

2024-2025

USD 214- Ulysses



Classified Personnel Handbook

Approved: August 12, 2024

USD 214- Mission Statement

Preparing Every Student - Every Day!

USD 214 Vision Statement

USD 214 IS A COMMUNITY ENGAGED IN LEARNING. STRIVING FOR EXCELLENCE,
AND ACHIEVING SUCCESS!

USD 214 Strategic Plan

Student Success

Successful students are productive citizens and successful leaders.

- Ensure all students have access to high quality instruction.
- Professional Development that support and enhance student engagement.
- Develop community partnerships to provide real world learning opportunities

Facilities

Safe and Secure facilities that meet the needs to serve students, staff, and the community.

- Effective and thoughtful communication about facility needs.
- Engage with all stakeholders to gather feedback and input.
- Take inventory of each facility and create a prioritized needs assessment.
- Establish pride in USD 214 facilities.

Community Partnerships

Create, maintain, and sustain strong community partnerships that benefit our students and community.

- Define and promote the school district's story.
- Develop intentional, focused, pre-planned partnerships with community organizations.
- School and student involvement in the community.

Quality Teachers

Recruiting and retaining quality teachers will lead to greater student achievement through high quality instruction.

- Hire and develop people that focus on striving for excellence and growth.
- Provide relevant Professional development opportunities on instructional strategies and materials.
- Provide clear curricular objectives to be taught.

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Message From the Superintendent

Dear USD 214- Ulysses Classified Staff,

On behalf of the entire school board and myself, I want to welcome you to the 2024-2025 school year! This classified staff handbook serves as a guide to help you navigate our school district's policies, procedures, and resources to ensure a successful and fulfilling experience. The handbook is an extension of district policy. Please take the time to review the information and help us by contacting your direct supervisor or building principal if you have any issues or concerns. Our leadership team, mentors, and colleagues are here to support you throughout your journey.

As a classified staff member, you play a crucial role in shaping the lives of our students. Your commitment to their academic, social, and emotional well-being is the cornerstone of our school's success. We recognize and appreciate your passion for education and positive impact on each child entrusted to your care.

This handbook outlines essential information regarding professional expectations, professional development opportunities, schoolwide initiatives, and employee benefits. It also highlights our district's core values of creating an inclusive environment where all students and staff feel safe, important, and inspired. USD 214- Ulysses is cultivating a learning community where **all students engage in learning, strive for excellence, and are supported to achieve their fullest potential**. These values underpin every aspect of our operations and guide our interactions with students, families, and staff.

Together, we can create a transformative learning environment where every student thrives. Thank you for choosing to make a difference in our children's lives. We are excited to start a new year!

Sincerely,

Corey Burton

USD 214- Ulysses Superintendent

Message From the Board of Education

Dear USD 214- Ulysses Classified Staff:

Thank you for all you do for this District's students. You are an essential part of a team dedicated to preparing students to engage in learning, strive for excellence, and achieve their fullest potential. This ongoing effort requires commitment, passion, enthusiasm, and professional collaboration. USD 214-Ulysses is fortunate to have a community of learners working together to support our student's academic success and well-being. Good luck with a successful and enjoyable school year, and again, thank you for all you do.

Sincerely,

The Board of Education

USD 214 - Ulysses District KESA Goals

- By the 2027-2028 school year, we will decrease the number of free and reduced students in level 1 on the state ELA assessment by 3%, from 51.58% in 2023 to 48.58% in 2028. (Fundamental Four: Structured Literacy, Balanced Assessments, Standards Alignment, Quality Instruction.)
- By the 2027-2028 school year, the number of students performing at a level 1 on the math state assessments will decrease by 3% from 43.3% in 2023 to 40.3% in 2028. (Fundamental Four: Structured Literacy, Balanced Assessments, Standards Alignment, Quality Instruction.)
- By the 2027-2028 school year, we aim to increase the graduation rate by 3% compared to the 2022 graduation rate of 83.8%. (Fundamental Four: Structured Literacy, Balanced Assessments, Standards Alignment, Quality Instruction.)
- By the 2027-2028 school year, we aim to increase the post-secondary success rate by 3% compared to the 2021 post-secondary success rate of 36.1% (Fundamental Four: Balanced Assessments, Standard Alignment, Quality Instruction.)

General Information

USD 214-Ulysses Board of Education

The USD 214-Ulysses School District, like all Districts in Kansas, is governed by a seven-member Board of Education. In USD 214 Ulysses, school board members are elected by 6 district wards with residency requirements and 1 at-large member. The legal qualification for a citizen to be eligible for the Board of Education is to be a registered voter within the school district boundaries based on the school board position they are running for. School board members serve four-year staggered terms, so there is a stream of consistency and history; not all board members are new simultaneously. School board elections are held on the Tuesday following the first Monday in November during odd-numbered years.

There are four main goals of a Board of Education: establish clear policy for a school system; set short- and long-term goals for the system; select and evaluate the superintendent; and hold the superintendent accountable for accomplishing the goals of the District. You may contact members of the Board of Education regarding issues of concern, but it is essential to know that decisions are made with a quorum of the Board when it is in session. Board members commit time, energy, and vision to make USD 214- Ulysses the best School District in Kansas. The Board of Education changes every two years, and we have been fortunate to have determined and committed members to provide advocacy and support for students, parents, the community, and teachers/staff.

Please check the District website (www.usd214.org) for the meeting schedule for the upcoming year. Parents and community members are encouraged to attend the meetings and learn about your school district.

Members of the USD 214-Ulysses School Board

- Mr. Ron Smith - President
- Mrs. Diana Nunez - Vice-President
- Mr. Mike Meyer
- Mrs. Nichole Winner
- Mr. Daron Cowan
- Mr. Chad McCormick
- Mr. Kasey Krueger

USD 214 - Ulysses Code of Ethics for Classified Personnel

Preamble:

As a classified employee in Kansas and of USD 214-Ulysses, I hold myself to the highest ethical standards established by the Board of Education for USD 214-Ulysses. My actions reflect my commitment to the well-being and progress of everyone in USD 214-Ulysses, while upholding the integrity of being a classified employee in Kansas and for USD 214-Ulysses.

I dedicate myself to the following principles:

Adherence to USD 214-Ulysses Policies and KSDE Regulations:

- **Student Welfare:** I uphold the physical, emotional, and academic safety of students, adhering to all KSDE regulations concerning child maltreatment reporting, student privacy, and non-discrimination.
- **Professional conduct:** I maintain a professional demeanor in all interactions with students, colleagues, and the community, avoiding activities that could compromise my professional judgment or create a conflict of interest.
- **Honesty and Integrity:** I present information accurately and truthfully, avoiding plagiarism, falsification of records, or any other dishonest practice.

Commitment to Students:

- **Equity and Fairness:** I treat all students, staff, and members of the school community with dignity and respect, regardless of their background, abilities, or circumstances.
- **Support for Learning:** Uphold a positive and inclusive learning environment by assisting teachers and providing essential services that contribute to student success.
- **Confidentiality:** Maintain the confidentiality of student information as outlined in district policies and legal requirements.

Commitment to the Profession:

- **Collaboration and Teamwork:** Actively collaborate with teachers, administrators, colleagues, and families to ensure a smooth operation and a positive school environment.
- **Professionalism:** Maintain a professional demeanor, exhibiting courtesy and respect in all interactions with students, staff, parents, and the community.
- **Continuous Improvement:** Strive to improve skills and knowledge relevant to your specific role by seeking professional development opportunities when available.

Commitment to the Community:

- Positive Relationships: Build positive working relationships with teachers, administrators, parents, and other community members, fostering a sense of collaboration and shared responsibility.
- Supporting the District's Mission: Actively contribute to the overall mission and goals of the school district by fulfilling your designated duties effectively and efficiently.
- Citizenship: Model responsible behavior and promote a positive school environment that fosters good citizenship within the student body.

Personal Conduct:

- Maintaining Professional Boundaries: Avoid personal or financial relationships with students or their families that could create a conflict of interest or compromise professional integrity.
- Ethical Social Media Use: Utilize social media responsibly, adhering to district policies and avoiding any online activity that could reflect poorly on the school or violate student privacy.
- Substance Abuse: Refrain from the use of illegal drugs or alcohol that could impair your ability to perform your duties safely and effectively.

This code of ethics serves as a guide for my professional conduct in Kansas and for USD 214-Ulysses. Upholding these principles requires ongoing reflection, self-evaluation, and a commitment to ethical decision-making in all aspects of my work.

Classified Staff Work Days

Position	Start Date	End Date
12-Month Full-Time Employee	July 1 st	June 30 th
Building Secretary & Program Assistants	August 1 st	June 15 th
School Nurse	August 1 st	June 15 th
Paraprofessional & Building Aides	August 1 st	May 23 rd
Migrant Program Liaison & Assistant	August 1 st	June 15 th
Social Worker/Health Educator	July 1 st	June 30 th
Bus Driver	August 1 st	June 15 th
All other Part-Time Employees	August 1 st	May 23 rd

All staff are required to attend the District Convocations at the start and end of the school year.

The administration or Directors will notify staff of any alterations to these dates. Alternate work schedules may be necessary to accommodate professional development and inclement weather make-up days.

District Calendar

USD 214 District 2024-2025 CALENDAR

BOE Approved July 8, 2024

August 1 - Building Admin & Office Staff Report
August 5 & 6 - Student Enrollment @ buildings
August 9 & 12 - New Teacher Academy
August 13 - Teachers Report to buildings for PD
August 14 - ½ Building PD/ ½ Teacher Workday
August 15 - Building PD (Convocation @ 9 a.m. & Ministerial Alliance Luncheon)
August 16 - Teacher Workday
August 19 - Fall Sports Begin/ Elementary & KMS Family Connections KDG CAMP /UHS Building PD
August 20 - Elementary Family Connections/ KDG CAMP/6th Grade,9th Grade & New students report to KMS & UHS First Day of School (8 AM - 12 PM)
August 21 - First Day of School (K-12)
August 23 - No School for KDG (Family Connections)
September 2 - Labor Day No School
September 4 - UHS Early Release
September 23 - No School-Building PD Day
October 2 - UHS Early Release
October 11 - School dismissed @ Noon, ½ District PD Day (Homecoming)
October 17 - End of 1st Quarter
October 18 - No School
 ½ Building PD / ½ Teacher Workday
October 21 - Start of 2nd Quarter
October 23 - P/T conferences 4:30-8:30 p.m.
October 24 - No School
 P/T Conferences 9 a.m.- 1 p.m. 2-7 p.m.
October 25 - No School
November 6 - UHS Early Release
November 27 -29 - No School
 Thanksgiving Break
December 4 - UHS Early Release
December 20 - End of 2nd Quarter
 Schools dismissed @ Noon
December 23-January 3 - Holiday Break (No School)
January 1 - District Office Closed
January 6 - No School
 ½ Building PD/ ½ Teacher Work Day
January 7 - Start of 3rd Quarter
 School Resumes
January 20 - No School-MLK Day
 Building PD
February 5 - UHS Early Release
February 17 - President's Day No School/District Closed
February 28 - No School
 ½ Building PD/ ½ Teacher Workday

AUGUST 2024						
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FEBRUARY 2025						
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March 5 - UHS Early Release
 P/T Conferences 4:30-8:30 p.m.
March 6 - No School
 P/T Conferences 9 a.m.- 1 p.m.
 2 p.m.- 7 p.m.
March 7 - No School
March 13 - End of 3rd Quarter
March 14 - No School
 ½ Building PD / ½ Teacher Workday
March 17-21 - Spring Break (No School)
March 24 - School Resumes
 Start of 4th Quarter
April 2 - UHS Early Release
April 18 & April 21 - No School
 Easter Break
May 5 - No School - Building PD
May 7 - UHS Early Release
May 14 - Last Day for Seniors
May 17 - UHS Graduation @ 9:00 a.m.
May 20 - UCLC Graduation @ 6 p.m.
May 21 - 8th Grade Recognition @ 6 p.m.
May 22 - End of 4th Quarter
 Schools Dismissed @ Noon
 District Convocation @ 2:00 p.m.
May 23 - Staff Last Day dismissed @ Noon
May 23 & 27 - Inclement Weather
 Make-up Day
May 26 - Memorial Day (District Office Closed)
June 13 - K-8 Admin & Office Staff Last Day
June 27 - UHS Admin & Office Staff Last Day

Hours/Days Required
Student Days - 1,116 hours required = 160 days
Required Hours/ Scheduled Hours
UHS Seniors Hours
 1086 required / 1,164 scheduled
UHS Student Hours
 1,116 required / 1,202.5 scheduled
K-8 Student Hours
 1,116 required / 1,209.5 scheduled

Student Days SR - 159
Student Days K-12 - 164
Teacher Days - 180
New Teachers -183

SEPTEMBER 2024						
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MARCH 2025						
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OCTOBER 2024						
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APRIL 2025						
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NOVEMBER 2024						
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MAY 2025						
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DECEMBER 2024						
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JUNE 2025						
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JANUARY 2025						
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JULY 2025						
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Introductory Statement

This handbook is designed to acquaint you with USD 214-Ulysses and provide information about working conditions, employee benefits, and some policies affecting your employment. The policies, procedures, and programs outlined are designed to serve as guidelines to keep you informed of relevant facts about your employment. You should read, understand, and comply with all provisions of this handbook. One of our key objectives is to provide a work environment conducive to personal and professional growth. While the policies and procedures outlined in this manual should give employees answers to most of the general questions they might have about their job or the USD 214- Ulysses programs and procedures, they cannot cover every situation that might arise. If employees have questions about these guidelines or need further information about any subject, they should consult their supervisor.

No employee handbook can anticipate every circumstance or question about policy. Therefore, USD 214- Ulysses reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Disclaimer

This Classified Personnel Handbook is for your use as a source of information for employees of the USD 214- Ulysses. Nothing in this handbook creates or is intended to create a contract of employment, either expressed or implied, nor do the handbook provisions establish an employment relationship where one would not exist. No employee has the authority to create an employee contract by modification of this document. Please note that you are subject to the USD 214- Ulysses Board of Education policies. Some, but not all, of those policies are included in this handbook. In the event that a Board of Education policy and/or Negotiated Agreement conflicts with a provision in this handbook, policy and/or law shall control.

In the event that this Classified Personnel Handbook should contain any language or policies that conflict with the Negotiated Agreement between the Grant County Teachers Association (G.C.T.A.) and USD 214- Ulysses and/or any Unified School District 214 Board Policy, the Negotiated Agreement and Board Policy shall prevail.

Supervening Local Law

The USD 214-Ulysses Classified Personnel Handbook is designed to provide accurate and authoritative information on the policies and procedures of USD 214-Ulysses; however, where local, state, or federal law conflicts with these policies and procedures, USD 214-Ulysses will comply with the applicable local, state, or federal law. If there are questions or concerns regarding this aspect of the District's Classified Personnel Handbook, please contact the Board of Education Office.

Employee Code of Conduct

Whenever people work together, certain basic guidelines and expectations of each other are required to establish a positive working environment for all employees. You should become aware of these responsibilities to the USD 214-Ulysses School District and your co-workers.

We expect all employees to act professionally and responsibly at all times. While an exhaustive list of every possible violation is impossible, the following examples represent conduct that may lead to disciplinary action, up to and including termination of employment. These expectations apply to all situations where an employee is: on or using school property, acting as an agent of the district, or working in an official capacity.

Unprofessional or Illegal Conduct:

- Falsifying or misrepresenting information on work records or district records.
- Misusing, destroying, or damaging property belonging to the district, fellow employees, or students.
- Violating federal, state, or municipal laws or regulations.
- Theft, unauthorized possession, or removal of district property or the property of others.
- Using district materials, time, or equipment for unauthorized purposes.
- Engaging in uncivil behavior (verbal or written) towards anyone associated with the district or its business. This includes physically or verbally threatening, coercive, intimidating, violent, or harassing behavior, as well as using profane or abusive language or symbols.
- Possessing firearms, weapons, hazardous materials, or explosives on district property or while on duty.
- Engaging in criminal conduct on district premises or while on duty.
- Using, possessing, selling, purchasing, transferring, or being under the influence of intoxicants or illegal substances on district premises or while on duty.

Job Performance and Reliability:

- Negligence or carelessness that endangers the safety of others.
- Sharing confidential information with unauthorized individuals.
- Willfully or repeatedly violating safety rules.
- Sleeping while on duty.
- Insubordination or refusing to comply with instructions or assigned duties.
- Performance that doesn't meet the requirements of the position.
- Excessive absenteeism, tardiness, leaving early, or leaving work without supervisor notification.

Policy Violations and Disruptive Behavior:

- Violating any district policy, including those outlined in this handbook, or engaging in conduct that reflects poorly on the employee or the district.
- Gaining unauthorized entry or occupying district facilities.
- Failing to comply with lawful directions from district officials, security officers, or law enforcement officers.
- Any other conduct that may obstruct, disrupt, or interfere with the district's operations or activities.

It is recognized that all that staff does and says and their appearance profoundly impacts our students. It is recognized that the conduct, appearance (image), and professionalism of all staff in public schools are public concerns and concerns of the Board of Education. After all, you represent both yourselves and public education as a whole. To that end, in addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the board's policies.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the superintendent, the administrator, and their immediate supervisor.
- Dress and maintain a general professional appearance that reflects their position and does not detract from the school's educational program. The District makes reasonable accommodations for dress or grooming directly related to an employee's religion, ethnicity, or disabilities. District employees who violate these rules are subject to disciplinary action.

Human Resources & District Information

District Department Contacts

USD 214- Ulysses Board of Education Office: (620) 356-3655

Corey Burton - Superintendent cburton@usd214.org

- | | | |
|---------------------------|----------------------|-----------------------------------|
| - District Budget | - Board of Education | - Title IX |
| - Complaints & Grievances | - Strategic Plan | - Board Goals & Strategic Plan |
| - Negotiated Agreement | - FMLA | - Emergency Procedures & Security |

Kevin Warner - Assistant Superintendent kwarn@usd214.org

- | | | |
|--|-------------------------------|----------------------------|
| - Student Services | - UCLC Administrator | - Curriculum & Instruction |
| - Professional Development | - Teacher Licensing | - McKinney-Vento Liaison |
| - District Test Coordinator | - District SITE Council | - 504 Coordinator & IDEA |
| - Substitute Teachers | - Mandated Trainings | |
| - State & Federal Programs & Reporting | - District/School Improvement | |

Stacy Figgins - Director of Business & Finance sfiggins@usd214.org

- | | | |
|-------------------------------|----------------------|--------------------------------|
| - Salary & Payroll | - Employee Benefits | - Staff Contracts |
| - District & Building Budgets | - Accounts Payable | - Frontline Absence Management |
| - Personnel Records | -Accounts Receivable | -State & Federal Reporting |

Andrew Cole - Director of Transportation, Facilities & Maintenance acole@usd214.org

- | | |
|--------------------------------------|--------------------------------|
| - Transportation | - Bus Drivers & Bus Routes |
| - Facility Maintenance & Repair | - Grounds Maintenance & Repair |
| - Workman's Compensation Coordinator | - School Transportation Fleet |

Mauri Steimel - Director of Technology

msteimel@usd214.org

- Technology request

- Staff & Student Devices

- Technology Infrastructure & Security

- District Phones

- District Website

Ruby Romero - Director of School Nursing

rromero@usd214.org

- District Health Committee

-Student Health Plans, Records, & Immunizations

- Student Health Screenings

Dawn Oakes - Accounts Payable & Board Clerk

doakes@usd214.org

Cynthia Dino - PowerSchool Coordinator & KIDS Reporting

cdino@usd214.org

Shan Meile - Director of Child Nutrition & Athletics Secretary

smeile@usd214.org

Patty Franco - Migrant Education Liaison

pfranco@usd214.org

Amanda Langley - Transportation Secretary

alangley@sd214.org

Recognition

District classified personnel are those employed in positions for which the State Board of Education does not require a certificate. The term “classified” includes nurses, administrative assistants, secretaries, clerical, paraprofessionals, custodial, building and grounds staff, child nutrition staff, and others.

Generally, all classified employees are considered non-exempt employees under FLSA. However, if a particular employee is considered exempt under FLSA because he or she meets one of the appropriate exemptions, the employee will be personally notified that the District classifies them as exempt.

Categories of Classified Personnel

The following are the different categories of classified personnel for USD 214-Ulysses and associated benefits for each listed category. To determine the qualify category for a specific person and/or position, start with category #1 and progress downward. For instance, if a person is a 12-month Full-Time employee, they need to go no further to determine their classification. For the purposes of this policy, “Full-Time” is defined as consistently working 30 or more hours per week.

Category 1: 12-Month Full-Time Employee

- This category includes the following: Board of Education Staff, Transportation Staff, Grounds & Maintenance Staff, KMS Lead Secretary, UHS Lead Secretary, UHS Registrar
- Group health insurance benefits
- Holiday pay as listed on Paid Holiday Schedule for Classified Employees
- 1 sick leave day per month (12 per year) to be used for either family or personal sick

- leave accumulative to 60 days
- Vacation days per year (July 1-June 30)
 - 0-9 years employment with the District = 10 days
 - 10-19 years employment with the District = 15 days
 - 20+ years employment with the District = 20 days
- Participations in Section 125 Plan Supplemental Benefits
- 1 Personal business day per year accumulative to 2 (July 1-June 30)

Category 2: School Nurse (30+ hours per week)

- Group health insurance benefits
- Holiday pay as listed on Paid Holiday Schedule for Classified Employees
- 1 sick leave day per month (10 per year) to be used for either family or personal sick leave accumulative to 60 days
- Participations in Section 125 Plan Supplemental Benefits
- 2 Personal business day per year accumulative to 3 (July 1-June 30)

Category 3: Building Secretaries and Program Assistants (30+ per week)

- Group health insurance benefits
- Holiday pay as listed on Paid Holiday Schedule for Classified Employees
- 1 sick leave day per month (10 per year) to be used for either family or personal sick leave accumulative to 60 days
- Participations in Section 125 Plan Supplemental Benefits
- 1 Personal business day per year accumulative to 2 (July 1-June 30)

Category 4: Paraprofessionals and Building Aides (30+ hours per week)

- Group health insurance benefits
- Holiday pay as listed on Paid Holiday Schedule for Classified Employees
- 1 sick leave day per month (9 per year) to be used for either family or personal sick leave accumulative to 60 days
- Participations in Section 125 Plan Supplemental Benefits
- 1 Personal business day per year accumulative to 2 (July 1-June 30)

Category 5: Migrant Program Liaison or Assistant (30+ hours per week)

- Group health insurance benefits
- Holiday pay as listed on Paid Holiday Schedule for Classified Employees
- 1 sick leave day per month (9 per year) to be used for either family or personal sick leave accumulative to 60 days
- Participations in Section 125 Plan Supplemental Benefits
- 1 Personal business day per year accumulative to 2 (July 1-June 30)

Category 6: Bus Drivers (Part-Time Employee; Less than 30 hours per week)

- No Benefits

Category 7: All other Part-Time Employees (Less than 30 hours per week)

- No Benefits

Required Personnel Documents

Each employee must have the following records/forms on file with the Business & Finance Director before the first day of employment and before a paycheck is issued:

- Application of employment
- W-4 Withholding Certificate
- Loyalty oath or affirmation
- Driving record (bus drivers)
- Work Comp Policy Acknowledgement
- T.B. Test and Health Form
- Email and Internet Policy Acknowledgements
- Social security card and driver's license
- Employee Code of Conduct
- Form I-9 Employment Eligibility
- K4 Withholding Certificate
- Staff Information Sheet

Verification of Previous Employment and Education

Beginning hourly rates of pay are set and approved by the USD 214-Ulysses Board of Education. Adjustments to the beginning hourly rate may be made within the first 30 days of hire based upon supplementary information provided by the employee to the Board of Education Office, including but not limited to official transcripts and verification of prior experience. Pay adjustments based on supplementary information received in the first 30 calendar days of employment will be paid retroactively to the hire date. Pay adjustments based on supplementary information received after 30 calendar days of employment will become effective in the next payroll period.

Health Examinations

As a condition to entering employment, new employees in any of these categories in the district may be required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form to the Business & Finance Director which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. "If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213)

Motor Vehicle Checks

In an effort to safeguard employees and others when the operation of a motor vehicle is required as part of carrying out district business, the district reserves the right to conduct motor vehicle record checks on employees. Motor vehicle record checks may be conducted at the time of hire for employees who are required to drive a vehicle as an essential function of their position or as determined necessary by the Board of Education Office based on the possibility that driving may be required at a future date. Additional employee motor vehicle checks may be run by the district annually on an as-needed basis, throughout the course of employment, while driving remains an essential function or is required to carry out district business.

Address and Contact Information Changes

To ensure correct delivery of information and/or other necessary employee correspondence, all address change and contact information changes should be made with the Business & Finance Director as soon as possible.

Chain of Command

Employees are to follow the proper “chain of command” by first contacting their 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, racial, or other forms of harassment. Please refer to Board Policy GAAC and JGEC for details. 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.

Americans with Disabilities Act (ADA)

USD 214- Ulysses is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted non-discriminately, including, but not limited to, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

Terms used in this policy have the following meanings: (1) disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (2) a disabled individual is a person who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment; (3) a qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.

USD 214- Ulysses also prohibits discrimination against an employee because the employee has a known relationship or association with a person with a disability. Benefits are made available to employees equally without regard to whether any individual has a disability.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. Employees who qualify as disabled should discuss the need for reasonable accommodation with the Board of Education Office. Such information will be kept as confidential as possible. USD 214- Ulysses seeks reasonable accommodations for qualified persons with disabilities without undue hardship on the District’s business operations.

All employees must comply with safety rules at all times. USD 214- Ulysses makes every effort to place applicants and employees in positions for which they are qualified. However, employees and job applicants are not placed in positions where, with or without a reasonable accommodation, they would directly threaten their own or others' safety or health.

Qualified persons with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees equally.

USD 214- Ulysses is also committed to not discriminating against qualified employees or applicants because they are related to or employed with a disabled individual. USD 214- Ulysses will follow any state or local law that provides disabled individuals greater protection than the ADA.

This policy is neither exhaustive nor exclusive. USD 214- Ulysses is committed to taking all other actions necessary to ensure equal employment opportunity for disabled individuals in accordance with the Kansas Act Against Discrimination, the Americans with Disabilities Act and applicable amendments, and all other applicable federal, state, and local laws. Any applicant or employee who believes there has been a violation of the District's policy or any applicable law relating to accommodating a disabled individual should immediately contact the Board of Education Office at (620) 356-3655. All complaints are promptly investigated, and all information obtained during an investigation is held in confidence to the extent possible and only disclosed to individuals who need the information. USD 214- Ulysses ensures that this procedure protects employees against illegal retaliation.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at USD 214- Ulysses will be based on merit, qualifications, and abilities. USD 214- Ulysses does not discriminate in employment opportunities or practices on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, disability, or any other characteristics protected by law. All pupils, teachers, administrators, other school personnel, and applicants will be treated fairly and respectfully. Specifically, pupils, teachers, administrators, other school personnel, and applicants shall not be willfully or intentionally discriminated against by any representative of USD 214- Ulysses in accordance with and as defined by federal, state, and local non-discrimination laws.

USD 214- Ulysses will proactively monitor its employment practices and policies continuously. USD 214- Ulysses expects its employees to be aware of their work environment, as well, and be sensitive and respectful to all individuals around them. If employees are subject to or witness discrimination, contact the Board of Education Office immediately. USD 214- Ulysses ensures that this procedure protects employees against illegal retaliation. A prompt and thorough confidential investigation will be conducted on all reports. Any reported violations of EEO law or this policy are investigated. Supervisors or employees found to be engaging in any type of unlawful discrimination will be subject to immediate disciplinary action, up to and including termination of employment.

Sexual Harassment Policy

General Statement

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and the Kansas Act against Discrimination. It is the policy of Ulysses USD 214 to maintain a learning and working environment that is free from sexual harassment. The district prohibits any form of sexual harassment. It shall be a violation of this policy for any student or employee of USD 214 to harass a student or employee through conduct or communication of a sexual nature as defined by this policy. Each administrator shall be responsible for promoting understanding and acceptance of, and compliance with, policy and laws regarding sexual harassment in his/her school. The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the district.

Sexual Harassment Defined

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal or physical conduct, written or graphic material, or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
2. Sexual harassment may include but is not limited to:
 - a. Verbal harassment or abuse
 - b. Subtle pressure for sexual activity
 - c. Inappropriate patting or pinching
 - d. Intentionally brushing against a student's/employee's body
 - e. Demanding sexual favors accompanied by implied or overt threats or promises of preferential treatment concerning an individual's employment or educational status
 - f. Any sexually motivated un-welcomed touching

Repeated remarks with sexual or demeaning implications

Bullying
Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent toward a student or by any student, staff member, or parent toward a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by the use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the Board of Education of the School District in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205 and amendments thereto. USD 214- Ulysses will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student. Similarly, a "staff member" means any person employed by the district.

Any act of bullying by an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

On behalf of the board, the board or the district administration may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or witness to bullying is prohibited. A student or staff member who engages in bullying, reprisal, retaliation, or false reporting of bullying shall be subject to discipline per school district policy and procedures. The school administration and/or board may consider the following factors when determining appropriate disciplinary action for such prohibited conduct: the ages of the parties involved, the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior. Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses that are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. 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. (See Policies EBC, GAAC, GAACA, JGEC, JGECA, and KN)

Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator, Mr. Corey Burton, Superintendent of Schools, for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Complaints

The Board encourages all complaints regarding the District to be resolved at the lowest possible administrative level. Employees may file a complaint with their supervisor concerning a school rule, regulation, policy, or decision affecting them. The complaint shall be in writing, filed within ten (10) working 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 or designee. The superintendent or designee's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document. Please refer to Board Policy GAE and KN.

Payday

Pay for classified employees is on a monthly pay schedule and will be issued on the 21st day of each month, unless the 21st falls on a weekend. Should the 21st fall on Saturday or Sunday, the payment will be made on the Friday preceding the 21st (i.e.—the 20th). Should the 21st fall on a holiday, the transaction will be made on the last business day prior to the holiday. Pay dates will be established annually by the board and will be made available to employees. The seven (7) day workweek for employees paid on an hourly basis begins on Sunday, 12:00 am, and ends on Saturday, 11:59 pm.

Safe Harbor Policy

Review Your Pay Stub

An employee should review his or her pay stubs when he or she receives it to make sure it is correct. The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the District's attention, the District promptly makes any correction that is necessary. If an employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

If an employee has questions about deductions from his or her pay, please contact the Business & Finance Director immediately. If an employee believes wages have been subject to any improper deductions or his or her pay does not accurately reflect all hours worked, the employee should report his or her concerns to the Business & Finance Director immediately.

Every report will be fully investigated and corrective action will be taken. In addition, the District will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the District's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Electronic Time Clock System

All USD 214-Ulysses classified hourly employees are expected to electronically record their actual hours worked in the electronic time clock system. Employees must clock in at the start of their shift and clock out at the end of their shift.

Employees must clock out when they begin their lunch break and clock in when they end the lunch break. Those employees who are required to work during the lunch break shall be compensated, therefore, will not clock out during this time. Anytime an employee is working, he or she must be clocked in. Employees are never to work "off the clock."

Employees should review and ensure all time and absence records are accurate. Any corrections or omissions will require Supervisor's approval. Any questions regarding the accuracy of compensation should be directed to the Business & Finance Director. The electronic time and absence records must be received by the Business & Finance Director no later than 12:00 P.M. on the 15th of each month to be included with the current month's payroll.

Altering, falsifying, tampering with time records, working "off the clock", or clocking in or out for another employee shall be considered a violation of this policy and may result in disciplinary action, up to and including termination of employment.

Overtime (Board Policy GCA)

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and Supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. Please refer to Board Policy GCA.

Hours of Employment

Employees are assigned specific starting and ending times and may perform absolutely no work outside this schedule (i.e., no excess or overtime) unless specifically authorized by the immediate Supervisor. Any deviation from the assigned starting/ending time must be approved in advance by the Supervisor. Supervisors may approve deviations up to and including the time the deviation is scheduled to begin or end. Employees may not volunteer to stay longer than their assigned time. If an employee does work time before or after his or her scheduled shift, the employee will be properly compensated for his or her time worked but will be subject to disciplinary action, up to and including termination of employment.

Paid Holiday Schedule for Classified Employees

The Board of Education Office and the school district will be closed the following days during the year. Classified staff will be granted the following paid holidays. With your supervisor's approval, you may take a vacation in conjunction with any holiday.

Holiday	Classified Personnel Code
Labor Day	F/T, MP, N, P/A, S&PA
Thanksgiving and the Day After Thanksgiving	F/T, MP, N, P/A, S&PA
Christmas Day	F/T, MP, N, P/A, S&PA
New Years Day	F/T, MP, N, P/A, S&PA
Memorial Day	F/T, MP, N, S&PA
President's Day	F/T, MP, N, P/A, S&PA
Good Friday or Easter (observed)	F/T
Fourth of July	F/T

Codes: F/T = 12 Month Full-Time Employee
N= School Nurse
S&PA= Secretaries & Program Assistants

MP = Migrant Program Liaison/Assistant
P/A= Paraprofessionals and Aides

Staff will be notified by Administration or Directors of any alterations to these dates. Alternate work schedules may be necessary to accommodate professional development, as well as inclement weather make-up days.

Leaving Employment, Final Paycheck, and Check-Out Procedures

Please refer to the At-Will Clause presented in this handbook. If you want to leave a classified position, please provide your supervisor or the Board of Education Office with a written resignation statement. Understand this is not a requirement, but please do so out of courtesy.

Departing employees are required to complete two key tasks to ensure a smooth transition. First, all district property issued during your employment, such as keys, tools, equipment, phones, computers, and credit cards, must be returned in a timely manner. Failure to do so may result in the withholding of final paychecks. Second, we encourage your participation in an exit interview with the Superintendent or designee. While not mandatory, your feedback is crucial for the District's continuous improvement.

Employment Benefits

USD 214-Ulysses is pleased to provide its employees with a broad spectrum of employee benefits. The information being submitted in the certified personnel handbook is meant to highlight the basic provisions of each of the current benefit programs for which you are eligible or may become eligible through the District. This information is not intended to set forth employee rights under any of the plans. It is not intended to be a complete description of any of the benefit plans or to be a guarantee of either employment or benefits. If there is a conflict between the information provided in this Employee Benefits Overview and any plan document, contract, or policy, the plan document, contract, or policy will always prevail. You should not rely solely on any oral descriptions of the plans because the written terms of the plan documents, contract, or policy will always govern. The USD 214-Ulysses School District expects to continue the benefit plans described in this summary but reserves the right to modify, amend, suspend, or terminate any contractual plan or benefits in whole or in part at any time for any reason.

USD 214-Ulysses School District's Benefit Program Terms

Initial Enrollment: Refers to the first 30 days you are employed by the District. During this time, you can make an application for any eligible benefit programs. Coverage typically becomes effective the first of the month following employment.

Re-enrollment: This refers to the one time a year, as specified by Section 125 of the Internal Revenue Code, that you can make an application for changes in your insurance program. Employees will be notified each year of the time for re-enrollment. Enrollment, re-enrollment, or changes must be made during this time, or you will have to wait until the next re-enrollment period to make a new election of benefits. Re-enrollment usually occurs in September of each year, typically for an October 1st effective date (Health and RX coverage) and October for January 1st effective date (Supplemental Insurance coverage).

Life-Changing Events: Life-changing events are the only other times during the Plan year you can apply to change insurance and benefit coverage. These events include marriage, divorce, birth, adoption, death, change in employment status (part-time to full-time, full-time to part-time, or termination of employment), or loss of other coverage for either you or your spouse. These events open a 30-day window to make an application for changes in coverage.

Application for Coverage: An Application for Coverage does not guarantee acceptance by the carrier. If an application is made for coverage within the first 30 days you are eligible, then coverage is usually automatic and effective the first of the month following employment. If you or your dependents have been eligible before but have not enrolled, the Proof of Insurability may be required, and approval made by the carrier before the coverage becomes effective.

Health Insurance

The District currently pays a group health and RX plan for all full-time (working 30 hours or more per week) employees. The Board contribution shall be a single premium for all employees in the plan. Dependent coverage may be made available for those eligible employees desiring to cover their dependents. This contribution is made under the Section 125 plan.

Annuity Plan

All classified personnel may be eligible to participate in a "tax-sheltered" annuity plan. Upon employment, newly hired personnel have the opportunity to select an annuity from several district-approved annuity providers. Current employees may make changes and/or additions in annuity plans within the following guidelines: Personnel are responsible for informing their annuity companies and the Director of Business & Finance of changes in their annuity plans. The district will not notify companies of changes.

Cafeteria Plan Options

Each qualified district employee may reduce his/her total salary (regular) by an amount up to \$20,000 for the purpose of participating in the benefit options listed below, in accordance with the guidelines which apply to IRC Section 125 "Cafeteria" plans.

- Health Insurance
- Term Life Insurance
- Cancer Insurance
- Non-reimbursable Medical
- All total salary not used for benefit options will be treated as regular salary
- Dental Insurance
- Salary Protection Insurance
- Dependent Care

Retirement: Classified Personnel

Unused Leave Compensation

Classified staff members retiring from their positions are eligible for compensation for their unused leave.

- **Sick leave:** The payout follows a scale as listed in the teachers negotiated agreement.
- **Vacation and personal leave:** Unlike sick leave, these days accrue at the employee's current daily rate. Any unused days are paid out in full upon retirement.

Health Insurance After Termination of Employment for Retired or Disabled Long-Term Employees

Section 1. General Explanation: This statement provides for the extension of the benefits of the school district's group health care benefits program to retirees of the district, in accordance with the provisions of Section 18 of Chapter 302, 1988 Session Laws of Kansas. It sets forth the policy and procedures required by the district for participation in the program, and provides for its financing and administration.

Section 2. The employer-sponsored-group-health-care-medical plan shall be available to "Qualified Employees" pursuant to K.S.A. 12-5040, and any amendments thereto, at the cost of the employee.

Section 3. "Qualified Employees" must meet the following criteria:

- A. To have been employed by USD 214 for not less than 10 years and terminated employment after December 31, 1988 by voluntary retirement or disability,
And
- B. Must have qualified for and receive retirement or disability benefits from the Kansas Public Employees Retirement System for services with USD 214,
And
- C. Must make written application to USD 214 (on the form attached) filed with the Business & Finance Director, within 30 days after termination of employment.

Section 4. The health insurance shall immediately terminate (and not be reinstated) upon any one of the following events:

- A. The ex-employee obtaining full Social Security age, or
- B. The ex-employee failing to make the required premium payment to USD 214 on or before the date due (the receipt of an insufficient-fund check shall not qualify as a timely payment), or
- C. The ex-employee becoming covered or eligible to be covered under the health insurance or similar plan of a different employer, or
- D. The ex-employee being declared ineligible for the disability benefit or retirement benefit which qualified the ex-employee herein.

Section 5. Once coverage under the district's plan ceases, because of disqualification, there shall be no reinstatement of coverage, except upon a finding by the governing body of extraordinary hardship, such as for the inadvertent failure to pay premiums

Section 6. Dependents: The dependents of retirees shall be eligible for coverage to the same extent as for current employees, as defined in the district's current group health care benefit plan. (Currently, eligible dependents are defined as a spouse and natural and legal dependent children of the employee.) The spouse of a retiree who has died or reached age 65 may retain coverage under the district program until the spouse of the retiree reaches age 65, remarries, or becomes eligible for coverage through another employer.

Section 7. The payment for each month's premium and administration costs shall be in the office of USD 214 prior to the 10th day of each month.

Section 8. Each Qualified Employee who elects to be covered by the group health plan pursuant to this policy, shall contribute to the cost of the group health plan by paying the monthly premium and a \$7.00 administrative fee.

Section 9. Application of COBRA: Nothing in this Plan shall subordinate the rights of a former employee under the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

Section 10. The health plan coverage for retirees shall have the same options that are available to present employees. The options selected shall not be subject to change except at times when existing employees may exercise such options.

Section 11. Management Rights; Interpretation: The district reserves the right to cancel or change any or all coverage not required by state or federal law, and to periodically make changes to this Plan. Any situation not covered by this Plan, or disagreement as to interpretation, shall be determined by the Superintendent/Business Manager/Clerk, subject to appeal to the governing body.

Section 12. Waiver of Enrollment: Any qualified employee may elect not to participate in the USD 214 Group Health Insurance Plan-provided they are participating in their spouse's Group Health Insurance Plan and complete a Waiver of Enrollment form. A Waiver of enrollment form may be obtained by contacting the USD 214 Business & Finance Director.

KPERS (Kansas Public Employees Retirement System)

Membership is mandatory for all regular classified employees working three and one-half hours (3.5) per day or at least 630 hours per year. Employee contributions to the system are fixed by statute at six percent of gross salary. Interest is credited annually on June 30 based on the account balance preceding December 31. The six percent contribution is excluded from gross income for federal income tax purposes. Federal income tax is not paid on this money until it is withdrawn. State income tax is paid on contributions but not on retirement benefits.

Benefits

Members are automatically enrolled in a term life insurance policy and a disability income program in addition to retirement benefits. The entire cost of the insurance is paid by the State of Kansas. The term life insurance policy is valued at 150% of the member's annual rate of compensation. The disability income program provides a monthly benefit based on two-thirds of the members' annual rate of compensation. To qualify for a disability benefit, a member must be totally disabled for 180 continuous days. Both policies are effective on the date membership begins.

For detailed information, please contact the Business & Finance Director.

Pay Deductions

The law requires the District to make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. The District also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The District is required to honor garnishments, other court orders, and levies to the extent prescribed by law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Business & Finance Director can assist in having your questions answered.

Attendance Policy

Regular and prompt attendance is an obligation for every employee and is considered an essential function of your job. Absenteeism causes disruptions and adjustments in staffing. The School District requires employees to report to work in time to commence work at the scheduled time. The School District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. In such circumstances, a satisfactory explanation of the reason for lateness or absence is required. It is the employee's responsibility to contact his or her supervisor in a timely manner if he or she will be absent or late.

Attendance Infraction

Tardy:	Arriving for work more than 5 minutes late.
Absence:	Not reporting for the assigned shift.
No Call/No Show:	Failure to call to advise of absence.

Expectations

When an employee is absent, arrives late for work, or is a no call/no show, it constitutes a staffing issue. Employees must make every effort to report to work on time and to communicate in advance reasons for not being able to report for work. The employee must call their immediate supervisor one (1) hour prior to the shift start time (except in cases of emergencies) to report absence or tardiness.

Discipline

Repeated absenteeism or tardiness will result in disciplinary action, up to and including termination of employment.

No Call/No Show

Three consecutive days of no call/no show will be considered job abandonment. Employee will not be eligible for rehire.

Request of Leave

All leave requests, regardless of type, must be submitted in the Frontline Absence Management

system prior to the absence being approved by the designated administrator. Depending on the leave type, supporting documentation may be required. The administrator will review your request and supporting documents and make a decision on approval. You will receive notification of the decision via email. Please follow these guidelines for absence:

- If the absence is a sick leave, please enter the absence as soon as possible and call, text, or visit personally with an administrator or supervisor to ensure coverage.
- If the absence is School Business, please submit the absence as soon as you know you will be gone so that coverage can be found.
- If the absence is a personal day, please submit the absence at least 2 weeks prior to the leave so that coverage can be found.
- If coverage is not found by the morning of the personal day, you will need to report to your building.
- Whenever possible, classified staff should inform the principal or supervisor before arranging coverage. However, under no circumstances should coverage be arranged without the principal's or supervisor's prior knowledge.
- There may be occasions, such as sudden illness or medical emergencies, when an employee cannot notify his or her supervisor in advance. In those situations, the employee must inform his or her supervisor of the situation as soon as possible.
- Documentation of an employee's absence may be requested by a supervisor or the Board of Education Office as part of the supervisory approval process in instances when the use of leave would significantly impact the efficient operation of district business. Those situations include but are not limited to instances of absences in excess of 5 consecutive days, absences that represent a consistent pattern over time, or absences that may be considered Extended Leave.

Minimum Increments of Leave

Leave may be taken in full day or half-day increments and paid to the employee from the employee's available leave time balance. If the employee does not have any leave time available, then the absence is handled as leave without pay

Jury Duty

Upon receiving a subpoena or a notice to serve on jury duty, the employee should immediately notify his/her building principal, who will in turn notify the Superintendent.

An employee released to serve on jury duty, or to answer a subpoena for which neither the employee nor his/her immediate family is a litigant, will receive his full salary during the period of such service, less an amount equal to any compensation paid him for such service.

Military Leave

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the District shall grant a military leave of absence to any employee who requests such leave to perform service in the uniformed services. The District shall implement and interpret this policy to comply with USERRA and all other applicable state, federal, and local laws, including by not limited to, those prohibiting discrimination or retaliation based on military or other status

protected by applicable law.

Please contact the Superintendent personally to request your military leave. The Superintendent will request a copy of the military service orders as written documentation to support the military leave request. Please refer to Policy GARID.

Bereavement Leave

Employees who work at least 30 hours per week or more shall be allowed to use three (3) sick leave days upon the occasion of a death in the immediate family. The immediate family includes spouse, son, daughter, mother, father, grandparents, grandchildren, brother, sister, uncle, aunt, niece, nephew, and in-laws of the previous list classification, stepchild, and stepparent. Documentation must be provided to the Board of Education in order to use Bereavement Leave. This documentation could include a memorial card, service program, obituary, or anything else that shows your connection to this individual. Use of Bereavement Leave will be paid from the employee's available sick leave balance.

Extended Leave

If an illness or other medical need causes an employee to be absent in excess of three (3) consecutive days, or the absence is for a condition or circumstance covered under the family/medical leave policy, a doctor's release is required before the employee may return to work. This release should be submitted to the employee's department head and then forwarded to the Board of Education Office. Absences for family/medical leave default to the use of Sick Leave and/or Vacation Leave balances available for the year, and the remainder will be unpaid.

Leave Without Pay

Employees who are not on sick leave due to illness or other medical need, may submit a request to the supervisor via the district timekeeping system to make use of leave without pay when his or her available leave balances have been exhausted. Documentation may be required and should be made available upon request. Employees who work at least 30 hours per week or more, who are not on sick leave due to illness or other medical need, may submit a request to the supervisor via the district timekeeping system to make use of leave without pay in lieu of using his or her available leave balances for no more than 5 consecutive days per occurrence and no more than 10 total days in the duty year. Requests which exceed those amounts will require prior approval by the Board of Education Office.

Family & Medical Leave (FMLA)

Employees may need an extended period away from work to care for a family member or to recuperate from a serious health condition. If you find yourself in these circumstances, you may request unpaid leave under the Family and Medical Leave Act of 1993 (FMLA). FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

Eligibility: You are eligible for this type of leave if you meet the following conditions:

- You have worked for the District for at least one year, and
- You have completed at least 1,250 hours of work during the 12-month period prior to your leave.

Purpose of the Leave: Family care and medical leave may only be used for:

- The birth or adoption of a child.
- The serious health condition of a spouse, parent, or child.
- The employees own serious health condition.

Requesting Leave: Notification of your need to request a leave should be made in a timely fashion to your immediate supervisor and the Board of Education Office. The Board of Education Office will send you an FMLA letter which contains all the necessary information pertaining to your leave request.

Medical Certification: The District will require certification to support a request for leave because of a serious health condition and may require second and third opinions (at the employer’s expense). The medical certification must be provided within 15 days from the date of your FMLA application. Failure to furnish the certification may delay the commencement of your leave until the certification is submitted.

Paid or Unpaid Leave: Family care is unpaid, except to the extent you have available sick leave. FMLA will be applied concurrently with any applicable paid or unpaid leave. You are required to use any applicable paid leave (including personal and vacation) before unpaid leave is taken. If a Worker’s Compensation Leave is run concurrently with FMLA, then you are not required to use any paid leave (including personal, sick or vacation). For FMLA, any leave, whether paid or unpaid, shall not exceed the 12-week period allowed for under the FMLA and used during the immediately preceding 12 months.

Returning from Leave: When you return from a leave related to your own health condition, you will be required to submit a physician’s release indicating that you are able to perform your job. Generally, employees will be reinstated to the same or equivalent position when returning from a family care or medical leave. However, the District may refuse to reinstate an employee to the same or equivalent position as allowed by law.

An employee returning from family care leave shall return with no less seniority than the employee had when the leave commenced for purposes of layoff, recall, promotion, job assignment and seniority-related benefits such as vacation. Family care leave is not considered time worked for determining the amount of benefits, such as a vacation, temporary leave, and KPERS.

How FMLA Leave Affects your Medical Coverage: During the leave, the District will maintain and pay for your medical coverage, under the group health plan, on the same terms that apply when you are actively working. Please be sure you make arrangements with the Business & Finance Director to pay for your share of the premium during this period. If you do not return from Family Care Leave, you will be responsible for any group insurance premiums that were paid for by the District during the leave period.

The failure to pay the employee portion of applicable insurance premiums within the time specified under the insurance plan's policy provisions will result in a lapse of benefit coverage. Such lapse will be retroactively effective from the date the premium is due and unpaid. A 30-day grace period will be provided in which to remit any due and unpaid premiums. The District will provide written notice of cancellation at least 15 days before the date the insurance policy lapses due to non-payment of premium.

For more information, please contact the Business & Finance Director.

Worker's Compensation (Work-Related Injuries)

As required by law, USD 214-Ulysses workers' compensation insurance covers USD 214-Ulysses employees. When an employee cannot work due to a job-related injury, accumulated sick leave and vacation time may be used. The employee may elect not to use leave during such circumstances. The wages of USD 214 employees who received workers' compensation will be reduced by the amount that the employee receives in benefits. During any unpaid workers' compensation claim, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately before the leave. The employee shall pay any employee portion of the cost of health and other employee benefits to the District on the payroll date. The board may terminate group health coverage and other employee benefits if the employee payment is not received within 30 days of the due date.

Any employee injured at work must inform the supervisor immediately. A personal injury that occurs during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from performing tasks related to normal job duties, are not covered under workers' compensation. This policy does not cover injuries occurring at work due to horseplay. If an emergency situation occurs, the supervisor will call 911. The supervisor will direct the employee to the District's Workers' Compensation Benefit Coordinator when medical care is needed. The employee must provide copies of all doctor and/or hospital orders to the Benefits Coordinator. The employee must complete the district accident form that is available in each building and submit the form to the district's Benefits Coordinator as soon as possible via the Public School Works platform located on the district's website. In the event that the injury results in the employee being absent from work, the school district will require a statement from the doctor ensuring that the employee is fit for duty before the employee can return to work. The statement should specify the employee's fitness and any work limitations. If the physician specifies work limitations, the district will make a reasonable effort to accommodate the restrictions.

USD 214-Ulysses School District Work Compensation Process

- Employee must notify a supervisor when the injury occurs. If an emergency situation occurs, the Supervisor will call 911.
- The supervisor will send the employee to see the school nurse if one is on site.
- Supervisor will complete the first report of injury.
- The nurse will assess if the employee needs further medical treatment. (Employee can see an approved medical provider, even if the nurse says further treatment is unnecessary).
- The supervisor will contact the District Workers' Compensation Benefit Coordinator.
- The Worker's Compensation Benefit Coordinator will schedule an appointment with an approved medical provider.
- The Workers' Compensation Benefit Coordinator must have the first report of injury before any workers' compensation bills will be paid. Please make sure these forms are complete. In case of an emergency, the employee should be taken to the closest emergency room.

Provide prompt, appropriate medical care.

To assure prompt medical care (with the exception of emergencies), prior to sending the employee to the clinic, please call the Workers' Compensation Benefit Coordinator. They will make the appointment for the injured employee.

Notify the Workers' Compensation Benefit Coordinator at the Board of Education Office (620) 356-3655 as quickly as possible.

Communication & accurate facts are essential.

Employees must report ALL accidents, no matter how minor, to their respective supervisors. All essential information regarding possible loss of work time and work restrictions/limitations must be communicated to the supervisor and the Director of Business & Finance.

Report by Injured Employee, Report by Eyewitness, and Supervisor's Accident

Investigation Report should be completed within 24 hours, if at all possible, so that accurate facts may be gathered and management can make timely decisions.

Supervisors are responsible for ensuring that all necessary paperwork is completed by themselves, employees, and, if applicable, eyewitnesses and forwarded to the Department Director and/or Principal for review and signature.

Forward all completed reports to the Workers' Compensation Benefit Coordinator for claim submission.

Workers' Compensation Leave

It is the policy of the District to provide benefits in accordance with applicable laws to employees who incur a work-related illness or injury. Workers' compensation leaves and FMLA benefits shall run concurrently if both are applicable.

Eligibility

All employees are eligible for this benefit. Benefits are for personal injury from an accident or occupational disease arising out of and during employment with the District. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where injury did not result from the performance of tasks related to normal job duties are not covered under workers' compensation.

Paid or Unpaid Leave

The worker's compensation insurance company determines whether an illness or injury is compensable under Workers Compensation law. The worker's compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify.

Employees will receive regular pay for the balance of their shift on the day during which illnesses or injuries were incurred or for a reasonable amount of time lost because of treatment required for injuries or illnesses during their regularly scheduled shift. Pay for the balance of the day of a work-incurred illness or injury will be counted as time worked for the purposes of computing overtime for that week.

Employees may elect to use accumulated temporary or vacation leave to supplement his/her income beyond the worker's compensation payments. In no event shall the employee be entitled to a combination of worker's compensation benefits and salary more than his/her full salary.

Returning from a Workers Compensation Leave

Employees must receive from their treating physician a written "release to work" specifically allowing the employee to perform all the essential functions of the employee's job. Any employee who is off work and drawing worker's compensation shall be required to provide the district with a written doctor's release before the employee can return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under

sick leave shall be ended, and those benefits under worker's compensation shall be restricted as provided by current statute.

If an employee receives a "restricted release to work," the Superintendent will make the determination of the availability of work.

The Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA contains provisions giving employees, spouses, and dependent children the right to temporary health coverage at group rates. The types of COBRA "qualifying events" for employees are:

- Voluntary or involuntary termination of employment (other than "gross misconduct"); or
- reduction in the number of hours of employment.

The types of COBRA "qualifying events" for spouses and dependent children are:

- termination of the covered employee's employment (other than "gross misconduct");
- reduction in the hours worked by the covered employee;
- covered employee's becoming entitled to Medicare;
- divorce or legal separation of the covered employee;
- death of the covered employee;
- loss of "dependent child" status under the plan rules

Please contact the Board of Education office for additional information.

Assignment & Transfers

The Board reserves the right to assign, reassign, or transfer all employees (Board Policy GACE). The department administrator and/or supervisor have the responsibility for the assignment of employees under their supervision. An administrative-initiated reassignment or transfer will be made when it is in the best interest of the school district.

An employee who desires to apply for a vacancy and transfer shall file an internal application online using the District's website. Those individuals making the request must meet the minimum qualifications listed in order to be considered a candidate. The supervisor of the program will review all requests and determine the procedure for identifying the best candidate. The applicant shall be notified of the disposition of his or her request when the vacancy has been filled.

Nature of Employment – "At-Will"

Employment with USD 214-Ulysses is voluntarily entered into, and an employee is free to resign at will at any time, with or without cause. Similarly, USD 214-Ulysses may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

No policy or provision in this handbook is intended to create a contract binding USD 214-Ulysses or an employee to an agreement of employment for a specific period of time.

Policies set forth in this handbook are for information purposes only and are not intended to create an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. The provisions of the handbook have been developed at the discretion of USD 214-Ulysses. The school district reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it seems appropriate at the school district's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of USD 214-Ulysses.

Job Descriptions

A job description for each category of classified employee will be developed by the Superintendent or his/her designee. A copy of each job description is filed with the Board of Education Office and will be available for review during regular office hours.

Supervision

The superintendent is responsible for all employees, but employees will also be directly supervised by building principals or other designated employees.

Evaluations

A performance evaluation will be conducted on each new employee before the end of sixty (60) duty days and for all employees before July 1st of the next fiscal year. Classified employees shall be evaluated on their personal qualities, their commitment to duty, and work-related skills related to their job description. A copy of the completed evaluation shall be placed in the employee's electronic personnel file. Please refer to Board Policy GCI.

Recruitment

The board may choose to hire an individual for a specific position when a vacancy occurs, or the district may recruit personnel to fill positions approved by the board. Candidates for positions shall be interviewed by the supervisor and/or the superintendent. Following the interviews, the superintendent shall make a recommendation to the board.

Vacancies may be filled by reviewing the district's completed application file to search for suitable candidates, or the following method may be used:

1. Screening of applicants
2. Interviewing of selected applicants
3. Recommendation of candidate to board for approval
4. Offering a position if board approval is granted

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Termination

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

Personal Property

The district does not provide insurance on employee's personal property and, therefore, does not assume any liabilities. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Professional Responsibilities & Expectations

Professional Development

At USD 214, we believe in fostering a culture of continuous learning and professional growth for all staff members. We recognize the vital role professional development plays in enhancing your skills, knowledge, and instructional practices, ultimately leading to improved student success.

Employment

Employees shall not be excused during work times 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

District employees are prohibited from engaging in activities which conflict with or detract from the effective performance of their duties.

Solicitations

Of Employees: Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee, or patron during normal duty hours is prohibited.

By Employees: No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

Confidentiality

Maintaining confidential information is an extremely high priority in the District. Staff members have access to business systems, plans, student records, personnel records, and other information that is considered confidential. Protecting this information by safeguarding it when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know is an extremely high priority for all concerned parties. Information learned at school should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of specific individuals, could result in disciplinary action being taken against the employee, including termination.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees are responsible for performing their duties to the best of their ability and to the standards set forth in their job description or as otherwise established.

USD 214- Ulysses understands it is sometimes necessary to deal with infractions of school rules, board policy, law, or other acts disruptive to the educational process. For this reason, a progressive discipline system will be utilized in the District. The specific components of this progressive discipline system include but are not limited to, those items below. Administrators can decide which component is most appropriate to the teacher's behavior, depending on the offense's nature and/or frequency.

- a) Verbal Warning
- b) Written Memo
- c) Written Reprimand
- d) Short term suspension with pay
- e) Short term suspension without pay
- f) Long term suspension without pay
- g) Required participation in staff development, treatment, counseling, or rehabilitation program at the employee expenditure
- h) Termination or nonrenewal of employment relationship

Dress Code

Staff are expected to maintain professional dress, but also as appropriate for the planned activities of a given school day and responsibilities consistent with daily tasks. Staff are expected to set an example in this regard, including demonstration of school spirit and district pride. Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the School District is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference. Any issues or specific questions on this topic can be addressed with the immediate supervisor and/or Superintendent. The District will make reasonable accommodations to this Dress Code Policy if a staff member requires one under the Americans with Disabilities Act, Title VII, or other similar federal or state statutes, regulations, or laws. Please contact the Board of Education Office, your supervisor, or the District's Compliance Officer if you require a reasonable accommodation. Please refer to Article 29 of the negotiated agreement for explicit details regarding professional dress of certified employees.

Staff Identification Badges

An identification badge shall be issued to each employee during initial employment. Badges shall be worn when the employee is on duty and shall be displayed between the hip and the shoulder on the outer garment or a lanyard. The loss of an ID badge shall be reported to the Board of Education Office immediately so its ability to allow building access can be shut off. In order to keep the badge in working condition, and help prevent damage to the security chip inside the ID, do not pierce, bend, cut, make holes in, flex, or expose to direct or extreme temps. It is best practice to leave the badge inside the protective sleeve.

Badges remain the property of USD 214- Ulysses and shall be returned to the Board of Education Office at the time of resignation, retirement, or termination.

Telephone Usage

To ensure clear communication and minimize disruptions in classrooms, school telephones are reserved for local calls and school business-related long-distance calls. Whenever possible, please use the phone in the teacher's lounge or custodian's office for personal calls. We encourage you to handle personal matters outside of school hours. While staff may use personal cell phones during breaks, it's important to refrain from using them while on duty.

Cellular Phone Usage Policy

This policy regarding cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, and/or downloads and allows for the reading of and responding to email, whether the device is District-supplied or personally owned.

Cell Phones or Similar Devices at Work

While at work, employees are expected to refrain from using their personal cellular phones. Excessive personal calls during the workday, regardless of the phone used, interfere with employee productivity and are distracting to others. Employees are, therefore, required to make personal calls during non-work time (e.g., before/after school hours, lunch breaks, breaks, etc.) and to ensure that friends and family members are aware of the District's policy. This prohibition includes, but is not limited to, receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, and checking for phone messages during class or supervising students.

Flexibility will be provided in circumstances demanding attention. If an employee requires flexibility or an accommodation, he or she should speak to his or her supervisor.

Use Cellular Phones and Similar Devices While Driving School Vehicle

An employee who uses a cellular phone or similar device is prohibited from using such cellular phone or similar device while driving a school vehicle, whether the business conducted is personal or District-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 the employee's employment with the District; the District's students or their parents/guardians; the District's vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the District; or any other District or personally related activities not named here, while driving.

If necessity requires that an employee uses a cellular phone or similar device while he or she is driving, the employee is required to stop the vehicle in a safe location so that he or she can safely.

Personal Cellular Phone or Similar Device Use for District Business While Driving

The District is aware that employees currently use their personal cellular phones or similar devices for District business purposes while driving in their personal vehicle. Due to research that indicates that cell phone use while driving is dangerous, the District prohibits employee use of personal cellular phones or similar devices to, including, but not limited to, receive or place calls, text message, surf the Internet, receive or respond to email, or check for phone messages, while driving if the employee is in any way doing activities that are related to the employee's employment with the District.

If necessity requires that an employee use his or her cellular phone or similar device for District business while he or she is driving, the employee is required to stop his or her vehicle in a safe location so that he or she can safely use the cellular phone or similar device for District business.

Violation of Policy

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

Reporting Student Crimes and Protecting Student Privacy Rights

The Kansas Legislature recently enacted a law requiring students who are "suspended for an extended term or expelled" to be reported to law enforcement. This law requires releasing information that is part of the student's record. The administration must report the crimes because the acts mentioned in the law resulting in the student suspension or expulsion are crimes. Parents, however, must sign a release to allow a student's records to be viewed by others before a school can release this information.

School Staff Member: If you see a crime at school or on school property, file the necessary report as soon as possible.

School Administrator: Report all crimes to law enforcement, but if you take disciplinary action against a student who commits a crime, the paperwork is private and requires parental permission before it can be released to law enforcement or any other third party.

The overriding concern is the Kansas School Safety and Security Act (72-89b01.) Board policy EBC provides guidance on this matter. Any school employee "...who knows or has reason to believe a crime has been committed at school, or at a school event, shall immediately report this information to local law enforcement." The age of the child is not the issue. If a young student commits an act that would be considered a crime if they were old enough to be charged, the report still must be made to law enforcement. School employees are granted some immunity if they make these required reports in good faith and may be subject to criminal penalties if they choose to ignore policy EBC.

The Family Educational Rights and Privacy Act (FERPA) does not prohibit releasing information gained by observing student behaviors (crimes). Always report student behavior that constitutes a crime to law enforcement.

If a student is subsequently suspended or expelled for the behavior, information about the suspension or expulsion is protected by FERPA. If a parent signs a new FERPA waiver and allows for the release of the student's record (the suspension or expulsion), law enforcement can be informed of the suspension or expulsion. If the parent will not consent to release the information, FERPA prohibits further reporting to law enforcement; however, school officials still must report the crime that led to the suspension or expulsion.

- Always follow the Safety and Security Act (policy EBC) and report all crimes at the time they occur.
- Respect students' privacy rights (FERPA) and do not release educational records about the student's suspension or expulsion without written permission from the student's parent(s).
- Remember, when parents sign the FERPA waiver at enrollment, they are generally allowed only to release directory information. All other information the school creates is confidential, and the parent must sign a release before the administration can release additional information to a third party, including law enforcement.

Child Abuse

Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological, or sexual abuse will immediately report this fact to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. It is recommended that the building administrator also be notified after the report is made.

District employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

Violence Prevention

USD 214-Ulysses is dedicated to maintaining a safe and secure academic environment. Every employee is an important part of this effort. The USD 214-Ulysses philosophy regarding preventing violence is to maintain a proactive mindset every day in the workplace. Reactive measures such as crisis plans, code red procedures, and disciplinary measures are all in place, but they do not prevent violence.

Every Day in the Workplace:

- Observe and assess your workplace daily.
- Report anything that does not look or feel “right.”
- Be responsive to statements of concern by students or staff.
- Investigate any behavior or thinking of concern.
- Identify bullying or intimidation that occurs outside of classrooms. Engage a team effort to defuse such behavior before it results in violence.
- Question those without a pass. Offer them assistance.
- Do not prop open any exterior doors. Maintain access control.
- Know your workplace. Spend a few minutes to think about what you would do in an emergency.

Staff-Student Relations

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time, regardless of the student’s age, status, or consent. Please refer to Board Policy GAF.

Staff should never engage in one-on-one electronic communication with his or her students. It is recommended that staff do not interact with their students on social media sites. Staff may be held liable for their words, pictures, and actions on social media sites, especially when they are in violation of law, or board policy, or affect the employee’s work performance or effectiveness (Board Policy IIBGC).

Duty Free-Lunch

Employees must clock out when they begin their lunch break and clock in when they end the lunch break. Those employees who are required to work during the lunch break shall be compensated, therefore, will change over to the meal supervision code during this time. Anytime an employee is working, he or she must be clocked in. Employees are never to work “off the clock.”

To order lunch from the lunch room, please notify the office by 8:30 a.m. each day. Adult lunches cost approximately \$3.95. Staff are expected to pay for meals up front. The district does not allow charging for school meals.

Leaving the Building during School Hours

To ensure the safety and well-being of everyone in the building, the administration requires prior notice and approval for any staff member who needs to leave the building during school hours, excluding the lunch period. While notification during the lunch period is not mandatory, it is highly appreciated. Upon departure, complete all sign-out procedures and signing back in upon return. This process allows the administration to maintain awareness of staff whereabouts and enables them to effectively address any unforeseen situations. Classified employees are required to clock in and out when they leave the building and are not conducting school business.

School Closing/Inclement Weather

At times, school may be canceled, or only the starting time for school day/work may be delayed due to inclement weather. Employees will be notified by local radio/television stations and by SwiftAlert, the School District phone notification system.

When the School District cancels school due to inclement weather, all 12-month full-time employees are required to report to their buildings unless otherwise directed not to report by their supervisor.

Internet Access

All school computers have access to the internet. Any violation of our Internet Access Policy must be reported immediately to the Principal or Supervisor.

Use of District Computers/Privacy Right

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

No software, including freeware or shareware, may be installed on any District computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any District server or computer.

Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.

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

Responsible Use of Communication Technologies

The District expects all employees to use communication technologies appropriately and in accordance with Board policies and administrative guidelines. This includes technologies used on District property, at District-sponsored activities, or those owned, operated, or provided by the District. Examples include voice mail, computer networks, the internet, and email.

Misusing these technologies may result in disciplinary action, such as reprimand, termination, or other consequences. Employees should also be aware that the Kansas Open Meetings Act, Open Records Act, and Family Education Rights and Privacy Act apply to communication technologies, including voicemail and email.

Staff are expected to monitor and respond to district and parent/guardian communication (both voicemail & email) in a timely manner (Within 24-48 hours is recommended). If the content of the messaging is less than favorable, it is good practice to “CC” building administrators to the message.

When approved by the building principal, notes, announcements or other school-related information may be sent home with students. The district subscribes to an electronic communication system (K-12 SwiftAlert) that can provide mass or select group distribution. All messages for distribution must be approved by the Superintendent or building principal.

Building Social Funds

Buildings may establish a staff social fund. Staff social funds are voluntarily designed to foster camaraderie and support amongst the school community. While participation is not mandatory, we encourage all staff members to consider contributing and enjoying the benefit it offers.

Gifts

Staff members are prohibited from receiving or providing gifts to students, parents/guardians, vendors, salesmen, or other such representatives.

Retirement Recognition

Toward the end of the school year, all USD 214 employees retiring from the District are recognized for years of service and dedication to the District at the District Convocation and reception. All employees are encouraged to attend.

School Equipment

The school maintains a variety of electronic equipment, including computers, displays, digital projectors, and cameras, solely for educational purposes. These resources are not for personal use. Staff members must obtain explicit permission from the Principal before taking any equipment home.

For your reference and to ensure proper inventory management, please verify that any equipment housed in your classroom is listed on the official inventory. This ensures accurate tracking and accountability for all valuable school resources.

Field Trips

Field trips are an excellent teaching aid and an important part of the curriculum. The trips should be well-planned and an integral part of the curriculum. If you are taking a field trip, remember the following guidelines.

- Organize the time and date. (Field trips are discouraged during certain times of the school year, i.e., finals week and the month of May)
- Obtain the necessary forms, complete the worksheet for all costs associated with the trip and travel, and secure the authorized signature on the Field Trip form.
- Forward the completed form and accompanying documents for approval from the Building Administrator.
- Make transportation arrangements by giving information to the appropriate contact and completing a transportation request form on the District's website.
- Request a substitute teacher if applicable.
- Parent permission slips are required for all participants. These are due from students one week before the activity date so the sponsor can prepare a master list of students to be distributed in the building.
- Teachers have the right, with the Building Administrator's approval, to request that a student not participate in the activity.
- Provide a list of participating students to the appropriate secretary for attendance purposes. In addition, prior to the bus leaving, teachers will be expected to take roll and provide an updated roster of students who are attending the field trip.
- Confirm bus transportation arrangements the day before the activity.
- Medical Consent Forms must be completed by each student's parent or guardian.
- Follow building procedures for obtaining medical supplies (i.e., inhaler, EPI pen, etc.).

Overnight Field Trip Requirements (Board Policy IFCC Overnight Accommodations)

During school district sponsored travel that requires overnight stays by students, separate overnight accommodations will be provided for students of each biological sex.

Notice to Parents/Guardians

This policy will be provided to parents/guardians to a student's participation in a school district sponsored activity or travel that requires overnight accommodations by students.

Definitions

“Biological sex” means the biological indication of male and female in the context of reproductive potential or capacity, such as sex chromosomes, naturally occurring sex hormones, gonads, and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen, or subjective experience of gender.

“School district sponsored travel” means any travel that is necessary for students to attend, participate, or compete in any event or activity that is sponsored or sanctioned by a school operated by the school district, including, but not limited to, any travel that is organized:

- By any club or other organization recognized by the school;
- Through any communication facilitated by the school, such as email; or
- Through fundraising activities conducted, in whole or in part, by school district employees or on school district property.

It is important that the classroom teacher/coach conduct a pre-trip orientation because many students who go on field trips do not regularly ride a school bus. The field trip experience may be the first time a student has a bus trip experience. Care should be taken to orient them about bus procedures.

- Review the guidelines for bus riders. Emphasize that the driver is in charge. Teachers and coaches are expected to assist the driver in managing the students and to ride the bus with the students.
- Parent sponsors with little contact with bus procedures should be oriented with the same information as teachers and coaches.
- Aisles must be kept clear of musical instruments and all other items.
- No unauthorized passengers may accompany the field trip coach, sponsor, or teacher. Authorization must come from the Principal.
- Each person is responsible for the care and safekeeping of all possessions taken on the bus.
- Adult supervision of all students is required at all times. Bus drivers are not to be used to supervise a student for disciplinary reasons.
- Teachers and coaches must be certain to have a copy of all necessary phone numbers

Steps for missing student at bus departure time:

- Double check all buses and confirm the student is missing.
- Check for the time/place the student was last seen.
- The sponsor must contact security and supervisors in charge of the activity/event.
- The sponsor must arrange temporary supervision for the rest of the group.
- The sponsor must help locate the missing person.
- Utilize any public address system.
- Check all restrooms, and first aid locations.

If it becomes imperative that the group must leave:

- Steps should be taken to determine if part of the group could remain (if more than one bus).
- The sponsor must arrange for the group's return and stay to assist in locating the missing person.
- The parent of the missing child should be contacted.
- Sponsor and site security must determine if police should be contacted.

Sponsor should continue to contact an administrator and keep him/her updated.

Facilities & Transportation

Remote Keys and Access to the Building

Teachers and staff are responsible for their keys. Under normal circumstances, keys should never, for any reason, be placed in the hands of students. This policy includes student aides/teacher helpers, stage assistants, athletic managers, etc. Have the necessary doors open prior to beginning your work, and keep your keys in your possession. When rooms are vacated, they should be kept locked. Special care should be taken to see that the windows are closed and the lights turned off when leaving for the day. Encourage students to leave lockers closed. Rooms with blinds are to be left in the following manner: the blinds should be lowered all the way and turned in an open position. This is in cooperation with the local police and is a security measure.

Building principals or the superintendent will be responsible for issuing door keys and maintaining an accurate, up-to-date list in the school office of all people who have been issued keys. Building principals are responsible for retrieving all keys provided to any employee under their authority when the employee is no longer a district employee or is assigned to another building.

The principal shall submit a written request for additional keys. No keys shall be duplicated without permission.

A complete inventory of all keys shall be made at least once each year. Any loss of keys shall be reported immediately to the principal so that measures may be taken to protect district property.

Emergency Operations

A copy of the District Emergency Operations Plan (EOP), including fire and tornado drill information for each school, will be provided for each faculty member in the building through the CrisisGo Platform. The EOP should be kept available on the CrisisGo through the District provided technology or staff member phones easily accessible. Each faculty member should read over the EOP early in the school year and be expected to be knowledgeable about its contents.

To determine exit routes for your classes, check with the Principal. Students must be at least 50 feet from the building. No one should return to class until you hear an all clear bell. Teachers are to take either their grade book or master class list with them. Always treat fire and tornado signals as the real thing.

It is the responsibility of all USD 214 employees to assist anyone with a disability (student, employee, or guest) during an evacuation of the building in the case of an emergency. All individuals are required to follow designated exit routes as posted throughout the building. Once exited, any individual with a disability must be escorted to the flag pole area, where special assistance may be provided if needed.

Automated External Defibrillators

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A “qualified person” means an employee who has:

- completed a course of training in the use of Automated External Defibrillators;
- demonstrated proficiency in the use of an Automated External Defibrillator.

Employees who wish to be trained in the use of an Automated External Defibrillator, or who may have questions about these devices are urged to contact their building nurse or the Board of Education Office.

Tobacco-Free Environment

To promote a healthy and tobacco-free environment for everyone, our district strictly prohibits the use, possession, or promotion of any tobacco product by staff members. This ban applies at all times and in all locations, including school facilities, vehicles, events, and property. This includes cigarettes, e-cigarettes (ENDS), chewing tobacco, and all related accessories like filters, rolling papers, and charging devices. The only exception is for FDA-approved nicotine replacement therapies prescribed by a doctor or used according to label instructions. Furthermore, advertising tobacco products through branded items like clothing, signs, or vehicles is strictly forbidden. We appreciate your cooperation in maintaining a healthy learning environment for all students and staff.

Facility Usage

If you have a group wanting to utilize the building, the application must be made through the Building and routed to the Board of Education Office for final approval. The requestor should receive a copy indicating if the request is approved or denied and if any changes are associated with the use. Individual utilization of the facility for any reason must be cleared through administration on a Building Use Form. All facility use during the holiday break must be preceded by a Building Use Request. There is no maintenance or custodial support on scheduled holidays.

- Do not prop open doors – faculty members are responsible for their students.
- Custodians will be on duty for only part of the break time.
- All students should enter and exit through one entrance.
- Follow procedures regarding building usage during Winter Break.
- Observe KSHSAA Winter Break (NO PRACTICE)
- Building permit forms are required for all outside groups.
- All teams and activity groups must have their schedules on file with the Athletic/Activities Director.

Care of Rooms and/or Building

Keeping our school safe and secure requires teamwork! To do your part, please take the following preventive measures when leaving your classroom:

- Turn off all lights, saving energy and reducing electrical risks.
- Close and lock windows, preventing unauthorized entry and potential weather damage.
- Tidy up the room: Put away materials, clear the floor, and place chairs on top of desks to minimize clutter and prevent tripping hazards.

These simple steps can significantly reduce damage in case of a break-in. Additionally, staff using the building after school hours are solely responsible for securing all doors, windows, and lights for the entire building.

Displaying Posters & Maintaining Wall Surfaces

To maintain a professional and cohesive environment, the display of posters in school hallways and classrooms is subject to approval by the principal. These approved posters can be displayed in designated areas only.

Furthermore, to ensure the preservation of school property, all materials hung on walls, both in hallways and classrooms, must be removable without damaging the paint or puncturing the wall surface. Therefore, the use of staples, nails, and tape is strictly prohibited.

We encourage the use of alternative methods, such as poster putty, adhesive hooks, or designated bulletin boards, to display approved materials. Thank you for your cooperation in maintaining a visually appealing and well-maintained learning environment.

Food or Drinks in the Classrooms

Staff may have drinks but must be in appropriate containers. Mugs are one form of acceptable containers. Do not eat food in front of students in the classroom unless you have enough for the entire class. Be professional about this matter. Students can bring drink bottles or containers to school.

Animals & Plants

In general, for liability reasons and to ensure the safety and well-being of our students and staff, we do not permit the entry of animals, insects, or plants onto school grounds. However, exceptions may be made for educational learning experiences that may be pre-approved by the building administration. These educational learning experiences must be supervised by a teacher and adhere to strict safety guidelines.

Copy Machine Use & Care

The copy machine is available to staff for professional use. Teacher assistants may make copies students may be sent to the office to obtain a copy. Teacher assistants or adults should do the actual copying.

If the copy machine malfunctions due to items inside the machine, contact an administration assistant, and he/she will contact the company, and a technician will be sent to service the machine. District-owned copy machines should be used only for projects related to the District business.

Mailboxes

All staff members should check their mailboxes at least once a day. Important messages, including telephone messages, are placed in the mailboxes throughout the day. Students are to avoid picking up materials from mailboxes. The administration should approve a mass distribution through the mailboxes.

Employees and/or students shall have no expectation of privacy when using District email or other official communication systems. Any email, computer application, or information in District computers or computer systems is subject to monitoring by the administration.

Transportation Requests

All transportation requests for district transportation will need to be submitted through one of the following links.

[Transportation Request for Bus](#) (15 rider minimum)

[Transportation Request for Vehicle](#)

The district often has numerous activities going on at the same time; therefore, it is important that an accurate number of students/managers/coaches/sponsors be filled in on the transportation request for the scheduling of buses and suburbans. Providing the administration with an

anticipated number of participants will be very important in scheduling the appropriate kind and amount of transportation provided by the district.

Transportation Safety and Regulations

The driver and head coach/sponsor will determine if there is a need for the bus/vehicle to stop during travel to and from an activity. Trips lasting 3 hours or longer may require a rest stop. The driver is ultimately responsible for the occupants and the vehicle and will determine if a stop is warranted for emergency situations.

Pre-trip check of the vehicle will be the responsibility of the driver, with proper documentation filled out prior to departure. Upon return, the vehicle is expected to be refueled, and cleaned out, and proper documentation is expected to be completed and returned to the appropriate administrator along with the vehicle keys and any receipt(s) and WEX Card if applicable.

District vehicles are used by everyone in the district, so the expectation is that the vehicles will be left in better condition than when they were found. Have procedures in place to accomplish this expectation for your team or group.

All policies and rules governing student conduct and discipline at school shall be in effect in district vehicles. Students must follow the bus rules and the instructions of bus drivers at all times. Serious or continued misbehavior on school buses can result in a student's removal from the bus. The district will not be responsible for transporting students who are held after school for disciplinary reasons or who miss the bus due to their own failure to load the bus on time.

Bus Policy

During school sponsored activity trips, all students who ride to an event must return on the bus unless the parent requests, in person, to the head coach or sponsor that they will be taking their son or daughter home with them. The parent must sign the district sign-out sheet prior to taking their son or daughter. *(Unusual circumstances and arrangements can only be made in advance by the Principal to vary from this policy.)*

District Fleet Gas Cards for Fueling at Skyland Grain

District vehicles in Ulysses must utilize Skyland Grain, located at 202 East Oklahoma Avenue, Ulysses, KS, 67880, for all fuel purchases. Please follow these steps when using the District's Fleet Gas Card provided by Skyland Grain:

1. Get a receipt, sign it, and write the vehicle number on the receipt.
2. Complete vehicle mileage log.
3. Turn all receipts and transportation documents into the Transportation Secretary.

Steps to Fuel at Skyland Grain

1. Use the kiosk in between the fuel pumps you have chosen.
2. Swipe the fuel card
3. Follow prompts:

- a. PIN Number
- b. Vehicle Number
- c. Pump Number (Each set of pumps is labeled with a number)
- d. Once fueling is complete, swipe the fuel card a second time to obtain a receipt. (You do not have to enter the information a second time.)

Submitting Maintenance & Technology Requests

To ensure prompt attention to any issues requiring maintenance or technology support, please submit all requests by submitting a maintenance/technology ticket on the school district website. This streamlined process helps us efficiently track and address your concerns.

For maintenance requests:

- Provide a clear description of the issue, including the location and any relevant details.
- Attach photos if they can visually illustrate the problem.

For technology requests:

- Choose the appropriate category for your request (e.g., hardware issue, software problem, network connectivity).
- Provide a detailed description of the issue, including the equipment or software affected and any troubleshooting steps you have already taken.

By submitting requests electronically, you can track the progress of your request and receive timely updates. If you encounter any difficulties navigating the website or have further questions, please do not hesitate to contact the school administration or the IT department directly at tech@usd214.org.

Business & Finance

Travel Expense Reimbursement Procedure

When using a personal vehicle, the District reimburses mileage for personnel who travel between buildings at the rate established by the IRS. Within 60 days, the employee must complete and submit a travel reimbursement form for actual mileage reimbursement. **Reimbursement will not be made after 60 days.**

When attending out-of-district meetings or conferences, personnel are to keep a running record of expenses and receipts for which they may be reimbursed. Within 60 days of the expenditures, complete and submit an employee reimbursement form according to the following directions:

- List meal reimbursements according to the meal reimbursement chart (overnight stay only). Staff attending meetings and workshops will be reimbursed up to \$30 daily for meals. No reimbursements will be given for the purchase of alcoholic beverages.
- Identify the city traveled to and from and complete mileage reimbursement calculation.
- Itemize miscellaneous expenditures as necessary and attach appropriate receipts (i.e., hotel bill, turnpike toll receipts, etc.) **Reimbursement will not be made after 60 days.**

If a district vehicle is not available, staff can drive their personal vehicle and be paid mileage. If a district vehicle is available and staff choose to drive their personal vehicle instead, they are not eligible for mileage reimbursement, but are eligible for reimbursement for the cost of fuel upon completion of an employee reimbursement form with supporting fuel receipts. **This needs to be arranged with the superintendent prior to travel.*

Expense Reimbursement

The District shall reimburse employees for building principal authorized expenses incurred as part of their duties. Such authorized purchase will be reimbursed within guidelines developed and administered by the Superintendent. District employees shall exercise good judgment in spending public funds.

Fundraising

All fundraising activities require prior approval from the designated personnel (Building Principal & Activities Director) through a completed [Fundraising Request Form](#). Initiating fundraising without formal approval is strictly prohibited. Clubs/organizations are limited to two fundraisers per year, excluding concession stands at school events. However, a second fundraiser necessitates working a concession stand beforehand.

Financial Management:

Collected funds must be deposited solely into the school's activity fund. Coaches/Sponsors are responsible for collecting money and submitting it to the high school bookkeeper with proper documentation within three days of the fundraiser's conclusion.

Summer Fundraising:

Fundraising for summer activities like camps, clinics, or tournaments cannot involve school-sponsored events, using the school's name/team representation, or utilizing the activity fund. All funds must be collected in an external bank account, and neither the school nor booster clubs can be involved in their distribution.

Activity Fund Disbursement:

Each activity has a designated Club account managed jointly by the activity sponsor and building secretary. Disbursements from this account must directly benefit the students and require approval from the activity sponsor, supervisor, AD, and/or Principal. While sponsors can obtain quotes, placing orders necessitates a purchase order signed by the AD/Principal. Notably, sufficient funds must be present in the Club account before any orders are placed.

Additional Points:

- District administration needs to be informed of all approved fundraising activities.
- When pricing fundraising items, consider any applicable sales tax.
- Door-to-door solicitations by students are discouraged.
- Receipts must be issued for all collections (receipt books available from the office).
- Daily deposits of collected funds with the school secretary are mandatory. External bank accounts are not permitted.

Please note: This is a summarized version. Refer to the comprehensive guidelines on Fundraising Request form for a more detailed explanation of the procedures.

District Credit Card Use

The Superintendent designates employees authorized to use District credit cards for the purchase of appropriate goods and services for District purposes. The Superintendent shall determine the following:

1. Which employees are authorized to use District credit cards;
2. What goods and services each employee is authorized to purchase with a District credit card;
3. The maximum amount of any single transaction for each authorized employee;
4. The total maximum amount of purchases for a monthly billing cycle for each authorized employee.

District credit card users shall be held accountable for the appropriate use of District credit cards. Unauthorized use of a credit card shall be grounds for disciplinary action, including termination of employment. Every credit card user shall retain original credit card receipts for each purchase and shall complete and submit a requisition form reflecting the date of purchase, vendor, description of purchase, business purpose, and other information required by the Board of Education Office. Every credit card user shall be required to review and sign a statement indicating that the user is aware of the terms and conditions for use of a District credit card.

Failure to present the District's sales tax exemption certificate when making a purchase will result in any sales tax reflected on the receipt being charged to the District credit card user responsible for the purchase.

Requisitions & Purchase Orders

To ensure proper recordkeeping and authorization, all purchases require a completed requisition and purchase order. Both the Principal and Superintendent must approve requisitions before the order can be processed.

In the case of emergencies or unique situations, please contact the Principal directly. They will then consult with the Superintendent to determine the appropriate course of action and provide further instructions.

Postage & Supply Policy

Any staff member with mail related to approved school business should use school postage. Postage meters and stamps are to be used for school business only. If your mailing is over two hundred (200) pieces, bulk mail should be considered. We have one standard letterhead for the school. All business correspondence pertaining to the school should be on this letterhead. The return address label must contain the department's name that originated the correspondence. Postage for club activities will be charged to each club's account.

Supplies and equipment belonging to the District should be used only for school business.

Distribution of Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements. The principal shall determine the time, place, and manner for materials

Relevant Publications for Required Reading and Knowledge

USD 214-Ulysses Board Policy

Board Policy is approved annually and updated periodically through the assistance of the Kansas Association of School Boards. The policy can be located online via the District's website.

USD 214-Ulysses Parent and Student Handbook

Parents and students reference the handbook often. It is good practice to be familiar with the particulars found in this District publication.

USD 214-Ulysses Section 504 Notebook

The purpose of the Section 504 Notebook is to describe the policy and procedures related to Section 504, which is in effect in USD 214.

USD 214-Ulysses District & School Improvement Plan

School improvement is a continuous process requiring all stakeholders' collaboration to ensure student achievement. Each building is required to update and revise school improvement plans annually, a process involving faculty members. All District and school improvement plans are housed on the platform called KSSTAR.

KSDE requires USD 214-Ulysses to have District and School Improvement Plans that are active and living. Each building has a School Improvement Plan that coordinates well with the District Improvement Plan.

USD 214- Ulysses Policy and Procedures for Facility Usage Guidelines

The Facility Guidelines are a must-read for faculty regarding reserving facilities and the requirements for usage.

USD 214-Ulysses Technology Plan

Technology is a strategic focus for USD 214. The technology plan outlines the District's short and long-term vision for instructional technology focused on student achievement.

Bring Your Own Device (BYOD) Policy for USD 214 Staff

Purpose:

The purpose of a Bring Your Own Device (BYOD) policy is to allow staff members to bring a personally-owned computing device (phone, laptop, tablet device, etc.) and access the Internet for work-related purposes with such device via the district network.

These devices will have access to the Internet through the Guest Portal. The Acceptable User Policy will still be enforced, and personally owned computing devices should be used for work-related purposes during work hours to prevent unnecessary bandwidth utilization and ensure regular performance of staff duties. If personal use of such device is found to be interfering with the employee's assigned duties, such employee may be subject to disciplinary action, up to and including termination, suspension of the employee's authorization to bring such device to work, or both.

Limitations:

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless the following conditions occur:

- The device is being used to instruct the students being supervised at the time.
- The use is necessary for the performance of an employment-related duty.
- The employee has received specific and direct permission from a supervisor.
- There is an emergency.

Note: Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

- Technology support staff will not respond to setup or repair requests related to devices beyond the instructions provided.
- Personal computing devices will only be used by the staff member and are not for student use. Employees shall not allow students to use their devices, whether through the course of instruction or not, and in allowing such use, they do so at their own risk.
- The security of personal computing devices is solely the staff member's responsibility. Any loss resulting from damage, theft, or personal technology in the school setting is not the district's responsibility.

Emergency Operations Plan

The Emergency Operations Plan (EOP) is a necessary document for the safety and security of all school community members. Updates are published annually; the manual is vital to drills and preparation. The EOP can be found on the CrisisGo App on district-issued devices and can be downloaded to staff's personal devices.

Bloodborne Pathogens

Spills of Blood and Other Potentially Infectious Material (OPIM): OPIMs include body fluids such as respiratory discharge, tears, vomit, urine, feces, saliva in dental procedures, semen, and vaginal secretions.

- When appropriate, teach and assist students to render their own personal first aid and to cover any open wound. This will reduce the risk of pathogenic transmission from one person to another.
- Be familiar with the USD 214 Bloodborne Pathogen Exposure Control Plan (on file at the office and available upon request).
- When rendering first aid, always wear protective gloves if blood or OPIMs are involved. Please contact the school health office for assistance.
- CLEAN UP: All contaminated surfaces must be cleaned before they can be disinfected. A fresh, 1 to 10, solution of household bleach and water is the recommended disinfectant. Cleaning products and protective gloves are available from the custodian. Call for custodial assistance.
- Always follow up by washing hands with soap and hot water whether protective gloves are worn.
- A BIOHAZARD SPILL KIT is available in the nurse's office. It contains a CPR shield, apron, gloves, mask, and clean-up materials.

Emergency Safety Interventions (ESI) Board Policy (GAAF)

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

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

“Emergency Safety Intervention” uses seclusion or physical restraint.

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

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

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

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

“Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

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

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

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

Prohibited Types of Restraint

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

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

Use of Emergency Safety Interventions

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

Seclusion Restrictions

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

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of an emergency, such as fire or severe weather.

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

Training

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

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

Notification and Documentation

The principal or designee shall notify the parent, or if a parent cannot be notified, then shall notify an emergency contact person for such student, on the same day the ESI was used. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day on which the ESI was used. The parent shall be provided the following information after the first and each subsequent incident in which an ESI is used during each school year: (1) a copy of this policy which indicated when ESI could be used; (2) a flier on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and, once it has been developed, the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident involving the use of emergency safety interventions, the foregoing information shall be provided in printed form. Upon the occurrence of a second or subsequent incident shall be provided a full website address containing such information.

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

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

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

Reporting Data

District and building administration shall report ESI data to the state Department of Education as required.

Three (3) Incidents of ESI for Same Student

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

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

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

Local Dispute Resolution Process

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

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

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

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

Copyright

This is the House Report 94-1476, pp. 68-70, accompanying the new law. It reads as follows:

AGREEMENT ON GUIDELINES
FOR CLASSROOM COPYING
IN NOT-FOR-PROFIT
EDUCATIONAL INSTITUTIONS

With Regard to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future: certain types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision, as stated in Section 107 of the

Copyright Revision Bill. There may be instances in which copying that does not fall within the guidelines stated below may nonetheless be permitted under the fair use criteria.

Guidelines

- I. Single Copying for staff: A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
 - A. A chapter from a book;
 - B. An article from a periodical or newspaper;
 - C. A short story, short essay, or short poem,
 - D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
- II. Multiple Copies for Classroom Use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:
 - A. The copying meets the tests of brevity and spontaneity as defined below;
 - B. Meets the cumulative effect test as defined below, and,
 - C. Each copy includes a notice of copyright.

Definitions

Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (Each numerical limit stated in i and ii above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.)
- (iii) Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.
- (iv) "Special" works: Certain works in poetry, prose, or in "poetic prose," which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience, fall short of 2,500 words in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying at the instance and inspiration of the individual teacher, and
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which copies are made.
- (ii) Not more than one short poem, article, story, or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term. (The limitations stated in ii and iii above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions as to I and II above Notwithstanding any of the above, the following shall be prohibited:

- Copying shall not be used to create, replace, or substitute for anthologies, compilations, or collective works. Such replacement or substitute may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized test booklets, answer sheets, and consumable material.
- Copying shall not:
 - substitute for the purchase of books, publishers' reprints, or periodicals.
 - be directed by higher authority;
 - be repeated with respect to the same item by the same teacher from term to term.
- No charge shall be made to the student beyond the actual cost of the photocopying.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with USD 214 are hereby notified that this institution does not discriminate on the bases of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap or any other legally protected status in the admission or access to, or treatment or employment in its programs and activities. As the law requires, the district will provide equal access to district facilities and related benefits and services. It will not discriminate against any group officially affiliated with the Scouts, BSA, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law. Any person inquiring about USD 214 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact USD 214, 111 S. Baughman Street, (620)356-3655. The Superintendent of Schools, Corey Burton, has been designated to coordinate the institution's efforts to comply with regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Asst. Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504. Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12131 states:

1. Public Entity

The term “public entity” means

- a) any State or local government;
- b) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and
- c) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 24102(4) of title 49).

2. Qualified individual with a disability

- a) The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Social Media Guidelines

USD 214- Ulysses recognizes the importance of using social media as a communication and learning tool. These guidelines aim to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives.

All staff members are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy and at risk of disciplinary action. These social media guidelines provide guidance for the use of social and/or digital media on behalf of the District. “Social media,” as used in these guidelines, includes all forms of electronic communication through which users share information, messages, and/or other content on the Internet, including, but not limited to, communication through Facebook, X, LinkedIn, YouTube, Pinterest, Google+, Tumblr, Instagram, and similar social media sites, as well as posting to your own or someone else’s blog, online diary or journal, podcasts, virtual worlds, social networks, personal website, or to a web bulletin board or a chat room, regardless of whether such a site has any direct connection with the District.

The following principles apply to using social and/or digital media by District employees:

- You are solely responsible for what you post online. Before creating online content, it is important to use your best judgment and consider whether the content can adversely affect your job performance, the performance of fellow employees and/or students, or whether it adversely impacts others at your building, as well as individuals in the community, students, and others. Content that negatively impacts the District's legitimate interests or the interests of its students may result in disciplinary action, up to and including termination.
- Employees must adhere to the Employee Handbook and other District policies when using social and/or digital media. Employees should be aware of the effect of their actions on the District's image. Information employees post or publish may be seen as posting on behalf of the District. Inappropriate posts can include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct. This type of posting cannot be tolerated and may subject you to disciplinary action, up to and including termination.
- Employees should use their best judgment to ensure anything shared on social and/or digital media is not harmful to District employees, students, parents, vendors, donors, board members, etc.

Please remember that you have no right to privacy when using the District's communications systems, including, but not limited to, computers and other electronic equipment, the District's internet connection, and e-mail system. In addition, the District reserves the right to monitor public communications and content on employees' social networking profiles and public posts on social media websites.

Be Professional and Respectful

Always be fair, courteous, and professional to fellow employees, students, parents, vendors, and anyone working on behalf of the District, both online and offline. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that are disparaging of the District's aims or goals, or that might constitute harassment or bullying of people with whom you work in any capacity.

Examples of such conduct might include:

- offensive posts meant to intentionally harm an employee, non-employee, student, or parent's reputation;
- posts that could contribute to a hostile work environment on the basis of race, color, religion, national origin, sex, ancestry, age, disability, or any other status protected by law or our policies;
- threats made to stalk, haze, physically injure, or damage the person or properties of an employee, non-employee, student, or parent;
- posting pornography.

Work-related complaints can often be resolved by speaking directly with your coworkers or by directing your complaints to the Board of Education Office.

Be Honest and Accurate

Please be honest and accurate if you are posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors you know, or suspect, to be false about the District, fellow employees, students, parents, or others working with or on behalf of the District.

Post Only Appropriate and Respectful Content

Your social media posts should:

- Maintain appropriate privacy and confidentiality requirements of the District.
- Do not link from your blog, website, or other social media site to the District's website without first seeking permission from the Board of Education Office.
- Express only your personal opinions. Do not represent yourself as a spokesperson for the District. If the District should be the subject of the content you are creating, be clear and open about the fact that you are employed by the District, but also make it clear that your views do not represent those of the District, your fellow employees, or others working on behalf of the District. If you publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. Please include the following disclaimer if you identify yourself in a social media post as an employee of the District: "The views expressed on this website are my own and do not necessarily reflect the views of USD 214-Ulysses."
- Respect the law, including copyright law.

To assist you with the principles above, below are specific considerations to follow when using social media:

1. You are Always a School Employee- The lines between public and private, personal and professional, are sometimes blurred in the digital world. You will always be considered a District employee even when you have a disclaimer or use a different username. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the District in what you do and say online.
 - Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the District.
 - Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work, and what you do.
 - Do not share confidential information, whether internal school discussions or specific information about students or other staff. What you post will be seen by others and can be forwarded or shared in just a few clicks.
2. Be Professional- Represent the District values of respect, responsibility, integrity, citizenship, honesty, and teamwork. Express your ideas and opinions respectfully and carefully consider what you post through comments and photos.
 - Respect copyright and fair use guidelines. Be sure to cite your source when quoting.
 - Do not use any school logo or image without permission from the Board of Education Office.

- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit and correct your mistake.
 - Be cautious about posting personal videos. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be viewed by everyone in your personal and professional worlds.
3. Respect Others and Ensure the Safety of Students- Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the District in general. Negative comments about people may amount to cyberbullying and could be deemed a disciplinary offense.
- You are responsible for what you post publicly, so be certain it is accurate and supports or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted, you can't take it Back.
 - Employees who join or engage in social networks that include students are responsible for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.
 - Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.
4. Manage Staff/Student Relationships Carefully- Employees are prohibited from establishing unprofessional and inappropriate personal relationships with students. Do not fraternize with students as though they are your peers or friends.
- Unprofessional relationships include writing personal letters, emails, or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
 - Inappropriate or offensive content posted to social networks by employees and viewed by students, parents, or other staff may be investigated by school and District officials and, if warranted, may result in disciplinary action.
 - Usage of school email, and district-provided communication devices, is not private. All communications by employees to students or parents at any time from any phone or electronic communication shall be expected to be professional. Emails between employees, students, and parents shall be done through the school-provided email application and must conform to school email policies. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.

5. Help Build our Community - Write what you know, be accurate, and add value to the discussion. A District's most valuable asset is its staff, represented by its people, and what you publish may reflect on the school.
 - Speak in the first person with your own voice and perspective

6. Personal Use- The line between professional and personal relationships can be blurred within a social media context. Employees should exercise good judgment and common sense while maintaining their professionalism as a District employee.
 - Do not use District contact information (email, address, phone, etc.) when using social media for personal use.
 - Do not connect with students via personal social media. Doing so puts you in a teacher-student relationship.
 - Do not use District equipment or the District network as primary tools for maintaining personal accounts.

7. Classroom Use- Social media networks are powerful teaching and communication tools that can add great value to classroom instruction. Staff are encouraged to use social media tools where appropriate in addressing an educational goal of the classroom.
 - Inform your building administrator when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
 - Use District contact information (email, address, phone, etc.) for creating and maintaining accounts, including student accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
 - Abide by the user guidelines set by the social media site, including account age requirements.
 - Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

8. Other Uses - Coaches, Advisors, Fundraisers, Programs Social media networks can be helpful for groups in interacting and sharing information.
 - Inform your building administrator when creating social networks for any school-related use.
 - Use District contact information (email, address, phone, etc.) for creating and maintaining accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
 - Be proactive by stating clearly that the network you create is school related.
 - Abide by the user guidelines set by the social media site, including account age requirements.
 - Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.
 - Consult with the Board of Education office if further guidance is needed.

Retaliation Is Prohibited

The District prohibits taking negative action against any employee for reporting a possible deviation from these guidelines or for cooperating in an investigation related to items covered in this handbook. Any employee who retaliates against another employee for reporting a possible deviation from these social media guidelines, or for cooperating in an investigation, will be subject to disciplinary action, up to and including termination.

Discussion of the Terms and Conditions of Employment and Free Speech

Nothing in the social media guidelines should be construed to limit any employee's right to discuss terms and conditions of employment or prohibit any employee from engaging in concerted activity as that term is defined in Section 7 of the National Labor Relations Act. Similarly, nothing in the social media guidelines should be construed to limit any employee's right to free speech that is protected by applicable federal, state, and local laws.

Classified Pay Scale and Salary Schedule

[Classified Pay Scale and Salary Schedule Link](#)