

LICENSED PERSONNEL

4.100 DEFINITION OF LICENSED EMPLOYEES

4.110 LICENSED EMPLOYEE JOB DESCRIPTIONS

Job descriptions will be developed and maintained for all licensed employees. The job descriptions will be reviewed on a periodic basis for the purpose of updating and clarification. These job descriptions will be for the superintendent of schools, principals, athletic directors, guidance counselor, and teachers. A copy of each job description is filed with the clerk as attachments to the board policies and will be available for inspection during regular office hours.

4.120 DEFINITION OF LICENSED PERSONNEL

Licensed personnel are defined as employees who are required to have a valid and current license issued by the Kansas State Board of Education. This includes, but is not limited to administrators, counselors, and teachers.

4.200 SELECTION & DISMISSAL OF LICENSED STAFF

4.210 QUALIFICATIONS OF LICENSED PERSONNEL

It is the policy of the board of education to select personnel of the highest quality available who meet the licensing requirements of the Kansas State Board of Education and the Kansas state statutes. All licensed personnel shall be required to hold valid Kansas teaching certificates within the assignment area.

4.220 RECRUITMENT OF TEACHERS

4.221 RECRUITMENT TEAM

The recruitment personnel will consist of the superintendent and the principal.

4.222 SOLICITATION OF APPLICANTS

Notices of vacancy will be posted on the Kansas Educational Employment Board listing. (KEEB)

All applicants for a vacancy will apply to the Superintendent. Applicants will provide a letter of interest, a resume, and a set of credentials.

The process of soliciting applications will comply with Title IX, Title VI, and Section 504.

4.222 INTERVIEW

Selected applicants will be interviewed prior to employment.

The interview will include the following processes:

- The recruitment team will brief the candidate concerning the school district, the appropriate school, and the job description dictated by the vacant position.
- The recruitment team will present all information to the candidate in regard to salary and fringe benefits.
- The recruitment team will request the applicant to respond to previously prepared questions which will include the areas of curriculum, pupil management, and educational philosophy. The same questions will be addressed to all candidates.
- The recruitment team will give the candidate the opportunity to ask questions.
- The recruitment team will inform the candidate of the projected selection date.
- All interviewed candidates will be notified in a timely manner when the selection is made.

The recruitment team will contact past employers and other personal references of candidates being considered for employment. The purpose of these contacts will be to gather data concerning the candidate's background, experience, and qualifications.

4.223 RECOMMENDATION FOR EMPLOYMENT

All nominations for positions will be made by the superintendent to the board of education. Each nomination will be made with reference to position and salary. Credit will be given for full-time teaching experience in public schools in compliance with the provisions of the salary schedule. Teachers entering from another system will receive credit for a maximum of 10 years experience unless additional credit above 10 years is allowed by the Board.

Certified employees will be placed on the salary schedule in accordance to their education and years of experience as allowed above. Contracts will reflect this placement. All official transcripts must be on file in the district office by September 1 to move on the salary schedule.

4.230 RECRUITMENT OF ADMINISTRATORS

4.231 RECRUITMENT OF PRINCIPALS

The procedure for filling vacancies of principals will be agreed upon by the superintendent and board of education on an individual basis.

4.232 RECRUITMENT OF SUPERINTENDENT

The procedure for filling vacancies of superintendent of schools will be conducted by the board of education.

4.240 DISMISSAL OF LICENSED PERSONNEL

4.241 NON-RENEWAL OF CONTRACT

If a teacher's contract is to be non-renewed for the next school year, the board of education will follow procedures set forth in Kansas law.

4.242 DISMISSAL WITHIN CONTRACT YEAR

The board of education reserves the right to terminate a contract for unprofessional conduct, cruelty, immorality, negligence, incompetency or other good cause upon written notice specifying the reasons therefore. The teacher shall be afforded a hearing upon request, as provided by applicable state and federal law.

4.243 REDUCTION IN FORCE

Reference the negotiated agreement.

4.244 RESIGNATION

Reference the negotiated agreement.

4.300 LICENSED PERSONNEL CONTRACTS

4.310 ISSUANCE OF CONTRACTS

4.311 TEACHER CONTRACTS

The renewal of contracts for all teachers shall be acted upon on or before May 1 of each year. The employment contracts will be delivered upon the completion of the negotiations process. The salary, assignment and beginning date of the contracted term will appear on said contract. The contract of all teachers will be for a period determined by the school calendar adopted by the board of education.

The offer of an employment contract shall be presented in duplicate. A teacher must sign a contract to indicate his acceptance of a position. The licensed employee shall sign and return both copies within the time period designated by the superintendent or the contract will be considered null and void and of no effect.

All licensed contracts are subject to board approval and the ability to finance the adopted budget.

4.312 PRINCIPAL CONTRACT

The principal's contract will be acted upon at the March regular meeting. The contracts will be delivered following the adoption of the Principal's salary. The salary, assignment and beginning date of the contracted term will appear on said contract. The length of the contract will be for a period designated on the contract.

4.313 SUPERINTENDENT CONTRACT

The contract of superintendent shall be acted upon at the February regular meeting. The superintendent will be contracted for twelve month basis and the contract period will begin July 1. The length of the contract will be from one to three years.

4.320 DETERMINATION OF SALARIES

4.321 ESTABLISHMENT OF SALARIES

The board of education will establish the salaries of the administrators. The board will consider available resources, data from comparable districts, educational qualifications, and experience in determining these salaries.

4.322 FRINGE BENEFITS

A fringe benefit package will be provided in accordance with the negotiated agreement with the Bucklin Teachers Association.

4.323 SALARY REDUCTION CAFETERIA PLAN

A flexible benefit plan has been established under the Internal Revenue Code: Section 125 "Cafeteria Plan." The purpose of this program is to allow employees, through a salary reduction agreement, to select their plan benefits within the guidelines of the Revenue Act of 1978. The benefits selected may be either taxable or non-taxable benefits, or a combination of both. It is understood that if it is necessary to have additional amounts of payroll deducted for the benefits selected, those amounts will be subject to federal income tax, state income tax, and FICA tax.

4.330 RETIREMENT

4.331 RETIREMENT IN GENERAL

The retirement age for any staff member will be in accordance with current KPERS law.

4.332 KPERS RETIREMENT

The Kansas Public Employee Retirement System policy requires notice to KPERS on the proper forms prior to the first day of the month before starting retirement.

4.333 EARLY RETIREMENT

Reference negotiated agreement.

4.340 MISCELLANEOUS BENEFITS

4.341 LEAVES OF ABSENCE

Reference negotiated agreement.

4.342 PROFESSIONAL DEVELOPMENT

District staff shall make every effort to stay abreast of the latest developments in their respective fields. The board may require or otherwise encourage staff to attend workshops or other activities which will directly benefit the district's schools.

Funds budgeted for inservice may be expended for travel, registration, meals, lodging, substitute pay, and other appropriate expenses.

Requests for inservice education will be made to the superintendent. Requests will be approved based upon availability of funds and rationale for the request.

4.343 TRAVEL REIMBURSEMENT

All reimbursable travel expense is to have prior approval of the superintendent of schools. Reimbursable items include registration fees, meals (excluding alcoholic beverages), lodging, reasonable gratuity, and mileage reimbursement. Reimbursement without a receipt will not be made.

All school personnel requesting reimbursement shall use school vehicles rather than their own when available. Use of district vehicles will be confined to necessary school business. Expenses for travel incurred in the performance of official duties will be reimbursed upon receipt of all receipts. For authorized use of a personal vehicle, staff members shall be reimbursed at the state rate per mile.

The employee must compile a reimbursement request, with all reimbursable expenses supported by itemized receipts. Expenses will not be reimbursed without complete voucher.

4.344 WORKER’S COMPENSATION

The board of education has provided worker’s compensation benefits for all its employees. All accidents occurring on the job must be reported to the superintendent or clerk within 24 hours and forms filed with the insurance agent within five (5) business days.

4.345 LIABILITY INSURANCE

In accordance with board of education policy 2.422, liability insurance will be carried on all licensed personnel.

4.400 RIGHTS & RESPONSIBILITIES OF LICENSED PERSONNEL

4.410 RESPONSIBILITIES OF LICENSED PERSONNEL

4.411 All licensed employees are expected to comply with the policies of the board of education, the reasonable directives of their supervisors, the district’s administration, and the statutes of the state of Kansas.

4.412 All licensed personnel are expected to maintain a pattern of positive communication with parents/guardians, students and colleagues.

4.413 All licensed personnel are expected to maintain a pattern of behavior that characterizes emotional control and stability in the conduct of duties is to be demonstrated.

4.414 All licensed personnel are to comply with the terms of the negotiated agreement and/or job descriptions.

4.415 Daily attendance is expected of all employees except when they are on allowed leave.

4.420 RIGHTS OF LICENSED PERSONNEL

4.421 INTRODUCTORY STATEMENT

The board of education recognizes the professional status of the licensed staff, and desires to create environmental and working conditions which demonstrate said recognition.

4.422 NEGOTIATION PROCEDURES FOR ADMINISTRATORS

All administrators will be given the opportunity to confer with the board of education concerning working conditions, salaries and fringe benefits prior to action by the board of education on said employment contracts.

4.423 NEGOTIATION PROCEDURES FOR TEACHERS

The board of education will negotiate with the representative association of the teachers with good faith in accordance with the statutes of the state of Kansas.

4.500 EVALUATION OF LICENSED PERSONNEL

4.510 EVALUATION OF SUPERINTENDENT

4.511 STATEMENT OF PHILOSOPHY

The purpose of the periodic evaluation of the superintendent of schools is to insure a level of performance that will have the positive effect necessary on the total operations of the district for the attainment of leadership, management, instructional, and operational goals. The primary function of this evaluation is to achieve improvement in the quality of professional leadership in the district.

4.512 EVALUATION REQUIREMENTS

The superintendent of schools will be formally evaluated by the board of education on an annual basis but no less than prescribed in KSA 72-9003 or amendments thereto. The formal evaluation will be completed by February 15 of each fiscal year.

Each evaluation of the superintendent of schools will be based on data that includes a completed performance appraisal document by each member of the board of education. The evaluation findings will be discussed with the superintendent, signed and dated by the superintendent of schools and the president of the board, and a copy filed in the superintendent's file in the district office.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the superintendent. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.520 EVALUATION OF THE PRINCIPAL

4.521 STATEMENT OF PHILOSOPHY

The purpose of evaluation is to insure a level of professional performance that is necessary for the attainment of the management and leadership goals of the district. The primary function of evaluation is to attain improvement in the administrative staff.

4.522 EVALUATION REQUIREMENTS

The principal will be evaluated on an annual basis, but no less than prescribed in KSA 72-9003 and amendments thereto. The superintendent will evaluate the principal. The evaluation process will be completed by February 15 for all administrators.

The evaluation findings will be discussed with the principal. Copies of the evaluation are to be signed by the superintendent and the principal. The signature of the principal does not indicate an agreement with the findings, but does recognize the accomplishment of the evaluation.

Copies of the evaluation will be given to participating administrators and the superintendent's office will file its copy in the personnel file.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the superintendent. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.530 EVALUATIONS OF THE INSTRUCTORS

4.531 STATEMENT OF PHILOSOPHY

The purpose of evaluation is to insure a level of professional performance that is necessary for the attainment of the management and leadership goals of the district. The primary function of evaluation is to attain improvement in the instructional staff.

4.532 EVALUATION REQUIREMENTS

Each instructor will be evaluated on a regular basis, but no less than prescribed in KSA 72-9003 and amendments thereto. The principal will evaluate the teachers. The evaluation process will be completed by February 15 for all instructors.

The evaluation findings will be discussed with the teacher. Copies of the evaluation are to be signed by the teacher and the principal. The signature of the teacher does not indicate an agreement with the findings, but does recognize the accomplishment of the evaluation.

Copies of the evaluation will be given to participating teachers, principals and the superintendent. The superintendent's office will file its copy in the personnel file.

When deemed appropriate, a plan for improvement should be developed. The plan for improvement development process will include input from the administrator. Plans for improvement are to include a follow-up conference to assess the value of the plan and the quality of the accomplishment.

4.600 GENERAL POLICIES FOR LICENSED PERSONNEL

4.610 RECORD REQUIREMENTS

Prior to beginning work, personnel must provide copies of the following:

- Valid teaching certificate
- Transcripts of college credits
- Signed contract
- W-4 Form
- I-9 Form
- Loyalty Oath
- KPERS Forms as applicable
- Completed health form
- Copy of their Driver's License
- Copy of their Social Security Card
- Section 125 election form
- Health Insurance application / waiver

4.620 PERSONNEL FILES

A personnel file for each employee will be kept in the superintendent's office. Employees are responsible for providing updated information to the superintendent's secretary for inclusion in the folders.

When a licensed employee leaves the district, a copy of the last evaluation and letter of resignation are archived. At the end of five years, these items are destroyed.

4.630 VIOLATION OF BOARD OF EDUCATION POLICIES OR ADMINISTRATION

Licensed staff members are expected to be informed concerning state statutes on public education and board of education policies.

4.700 REPORTING

4.710 ACCIDENTS

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

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal and superintendent.

4.720 MEDIA NOTIFICATION

Do not give written statements to insurance adjusters or attorneys or others not representing the school board's interests. Please refer all interested parties to the Superintendent.

4.730 CHILD ABUSE

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse shall promptly report the matter to the Principal of their school, who will report the suspected abuse to the local Social Rehabilitation Services (SRS) or the local law enforcement agency if the SRS office is not open, and the Superintendent. District employees will not contact the child's family or any other person on the incident.

4.740 VANDALISM

Employees shall report any vandalism to the principal. The Superintendent will be notified.

4.750 VIOLENT ACTS

Any employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the principal who will notify the local law enforcement immediately:

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

The Superintendent will be notified.

4.760 COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee

shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other district employees and to students. Upon the use of all sick leave, pay will be deducted for the salary.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician with a physician's release to return to work.

4.800 DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act.

4.810 EMPLOYEE CONDUCT

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on/in school property/buildings or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any or all of the following sanctions:

- Short term suspension with pay pending conference with Superintendent
- Short term suspension without pay
- Long term suspension without pay
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program
- Termination or dismissal from employment

In suspension without pay situations, the employee is entitled to a hearing before the Board of Education.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the superintendent.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

4.900 OTHER GENERAL POLICIES FOR LICENSED PERSONNEL

4.910 SEXUAL HARASSMENT

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Reference handbooks for detailed policies.

4.920 DISTRICT COMPLIANCE WITH TITLE IX

See handbook for detailed policy.

4.930 CIVILITY POLICY

See handbook for detailed policy.

4.940 CONFIDENTIALITY

4.941 STUDENT INFORMATION

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

4.942 PERSONNEL INFORMATION

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel.

Violations of this rule which violate the privacy rights of employees could result in disciplinary actions being taken against the employee, including termination.

4.950 PERSONAL APPEARANCE

All employees of the school district should give proper attention to their personal appearance and cleanliness. Please dress appropriately and professionally, be well-groomed, and exhibit the habits of cleanliness that you expect of the students. Custodians will wear uniforms.

All employees of the district are expected to refrain from using profanity or inappropriate language on duty.

4.960 GIFTS

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

4.970 KEYS

The Principal/Superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor at the end of the school year and when an employee is no longer employed by the district.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal and superintendent so measures may be taken to maintain safety and security and to protect district property.

A replacement cost of \$10 will be charged for a lost key fob. The lost one will be deleted from the computer system for safety and security purposes.

Employees who lose their keys will be charged the replacement cost on the first occurrence. The second and any other occurrences will carry an additional \$50 penalty for the lost keys.

- Proposed to BOE 9/8/08
- Approved by BOE 11/10/08