the teacher supervision of students.

ANNOUNCEMENTS

The Pledge of Allegiance will be stated in each classroom at the beginning of the day. Please inform the secretary of any announcements prior to the 7:55 am bell. Please inform the secretary of any after school announcements or announcements for the following day prior to 2:45 pm.

It is encouraged that any other specific teacher announcements needed throughout the day be announced through the office. All announcements should be kept professional and to a minimum.

MORNING DUTY/LUNCH DUTY/AFTER-SCHOOL DUTY

Teachers and staff will be assigned to duties at the beginning of the school year. They should become familiar with the day and time of the duty and be there on time to supervise students. Being consistently late is not an acceptable practice. **If the supervising teacher will not be available for any reason, it is the teacher's responsibility to be sure a replacement has been secured.**

SUPPLIES

Teachers will be given a budget at the end of the year for supplies. Supplies must be ordered with a requisition and approved by the principal and superintendent. Any purchase made by the teacher with his/her own money should first be approved by the principal before reimbursement can be expected. A receipt will always be required for any and all school purchases.

TELEPHONE CALLS

No teacher or para-educator will be called from a class to answer the phone except for emergencies. The number will be taken and given to the individual called so they may call back when free from class. Only allow students to make calls during their lunch period, before school, or after school.

Teacher phone calls during class time should be kept at a minimum.

USE OF SCHOOL VEHICLES

The school will attempt to provide transportation for teachers to attend meetings and events, which are part of their school responsibilities. You must make arrangements with the building principal and superintendent for the use of school vehicles. Reimbursement of fuel/mileage will only be granted to a teacher driving their own car if there are not any school vehicles available.

INVENTORIES

All teachers are expected to take a complete inventory at the end of the school year. It is to be filed in the office. Instructors should record the description, cost, date of purchase, serial number, etc. of all new items in his/her room, as soon as the item is placed into the room.

TEXTBOOKS

It is the expectation of the BOE and administration that adopted textbooks are utilized within the appropriate content. Teachers are responsible for the textbooks under their supervision. Be sure you can account for every book assigned because replacement costs are taken out of the instructional supply budget. Suggestions for textbook checkout and inventory:

- List all books assigned to a classroom on a checkout form.
- Stack all books in order for summer storage.
- Keep track of destroyed and lost books, writing down whether or not they were paid for.

REPORTING STUDENT ACCIDENTS

When a student under the supervision of a teacher is injured or involved in an accident, the supervising teacher must report the accident to the building principal and the school nurse. The supervising teacher must complete an accident report found in the office.

COLLECTION OF STUDENT BILLS

All money collected from students must be turned in immediately to the office for accounting purposes. This includes lost or damaged library materials, lost or damaged textbooks, broken equipment, etc.

It is the responsibility of the teacher to be sure to report any classroom bills to the office prior to the last week of school.

NOTIFICATION FOR BOMB THREATS

Please refer to the emergency/crisis plan for additional information

FIRE DRILL

The fire alarm is a long, shrill, continuous sound. Lights flash in the hallways.

Staff and students should evacuate the building in an orderly fashion by the appropriate exits as posted in each room. Staff and students should be familiar with each possible exit they may need to use. If your first exit is blocked, the students and staff should exit by the second exit as posted in each room. Students and staff should move as far away as possible from the building, quickly take roll, and wait for the all-clear signal to be given by the principal or his designee. When the all clear is given, the students and staff will return in an orderly fashion back to the appropriate classroom.

The classroom teacher is to take the classroom backpack with them during any evacuation. They should be the last ones out of their classroom and be sure to shut doors when all students have evacuated.

Teachers with handicapped students: The Para assigned to those students will be responsible for being sure they are removed safely from the room. In the Para's absence, the teacher assigned to the room will be responsible for removing any handicapped students as needed.

This procedure should be reviewed with all staff and students frequently.

TORNADO DRILL

The tornado drill alarm is an announcement heard through the intercom. When the message is broadcast, students are to go to designated areas as posted in each room.

Students will remain in these areas until the principal or his/her designee gives the all clear. When the all clear is given, the students and staff will return in an orderly fashion back to the appropriate classroom.

The classroom teacher is to take the classroom backpack with them during any evacuation. They should be the last ones out of their classroom and be sure all students have evacuated.

Teachers with students with disabilities: The Para assigned to those students will be responsible for being sure they are removed safely from the room. In the Para's absence, the teacher assigned to the room will be responsible for removing any handicapped student as needed.

This procedure should be reviewed with all staff and students frequently.

CRISIS PLAN

Teachers should be familiar with procedures used in the Lincoln Elementary School's Crisis Plan. All teachers are expected to have a plan for run, fight, or flight in their respective rooms.

SEXUAL HARASSMENT - EMPLOYEES

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violations of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. The board shall hear complaints against the superintendent.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent, unwelcome attempts to change a professional relationship into a personal, social sexual relationship;
- Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation, or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

SEXUAL HARASSMENT - STUDENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent.

Definitions - Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent, unwelcome attempts to change a professional relationship into a personal, social, sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

PERSONAL USE OF DISTRICT VEHICLES POLICY

USD 298 Lincoln

Purpose / Rational:

A number of our employees are provided with district owned or leased vehicles for business needs. In many cases, these vehicles are in their control around the clock. All employees driving on behalf of the district are required to operate the vehicles safely and legally at all times. This includes any personal use as well as school use activity.

The following “Rules of Personal Use” are effective immediately and are to be adhered to whenever operating a district supplied vehicle for personal purposes.

Supervisory personnel are to discuss and review these rules with all authorized drivers currently employed. In addition, all newly hired personnel, authorized to drive as part of their duties must acknowledge receipt of this directive prior to being assigned a vehicle on behalf of USD 298 Lincoln.

Directive compliance will assist you in understanding permissible personal use of USD 298 Lincoln vehicles!

All drivers are to receive this directive immediately with signature acknowledgment filed with management.

Directive: Personal Use of District Owned Vehicles

1. Only USD 298 Lincoln employees and their spouses who have been pre-qualified to operate vehicles or the district are authorized to drive district owned vehicles for personal needs. The **ONLY** exception to this is when injury and/or death is imminent and the vehicle must be operated by others in an emergency.
2. Personal use of district owned vehicles should be kept to a minimum. District vehicles will not be used for vacation trips or other extended non-business trips unless specific prior approval has been granted.
3. A district vehicle being used for personal activity shall be operated in accordance with our established rules of operation for school activity which include but are not limited to:
 - a. No transporting of hitchhikers or any unauthorized passenger.
 - b. No towing of trailers of any kind.
 - c. No driving under the influence of drugs or alcohol.
 - d. No use of radar detectors.
 - e. Seat belts must be used at all times.
 - f. Do not use cell phones while operating district vehicles.
 - g. Only employees are allowed in vehicles when traveling to and from school.
4. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

Acknowledgment

I have received, read and understand these rules. For the safety and well-being of myself, and the general public, I agree to adhere to these rules at all times. I also understand that failure to follow these practices will result in disciplinary measures up to and including dismissal.

Employee Signature

Date

TUITION REIMBURSEMENT POLICY

USD 298 Lincoln will grant tuition reimbursement to teachers' subject to available funds and on a first come, first serve basis. If funds are available, there would be a district cap of \$4,000 per year, \$50 per hour, up to a total of \$500 per year for tuition charges for each individual who would be attending an accredited institute recognized by the Kansas State Department of Education offering undergraduate or graduate courses. These courses would need to be applicable for licensure, endorsement and / or additional endorsements that may be required for employment by the school district. For every semester / year a grant is approved, the teacher will be obligated to work a semester / year following the grant tuition reimbursement approval.

This grant tuition reimbursement program is not to be used for license renewal.

To receive reimbursement, employees must:

File a Request for Course Approval for Tuition by the established deadline date.

Forward an official transcript along with the proof of paid tuition upon satisfactory completion of the requested and approved coursework within the required deadlines and meet the grade requirement of a B or better in the coursework taken.

Be in active employment at the time of the request and reimbursement.

To apply for Tuition Reimbursement, the Tuition Reimbursement Application Request Form must be received according to the deadline dates indicated below. Failure to meet submission deadlines will result in the denial of Tuition Reimbursement.

Deadline for submitting the application:
transcripts &

October 1st – Fall Semester

February 1st – Spring Semester

July 1st - Summer Semester

Deadline for submitting the
proof of payments:

February 1st – Fall Semester

July 1st – Spring Semester

October 1st – Summer Semester

Forms may be obtained from the USD 298 Lincoln Board Office.

Tuition payments by the Board shall be taxed as required by federal and state laws.

Employees are responsible for ensuring that the request form, official transcript, and tuition payment statements are received by the USD 298 Lincoln Board Office on or before the designated deadline dates.

CELL PHONE POLICY

USD 298 Lincoln

District Owned and Supplied Devices or Vehicles

An employee who uses a district-supplied device or a district-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or school-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the school district; the customers; the vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of USD 298 Lincoln; or any other school or personally related activities not named here while driving. Use of district owned vehicles or devices for personal business is discouraged.

Cell Phones or Similar Devices at Work

USD 298 Lincoln is aware that employees utilize their personal or school-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

Personal Cell Phone or Similar Device Use for Business

USD 298 Lincoln is aware that employees currently use their cell phones for business purposes while driving in their personal vehicle and using their personal cell phone or similar device. Due to research that indicates that cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk, according to some studies, USD 298 Lincoln prohibits employee use of personal cellular phones, either hands on or hands free, or similar devices, for business purposes related in any way to our school, while driving.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the school district; the customers; the vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of USD 298 Lincoln; or any other school related activities not named here while driving. You may not use your cellular phone or similar device to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email while driving if you are in any way doing activities that are related to your employment.

We recognize that other distractions occur during driving, however curbing the use of cell phones, while driving, is one way to minimize the risk, for our employees, of accidents.

Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device. Engaging in USD 298 Lincoln business using a cell phone or similar device while driving is prohibited. Engaging in USD 298 Lincoln business using a cell phone or similar device that is supplied by the district, or while driving a district-supplied vehicle, while driving, is prohibited.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Acknowledgment

I have received, read and understand these rules. For the safety and well-being of myself, and the general public, I agree to adhere to these rules at all times. I also understand that failure to follow these practices will result in disciplinary measures up to and including dismissal.

Employee Signature

Date

FAMILY EDUCATION RIGHTS AND PRIVACY (FERPA) NON-DISCLOSURE / CONFIDENTIALITY AGREEMENT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the confidentiality of student education records. "Education records" are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

As a staff member of USD 298 Lincoln, Lincoln, Kansas, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

- You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so.
- You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.
- You must not release any information about a student unless authorized to do so by your supervisor.
- You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

In general, keep any information obtain at the workplace at work.

Acknowledgement

I have read and understand my responsibilities as described above and that unauthorized disclosure is a violation of Federal law.

Staff Name (Print)

Staff Signature