Notice
The sole purpose of this handbook is to serve as reference for staff and clarify procedures used in the operations of New Beginnings, SpEd Admin Programs, and special education programs served by itinerant staff district wide. Significant effort has been made to guarantee alignment with all state statutes and all agreements negotiated by USD #469 and its employees. In the case of error or non-agreement, statute and negotiated agreement must supersede this handbook, and the information in this handbook will be null and void. For the sake of accuracy, in the case of error or non-agreement, please notify the Director of Special Education immediately.

For more information use the link below to visit the district website.

USD469 - Lansing School District.htm
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USD #469 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 Unified School District #469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning Unified School District #469 compliance with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District #469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by USD #469 to coordinate the institution’s efforts to comply with the regulations implementing Title II, Title VI, Title VII, Title IX, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act 2001, USERRA, Section 504 or other applicable federal, state or local law.

Any person may also contact the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64111, (816) 268-0550, TDD (877) 521-2172, regarding the institution’s compliance with regulations implementing Title II, Title VI, Title VII, Title IX, or Section 504. (07/2016)

District Vision and Mission Statement

Vision Statement

We envision a community where every citizen values and maximizes their own education and commits to supporting the highest quality of learning opportunities for all children and adults.

Mission Statement

The Lansing School District mission is to provide all students scholastic, technical, social and lifelong learning skills essential for academic, occupational, and personal success as productive citizens.

New Beginnings School Mission

Our mission is to ensure high levels of learning for all students. We look forward to working together as a professional community of learners to advance that mission.
New Beginnings – SSD - ECH Daily Bell Schedule

<table>
<thead>
<tr>
<th>MONDAY-FRIDAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival to New Beginnings @</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Breakfast</td>
<td>8:00 am – 8:15 am</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; hour</td>
<td>8:15 am – 9:05 am</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; hour</td>
<td>9:05 am – 9:55 am</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; hour</td>
<td>9:55 am – 10:45 am</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; hour</td>
<td>10:45 am – 11:10 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:10 am – 11:40 am</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; hour</td>
<td>11:40 am – 12:05 pm</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; hour</td>
<td>12:05 pm – 12:55 pm</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; hour</td>
<td>12:55 pm – 1:45 pm</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; hour</td>
<td>1:45 pm – 2:35 pm</td>
</tr>
<tr>
<td>Homeroom</td>
<td>2:35 pm – 2:45 pm</td>
</tr>
<tr>
<td>New Beginnings dismissal @</td>
<td>2:45 pm</td>
</tr>
</tbody>
</table>

**Itinerant Daily Schedule**

If assigned to one of the other buildings, please be sure and check with your supervisor to determine the exact times you are to be present. The current building hours are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Office hours</th>
<th>Building hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lansing High School</td>
<td>7:30 am-4:00 pm</td>
<td>8:05 am-3:10 pm</td>
</tr>
<tr>
<td>Lansing Middle School</td>
<td>7:30 am-4:00 pm</td>
<td>8:15 am-3:20 pm</td>
</tr>
<tr>
<td>Lansing Elementary School</td>
<td>7:30 am-4:00 pm</td>
<td>8:30 am-3:30 pm</td>
</tr>
<tr>
<td>Lansing Sped Admin Building</td>
<td>7:00 am-4:00 pm</td>
<td>7:00 am-4:00 pm</td>
</tr>
</tbody>
</table>
**STAFF**

### New Beginnings Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ron Malcolm</td>
<td>Assistant Director of Sped – Principal</td>
<td>All Buildings/Programs</td>
</tr>
<tr>
<td>Nathan Romey</td>
<td>Severe Disabilities</td>
<td>Para Educator</td>
</tr>
<tr>
<td>Jake Hanson</td>
<td>School Psychologist</td>
<td>ASL Interpreter</td>
</tr>
<tr>
<td>Robin Siemsen</td>
<td>Speech/Language</td>
<td>Para Educator</td>
</tr>
<tr>
<td>Terri Dominick</td>
<td>Occupational Therapist</td>
<td>Para Educator</td>
</tr>
<tr>
<td>Courtney McCully</td>
<td>Elementary</td>
<td>Para Educator</td>
</tr>
<tr>
<td>Kristen Van Dam</td>
<td>Secondary</td>
<td>Admin Assistant</td>
</tr>
<tr>
<td>Mary Hill</td>
<td>PALS</td>
<td>School Nurse</td>
</tr>
</tbody>
</table>

### SPED Admin Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ron Malcolm</td>
<td>Assistant Director</td>
<td>All Buildings/Programs</td>
</tr>
<tr>
<td>Jessica Morris</td>
<td>Speech and Language</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Jake Hanson</td>
<td>School Psychologist</td>
<td>All Buildings/Programs</td>
</tr>
<tr>
<td>Robin Siemsen</td>
<td>Speech and Language</td>
<td>Multiple Sites</td>
</tr>
<tr>
<td>Terri Dominick</td>
<td>Occupational Therapy</td>
<td>Multiple Sites</td>
</tr>
<tr>
<td>Brett Becker</td>
<td>Adaptive Physical Education</td>
<td>Multiple Sites/Districts</td>
</tr>
<tr>
<td>Keri Litewski</td>
<td>Early Childhood</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Lori Daly</td>
<td>Early Childhood</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Cindy Willis</td>
<td>Early Childhood</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Heather Trinkle</td>
<td>Early Childhood</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Rafella Granger</td>
<td>4 year old At Risk - Preschool</td>
<td>SpEd Admin</td>
</tr>
<tr>
<td>Amy Dale</td>
<td>Compliance</td>
<td>All Buildings</td>
</tr>
<tr>
<td>Cindy James</td>
<td>Deaf and Hard of Hearing</td>
<td>Multiple Buildings/Districts</td>
</tr>
<tr>
<td>Sharon Hutchens</td>
<td>Physical Therapy Assistant</td>
<td>Multiple Buildings/Districts</td>
</tr>
<tr>
<td>Dayna Brown</td>
<td>Social Worker</td>
<td>Multiple Buildings / Districts</td>
</tr>
</tbody>
</table>

### Lansing Unified School District #469

**Student Exit Outcomes for the 21st Century**

The Lansing School District’s mission is to provide all students with the scholastic, technical, social, and lifelong learning skills essential for academic, occupational, and personal success as productive citizens.

We know that we have achieved our mission when each student can:

- Demonstrate mastery of essential skills and knowledge.
- Demonstrate the ability to apply acquired knowledge and skills.
- Demonstrate a high level of personal skills and characteristics.
- Demonstrate characteristics of responsible citizenship.
- Demonstrate the desire for and the need to continue learning.

We know that we have achieved our mission when each student can:

- Demonstrate mastery of essential skills and knowledge in the following content areas:
  - Reading
  - Writing
  - Mathematics
  - Science
  - Speaking
  - Technology
  - Social Studies
  - Problem Solving
- Demonstrate the ability to apply acquired knowledge and skills in:
  - Retrieving and Organizing Information
➢ Decision Making
➢ Understanding Systems & Relationships
• Demonstrate a high level of personal skills and characteristics to include:
  ➢ Positive Self-Esteem
  ➢ Ability to work with others
  ➢ Flexibility
  ➢ Strong Work Ethic
• Demonstrate characteristics of responsible citizenship by exhibiting:
  ➢ Respect for Self and Others
  ➢ A Sense of Community
  ➢ Appreciation for a Multicultural Society

➢ Communicating
➢ Applying Technological Skills
➢ Appreciation of Fine Arts
➢ Self-Management
➢ Healthy Emotional & Physical Habits
➢ Protecting the Environment
➢ Understanding Citizen’s Rights and Responsibilities

➢ Demonstrate the desire for and the need to continue learning through:
  ➢ Successful Completion of all Graduation Requirements
  ➢ Adaptation of acquired Knowledge, Skills, & Behaviors in a changing Environment & Workplace
  ➢ Participation in Post-Secondary Learning Opportunities for Continued Growth

**Curriculum**

**District Goals:**
1. Provide an educational environment that supports optimal use of fiscal resources.
2. Expand the partnership between parents, patrons, businesses, and the district.
3. Acquire and maintain the technology resources needed to enhance, support, and integrate into all academic programs.
4. Provide quality facilities that support the mission of the district.
5. Provide an integrated curriculum that meets the diverse needs of the students.
6. Develop procedures to recruit and retain a highly competent staff.
7. Provide staff development programs that support professional excellence.
8. Maintain a safe school environment for students, staff, parents, and patrons.

**Building Goals:**
1. To become an integral member of Lansing USD 469.

The curriculum for New Beginnings School will be the State Standards/Common Core. It can be downloaded from the Kansas Dept. of Education website at [www.KSDE.org](http://www.KSDE.org).

**Lessons Plans**
Each teacher shall develop, maintain and follow lesson plans, which conform to the board-approved curriculum, the district’s educational goals and the expected student learning outcomes. A copy of lesson plans shall be provided to the principal by teachers prior to leaving on Friday (unless previously discussed and approved by principal).

Lesson plans are critical to your success as a teacher. They need to be submitted weekly to the Assistant Director of Special Education by 8:00 a.m. each Monday morning. Please do weekly, monthly, and yearly planning so that all essential learning is covered. Lesson plans should be complete at least one week in advance, in case there is an emergency. More information will be provided on lesson planning during our professional development.
Grading Scale (by %)

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90</td>
<td>A</td>
</tr>
<tr>
<td>89-80</td>
<td>B</td>
</tr>
<tr>
<td>79-70</td>
<td>C</td>
</tr>
<tr>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>59-below</td>
<td>F</td>
</tr>
</tbody>
</table>

All teachers must review their grading expectations with their students at the beginning of the semester and submit their grading policies to the building principal.

Make-up work

IHEA Make-up Opportunities (See JBD, JDD)

- All teachers will supply make-up work assignments when requested by the student or parents. (This will be requested to the office and is to be turned in to the office by the end of the day.)
- It is the responsibility of the students to obtain the necessary makeup work from his/her teacher(s) when absent.

Excused absences:
Students will be allowed two (2) days for the first day missed and one (1) day for each consecutive day absent beyond the first, unless other arrangements are made with the individual teachers.

Unexcused absences:
Students are given the chance to make-up the work but assignments will be subject to teacher grading policy.

Out of School Suspension:
The student must make-up the work and have it turned in no later than the day they return from OSS period unless other arrangements have been made with the individual teachers. If a test is given while a student is on OSS, the student will have the opportunity to make-up the test in a timely manner. Arrangements will need to be made with teachers for a time outside of the regular school day to make-up tests.
Reports

Progress Reports
Grades will be updated a **minimum** of once each week on Skyward. **Teachers must be able to** justify and document the grade given if called upon to do so. Be sure that you explain your grading system and policies to your students and parents.

Report Cards (JF-R)
Report cards will be issued to students/parents within 5 school days following the end of each semester. **Any grade of D or F must have a reason noted on the progress report or report card.**

Student Attendance
The following student absences will be excused by the administration: (JBD-R)
A. Personal illness (a professional notification may be required for extended or excessive absences.
B. Doctor, dental, and legal appointments unable to be scheduled outside the regular school day.
C. Serious personal or family emergencies
D. School sponsored activities
E. Students in good standing may be allowed up to five (5) days per year for parental requested absence when pre-arranged with the building principal. Parental requests for the absence must be made a minimum of 3 school-days prior to the student being absent from school. All required work must be turned in before the student leaves school for a parental requested absence.

All other absences will be considered unexcused unless previously approved by the building principal.

Accidents (JGFG)
Any school employee who discovers an accident on school property shall report the accident to the office/on-duty administrator.

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

If a qualified employee is present they may administer first aid. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. See “First Aid.”

Accident – Staff Members
If you are involved in an accident at work, you need to notify the on-duty administration and the Director of Special Education and Christine Smith Workman’s Comp Representative at 727-1100 immediately and fill out an accident report. If workman’s compensation is necessary, additional forms will need to be filled out. The **district** office must be notified to determine which doctor/facility to go to.

The employee must keep copies of all doctor’s orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See “Workers Compensation.”
Mandated Reporting - 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 promptly report the matter to the local Department of Children and Family Services (DCF) office 651-6200 or to the local law enforcement agency (727-3000) if the DCF office is not open. The number for the Child Abuse Hot Line is 1-800-922-5330.

The employee making the report will not contact the child’s family or any other person(s) to determine the cause of the suspected abuse or neglect.

Reporting Procedure

- The employee shall promptly report to the local DCF office, Child Abuse Hot line or law enforcement if DCF is closed. It is recommended that the building principal and counselor also be notified after the report is made.
- The building principal will notify the superintendent that the initial report to DCF has been made.
- The following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child’s condition.
- Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with another adult witness present. The school nurse should handle physical inspections.
- Anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Events Scheduling

Please fill out an on-line Facilities Use Request Form to schedule an event for after school hours or to use an area other than your classroom (i.e. auditorium).

Parent – Teacher Conferences

Conferences are a time to discuss academic performance and student behavior. If there are concerns in either of these areas, do not wait for conferences to talk to parents. It works best to communicate with parents at the first indication of academic or behavioral issues. The voice of the principal is not the first one parents want to hear regarding classroom issues. If you send a student out of your class or write a referral, you need to call parents ASAP to inform parents/guardians about the issue. Follow new ESI regulations as presented at start-up for the 16-17 school year.

Parent-Teacher Conferences are scheduled on:
- October 9, 4:00pm-8:00 pm, October 10, 7:00am-3:00pm
- February 12, 4:00pm-8:00pm and February 13, 7:00am-3:00pm

Teacher Work Days:
Oct. 9 End of 1st Quarter
Jan. 3 End of 2nd Quarter
Mar. 23 End of 3rd Quarter
May 22 Teachers have this day to work in their rooms and complete the end of the year check out process.
### In-Service Days

<table>
<thead>
<tr>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6-7</td>
<td>New Teacher Orientation</td>
</tr>
<tr>
<td></td>
<td>New Teacher Orientation</td>
</tr>
<tr>
<td>August 8-13</td>
<td>All Teachers Report (1 work day)</td>
</tr>
<tr>
<td></td>
<td>Professional Development/Work day</td>
</tr>
<tr>
<td>September 16</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td>October 14</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td>January 6</td>
<td>Professional Development/Work Day</td>
</tr>
<tr>
<td></td>
<td>Professional Development/Work Day</td>
</tr>
<tr>
<td>February 17 &amp; 18</td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td>May 1</td>
<td>LEF Breakfast</td>
</tr>
<tr>
<td></td>
<td>Professional Development</td>
</tr>
</tbody>
</table>

### Work Day Defined

Teachers should be in the building and ready for supervision at 7:30am and may leave at 3:15pm. Itinerant staff should check with their building as to specific supervision expectations and arrival and departure time. Daily building supervision assignments will be e-mailed to staff at the beginning of the school year. The building principal may deem it necessary to move individual starting times to meet the needs of the building. Please contact the principal if you find it necessary to arrive late or leave early.

If you are unable to be in your assigned supervision area, notify other teachers in proximity to your area. If you find yourself unable to cover parking lot supervision, it is your responsibility to find a replacement. Be sure to include supervision information in your sub folder.

**Leaving the Building during the Day**

Any staff member needing to leave the building during the day will sign out and in with the administrative assistant before leaving. They will also notify the Assistant Director of Special Education that they have left the building.

**Duty Free Lunch**

Teachers have a thirty-minute duty free lunch. Passing to and from lunch is counted as part of the thirty minutes.

**Planning Periods and Lesson Plans**

Each teacher is provided with a minimum of 215 minutes of planning/meeting/conferencing time each week. On occasion you may be asked to cover for another teacher during your planning period. Every attempt will be made to spread this duty out evenly. Teachers will be compensated if they cover a class during planning time as per the negotiated agreement. Weekly lesson plans will be turned in prior to leaving on Friday at 3:15 unless previously discussed and approved by principal. Minimum grade updates are by Tuesday at 7:30 am each week.

**Faculty Meetings – Will be scheduled the first Thursday of the month after school as necessary (up to 60 minutes/month).**
TESTING SCHEDULE

The principal or testing will notify staff of upcoming testing including the MAP Test and Kansas State Assessments. Alternative schedules will be published to accommodate some testing.

2019-2020 Kansas State Assessment Information – ALL yet TBD!!

Subject Areas:

- English Language Arts, Grades 3-8, 10
- Math, Grades 3-8, 10
- Science, Grades 5, 8, 11
- Alternate, Ages 10, 13, 16

Dynamic Learning MAPS:

- English Language Arts, Grades 3-8, 10
- Science, Grades 5, 8, 11
- Mathematics, Grades 3-8, 10

Special Accommodations:

- Listening (ELL only)
- Plain English Math (ELL only)

Timeline for all Subject Areas:

November --- Writing material mailed to districts (Writing assessment may be given any time thereafter.)
February --- Reading and math materials mailed from CETE to districts
February – April --- Testing Window for reading and math
April --- All materials postmarked back to CETE

Grading Periods

First Semester: August 14 – December 20
Second Semester: January 7 – May 21

*** Final Grades are to be posted by teachers and verified as such by the registrar no more than 5 school/business days after the last day of classes! ***

Library Services

Check with the Assistant Director of Special Education with any questions regarding services provided through the school library.

Records

Personnel Records (GAK)

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor.

License Procedures

1. Request renewal form from central office
2. Fill out
3. Submit IDP log to Central Office so that the district PDC can approve it. The logs need to be submitted at least 2 weeks prior to meeting dates. Meetings will be scheduled for early October, mid-January, and late April.
The time frame for submitting a renewal application to the Kansas State Department of Education is six months prior to the expiration date of the license. Be sure to give yourself plenty of time to meet the deadlines.

Certified staff must have a current certificate on file. A paycheck will not be issued to any certified staff member whose certification is not current. Application for certificate renewal is the responsibility of the certified employee, not the principal or secretary.

If an individual holds a bachelor’s degree, they must submit 160 professional development points earned under an approved individual development plan to renew their professional license. Half of the professional point (80) must be awarded for completing appropriate college or university credit. One semester credit hour is equal to 20 professional development points. The Professional Development Council will determine the appropriateness of college credit before awarding points.

If an individual holds an advanced degree, they must submit 120 professional development points earned under an approved individual development plan to renew their professional license. The PDC will determine the appropriateness of college credit prior to awarding points. An individual with a graduate degree is not required to earn any points from completing semester credit hours. They may submit professional development earned through any combination of semester credits and other professional development activities.

Individuals may apply semester credit hours directly to licensure renewal without being awarded professional development points for the credits ONLY if the credit hours are earned as part of an approved teacher preparation program for an added endorsement area, or for a school specialist or leadership license.

The professional development points used for renewal of a license must be earned in at least two of three areas:

- Content Endorsement Standards;
- Professional Education Standards; or
- Service to the Profession

Decision Path for Awarding Professional Development Points
1. The individual submits a professional development plan to the district Professional Development Council (PDC) and the PDC approve the professional development plan.
2. The individual completes activities related to his or her approved professional development plan and submits documentation/evidence to PDC. Evidence of learning needs to be a detailed report of learning from the session. Submission of points will be done in a timely manner. Relicensure can be done 6 months prior to renewal. Licensure lapses may result in a decrease of pay to long term subbing or termination.
3. The PDC verifies that the activity addresses the goals in the approved professional development plan and submits documentation/evidence to PDC.
4. If the PDC has questions about how knowledge level (baseline) points are determined, they are to request additional clarification from the individual. This may be accomplished with a form the PDC uses for such purposes.

Exceptions:
With the exception of the following situations, under regulations effective July 1, 2003, all renewals of a professional license will be based on professional development points awarded by a local professional development council.

- You may apply directly to Licensure and Teacher Education at KSDE if you are completing a program for additional endorsement or license (new teaching field or school specialist or leadership), and can provide an official transcript verifying at least eight credit hours that were part of the approved program.
- You may apply directly to Licensure and Teacher Education at KSDE if you held a certificate and earned a graduate degree prior to July 1, 2003 AND have at least three years of accredited experience during the term of the professional license being renewed.
• You may apply directly to Licensure and Teacher Education KSDE if you have completed the National Board Certification assessment process through the National Board for Professional Teaching Standards during the term of the professional license being renewed.

Regulation 91-1-205(b)

Address Changes
Please notify the building secretary and central office of any address or telephone changes throughout the school year and/or summer. At times it is necessary to mail correspondence or contact staff members.

Student Records (JR)
Student cumulative files are located in the administrative assistants locked file drawer in her desk. All student records are to be treated as confidential.

Employee Conduct

Drug Free Workplace (GAOA-R)
The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Drug Free Schools
The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226,103 St. 1928.

Use of Tobacco Products (see GAOC-R)
Employee or visitor use of tobacco products in any form will be permitted only in district buildings not housing a student attendance center and only in designated smoking areas out of sight of children. Tobacco use by any employees on school property will only take place in designated smoking areas out of the sight of children.

Relations with Students (see GAF)
Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment 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 or status.

Bullying by Staff (See EBC, GAAB, JDD, and JDDC and KGC)GAAE
The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Supervision of Para Educators
Classified employees shall be evaluated by their supervisor to whom they are assigned, with input from the program administrator. Classified employees shall be evaluated on their personal qualities, their
commitment to duty, work-related skills related to their job description and achievement of their self-selected improvement goal. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator, and will be placed in the employee’s personnel file. (See Appendix E) The purpose of evaluation is to improve employee job performance. Therefore, an honest appraisal of job performance is necessary and a requirement. In dealing with poor performance or receiving an unsatisfactory on the district evaluation instrument, the district shall utilize a progressive action process (See Appendix F) to improve the performance of the employee. This process shall generally call for:

- Written notice – need for a Plan of Improvement when any area shows “unsatisfactory” on the adopted evaluation instrument or at any other time performance is unsatisfactory. The employee’s supervisor and/or the director of the department develops job improvement targets with input from the district administration and the employee. (See Appendix G)
- The supervisor observes and conferences with the employee a minimum of one time per week. Documentation is kept. (See Appendix H)
- Disciplinary probation accompanied by a second written warning if failure to show improvement after two weeks.
- The plan for improvement is revised; then the employee is placed on disciplinary probation.
- Notice of intent to dismiss if failure to improve in one week.
- Dismissal or end probation.
Supervision of Students (see JGFB)

Students shall be supervised by school personnel when they are under the jurisdiction of the school. No student will be allowed to run personal errands off school premises for any teacher during the school day. Teachers are expected to be in their assigned areas of supervision at 7:30am each day. Students may be required to be escorted to classes and lunch if deemed necessary by administration. Students going to the bathroom are to be monitored in the hallway and the restroom is to be checked once they exit. If there is an emergency and you need to leave students, you must notify the office immediately.

Computer Use

Use of District Computers/Privacy Rights – See the Technology Acceptable Use Policy
Use of District Personal Property and Equipment (see KGA)

No district equipment shall be used by staff for personal reasons at school or away from its designated station without prior approval of the superintendent.

Ordering Procedures (DJEG)

Do not purchase an item and expect to be reimbursed. All requisitions must be submitted via Skyward for approval. You should discuss with your building administrator before ordering, and you must utilize a tax exempt form for all purchases. When you submit a requisition, please include an explanation showing the need for the item. All requisitions must be reconciled via Skyward as soon as the order comes in. All credit card purchases require the same tax exemption as purchase orders (POs) and an immediate reconciliation on Skyward with copies of receipts is required. Reconciliation of the credit card will not exceed 45 days from date of purchase. Failure to follow the above ordering procedures may result in loss of ordering privileges either via PO or a district credit card.

Vehicle Request

After a Leave/Travel form has been approved by the principal and superintendent, then a vehicle request form can be submitted to the program administrator and the activity director at the high school. The district doesn’t pay for mileage unless a district vehicle isn’t available.

Confidentiality

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.

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, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination. Don’t share confidential information in the teacher’s workroom, in the hallway, or in places where student rights could be violated. The best place to share confidential information would be in the school conference room or the principal’s office with the door closed.

Sexual Harassment (see GAAC)

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee’s job status.
False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

Gifts (see GAJ)
Staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school–sponsored activity unless approved by the principal. Staff members are prohibited from receiving gifts from vendors, salesmen, or other such representatives.

Solicitations (GAI)
Persons seeking to sell, solicit or display on school premises any item requiring the expenditure of district funds must first secure permission from the building administrator, the Director of Special Education or superintendent. Appointments with district staff during day hours shall be held at a time approved by the appropriate supervisor.

Tutoring for Pay (GBRGB)
Parents who feel that their children need tutoring may discuss the situation with the program administrator, counselor or the teacher. Tutoring assignments may be accepted by the teacher involved when recommended by the program administrator and superintendent and approved by the board prior to the beginning of any such instruction.

_Teachers may receive payment from the district if the Director of Special Education has approved their hours in advance for after school help or homebound instruction. Migrant and homeless situations need to be reported immediately to the Director of Special Education._

Field Trips
A form requesting a field trip must be obtained from the activities director and submitted to the program administrator for approval.

Movies
Any movie or excerpts of movies need to be approved by the program administrator prior to showing. Guidelines, request and parent permission forms are available through the administrative assistant.

Fundraising
***All fundraising should be kept to a minimum and should be done only to meet educational opportunities which would not be financially available to students otherwise. Administrator approval is required.***

Absences/Substitutes
- It is critical that there are lesson plans one week in advance for a substitute. All teachers should have a substitute file that will give information to the substitute about your classroom, the time schedules, and the duties that they are expected to perform. This file should also include some emergency lesson plans, in case your regular plans cannot be followed and a seating chart for each class. This file should be prepared and provided to the New Beginnings school office by no later than September 1.
- All absences should be entered into AESOP as soon as you are aware of the need. The program administrator is to be notified as well.

Conflict of Interest (see GAG)
District employees are prohibited from engaging in any activity, which may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any
product, article, instrument, service or other items which would directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

**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.

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

**Teacher Evaluations**
Track I Teachers – non-tenured teachers in their first, second, or third year of teaching.

*Informal Observations (walk-throughs)*
- Year 1 Minimum of 15 per semester
- Year 2 Minimum of 15 per semester
- Year 3 Minimum of 10 per semester

*Formal Observation*
- Minimum of 1 per semester

Track II Teachers – Tenured teachers in good standing who have taught more than three years.

*Informal Observation – Minimum of 8 per semester
*Formal Observations – Minimum of 1 every 3 years

Track III Teachers – Tenured teachers in need of assistance

*Informal Observations – Weekly walk-through observations (under normal conditions).
*Formal Observations – Minimum of 1 per month.

**Professional Development**
All plans for staff development involving expenditure of district funds, or which may require time away from the employee’s assigned responsibility shall be approved in advance by the program administrator.

1. Request a Professional Leave Request form from secretary.
2. Fill out form submit to the program administrator for approval.
3. Notify Christine Smith at the Board Office.
4. If a vehicle is needed make the request through the Activity Director. The vehicles are located at the bus barn. You will be required to log your miles, date, and name in the folder in the vehicle (see EDAA for more information).
5. Fill out the Travel Expense reimbursement form and submit to principal for signature. All cash receipts must be attached.
6. All credit receipts must be scanned into Skyward immediately upon return to the district so that you can reconcile your charges.

**Problem Solving**
Problems, questions, or complaints are best addressed by those directly involved. Because of this, most problems are best solved taking one step at a time, and often, the first step is all that is needed. Steps, in order, are:

1. Talk to the adult(s) directly involved.
2. Talk with that person’s supervisor.
3. Talk with the Assistant Director or Director of Special Education.
4. Talk with the school superintendent
5. Talk to a member of the school board.

**GRIEVANCE PROCEDURES (see negotiated agreement)**

**Complaints/Grievances**
- Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.
- If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.
- If the complaint is not covered by the grievance procedures, the complaint shall be in writing; filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.

**Discrimination Complaints (see GAAB, GAAC, GAEA or GAACA)**
- Complaints of discrimination should be addressed to an employee’s supervisor or to the compliance coordinator.
- Complaints against the superintendent should be addressed to the board of education.
- Complaints of discrimination will be resolved using the district’s discrimination complaint procedure. (See KN)
Interrogations and Investigation of Students (JCAC-R)
THE BUILDING ADMINISTRATOR OR A CERTIFIED SCHOOL STAFF MEMBER SHALL BE PRESENT AT ALL TIMES.

Interrogation of Student during Investigation of Violations of School Rules
In instances where school rules have allegedly been violated, the building administrator may notify the suspected rule violator(s). When suspension may be a consideration, the suspect student shall be advised orally or in writing of the nature of the alleged offense and of the evidence. Probable witnesses should be told the nature of the alleged misconduct and the reason to believe that they were witnesses. The building administrator may have another adult present during questioning of students.

Violations of Criminal Law
During an investigation of violation of school rules, the building administrator shall attempt to ascertain whether there is sufficient justification to believe that a criminal offense was committed that warrants notification to law enforcement officials.
Information of criminal conduct not related to the schools shall be turned over to law enforcement officials, without additional investigation by school officials.

Searches of Property (JCAB)
IF A STAFF MEMBER BELIEVES THERE IS A NEED TO SEARCH A STUDENT OR PROPERTY, CALL THE BUILDING ADMINISTRATOR.
Administrators are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the building administrator shall be carried out in the presence of another adult witness.

Release of Students from School during the Day (JBH)
• Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the building administrator’s office to seek the building administrator’s permission and will follow the designated sign-out procedures.
• Parents must sign students out in the office.
• Teachers shall not allow students to run errands requiring the students to leave school grounds during the school day.
• Parents wishing to take their students from a field trip in their car must sign a form.
(See Appendix)

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

Posters (KI)
Posters approved by administration may be displayed in designated areas. All posters should be approved prior to being displayed.
Orientation
All new certified employees shall receive orientation including the contents of this handbook.

Personal Property
The district is not responsible for employees’ personal property and does not provide insurance on employee’s personal property. 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. Please stow your personal property carefully when brought onto school premises.

Use of Personal Vehicle
When transporting students, every attempt should be made to use district transportation. In case of emergencies, any employee who needs to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver’s license to the superintendent’s secretary or building administrator prior to transporting students.

Telephone Use
District telephones are for school business only. Use of phones for personal business should be avoided except in case of an emergency. All classrooms have school telephones for conducting school related business.
During classes, staff members should have their cell phones set on vibrate or turned off. Classes will not be disrupted for telephone calls unless it is an emergency approved by the building administrator.

Maintenance and Technology Requests
Maintenance and Technology requests are to be made on-line through Skyward.

Health

School Nurse
Whenever a student is ill, teachers will send them to the nurse. If necessary, call the office for assistance transporting the student.

Privacy of Health Information (HEPA)
• ALL STUDENT HEALTH CONCERNS ARE CONFIDENTIAL.
• After the nurse or representative of the nurse obtains parental and/or students consent, information will be shared on a “need to know” basis.
• Health alerts are indicated in Skyward. If the student has a health concern, a medical icon will appear when the student record is opened. Click on the medical symbol to open the alert.
• List(s) of students with health concerns are NOT to be made.
• If you need more information, please contact the nurse by e-mail or with a visit to the office. Only one student name is to appear on any correspondence.
• In the sub folder you may indicate a student with a health concern with the notation for the sub to call the nurse for information regarding that individual student. (We suggest the use of an asterisk or some other character to do this).

Communicable Diseases (see GAR)
Whenever an employee has been or is diagnosed by a physician as having a communicable disease, 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.
AIDS

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the health assessment team, the risks and benefits to both the employee and to others in the proposed work setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee’s consent except to comply with state or federal statutes.

Dealing With School Employees with HIV

A. The Review Board may need to develop additional procedures to periodically assess the employee’s condition to assist in determining the employee’s status to work. Establishment of a plan for periodic review of the employee’s status shall be established by the Review Board at the initial meeting.

B. Before HIV infected individuals may work in the district, they shall be required to participate in a conference with appropriate school personnel for the purpose of determining reasonable expectations regarding the individual’s responsibilities in the work setting. Written recommendations are to be developed from the conference.

Confidentiality

To the extent possible, knowledge of the employee’s condition shall be retained within the Review Board members. In some situations, it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Policy Review

When new medical information becomes available with regard to HIV, these recommendations may be updated or changed as needed.

Health Examinations (see GBRA)

As a condition to entering or continuing employment, certified employee must present a district-approved form to the clerk, completed by a health care professional, 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 a reasonable cause to believe 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)

First Aid

Generally, school employees are not trained to administer medical treatment to students. Only qualified employees may diagnose or in any way treat a student suspected of injury other than attempting to make the student as comfortable as possible while waiting for medical treatment. Qualified employees are those who have successfully completed an approved Red Cross First Aid Program or who have otherwise been approved by the superintendent to administer treatment.

Medications, Administering JGFB

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district personnel. Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurses, unless authorized. Medications will remain under lock and key in the nurse’s office.

Handwashing
The lack of handwashing is the number one way to spread illnesses. Proper handwashing techniques should be employed daily by all staff members to assist with the spreading of illnesses.

**Hazardous Waste (see EBBA)**

No employee shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material, which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Contact the custodian if you have hazardous waste.

**Animals and Plants (see ING)**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as: poison ivy or sumac may be brought into the classroom for educational purposes with prior approval.

*Under no circumstances are animals to be transported on school buses.*

**Safety and Security**

**Accidents, Reporting of (JGFG)**

When a staff member becomes aware that a student has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building administrator. If a student has an accident which appears to require medical treatment, an employee shall send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

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

**Sharp Objects**

All sharp objects shall be safely stored in their proper locations within the classroom. No sharp objects such as knives or box cutters should be located in any classrooms. Scissors need to be locked in cabinets or the teacher’s desk to avoid accessibility for students.

**Liquids**

Liquids such as: pop, hot coffee or tea should not be accessible to students within the classroom. This is to avoid the situation of having students access these hot liquids and throwing them on staff or other students in the classroom and causing injury.

**Drills and Evacuations**

Teachers shall explain the plan for emergency drills and evacuations to students during the first full week of school. Evacuation routes should be posted in each classroom.

We will have a fire drill each month and three tornado drills during the year. In addition, we will have at least one drill for intruder on campus, chemical spills or evacuation. Please read your crisis management and response book carefully.
Fire Drill Schedule – monthly
Tornado Drill Schedule – 3 times per school year
Intruder on Campus – see Crisis Binder
Evacuation – see Crisis Binder

Emergency Closings/Weather Emergencies

In the event of severely inclement weather or mechanical breakdown the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. Reports in the morning will be between 6:00 a.m. and 8:30 a.m., on KCLO-AM (1410), KCLO-FM (98.9), WIBW-AM Topeka (580), KCMO-AM (980), WDAF-TV 4, KMBC-TV9, KCTV-TV5, and KSHB-41.

If an emergency occurs with less than one hour of warning time, the district will keep all students under school jurisdiction and supervision. Staff will remain on duty with the students during the emergency period. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day.

As soon as administration receives the word that school will be closed, the phone tree will be activated. If you are unable to reach your assigned staff member, leave a message and call the next person on the list. Be sure to keep all phone numbers current with the secretary. I highly encourage you to give the secretary cell phone numbers, especially if you live a long way away. You may also want to sign up for Lion Alerts to receive messages on your cell phone from the district office about school closures. Go to www.usd469.net to sign up.

Phone Tree

The emergency phone call tree will be updated each school year and e-mailed to all staff.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

Facility Use

Building Opening and Closing Times

Your key will allow access to the building at any time.

REMINDERS:

• Do not give your building/classroom key to anyone.
• If you bring someone in the building with you, they need to be under your direct supervision at all times. They must have a visitor’s badge issued by the building security system located on the west side of the building (SPED Admin).
• A reminder that the foyer area is not a recommended area for parent conferences of any kind. Secure locations for meetings are available within other parts of the building.
• Many of our doors don’t fasten unless they are pulled shut! Check when you enter and leave. Turn, push in and pull on door handle.

Keys

The administrative assistant 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 school administrative assistant when an employee is no longer employed by the district or is assigned to another building. Keys will be turned in on the last day of school each year.
Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the building administrator and the Director of Special Education so measures may be taken to maintain safety and security and to protect district property.

Student Conduct

Student Handbook
All staff shall read, be familiar with and enforce the rules and regulations established in the student handbook.

Discipline Procedures – Templates of referral forms will be provided electronically to staff.

Attendance Policy – Refer to student handbook.

Tardies – All staff shall consistently enforce the tardy policy.

Dress Code – All staff shall consistently enforce the student dress code. Refer to student handbook.

Team Focus
Teachers will provide assignments to students assigned to in-school suspension/Team Focus as soon as they are notified of the ISS/TF.

Out-of-School Suspension
Teachers will provide student assignments to the office for students assigned OSS by 10:00 AM on the day(s) during which OSS is being served.

Appendices – unless noted all forms may be found on the district web site Staff Resources.htm

Section A
- Substitute Teacher’s Experience Report
- Substitute Evaluation Report

Section C
- USD 469 Activity Transportation Request (bldg. admin)
- Travel Expense Reimbursement Form (bldg. admin.)
- Extra Duty/Committee Pay

Section D
- Emergency Drills (Crisis folders)

Section E
- Requisition Request (Skyward)

Section G
- Request for Custodial/Maintenance Service (Skyward)

Section H
- Accident/Injury Report – Student--Nurse
- Employer’s Report of Accident – Lansing Employees Workers Compensation—Vanessa

Section I
- Facilities Use Request--Skyward