



VII. SELECTED EMPLOYEE POLICIES

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7010 Equal Opportunity Employment

- The board will make every attempt to hire its employees on the basis of the ability and needs of the district. The cooperative will be an equal opportunity employer and will not discriminate in its employment policies as required by various titles of federal and state laws. Inquiries regarding compliance with any title may be directed to the Director of Special Education at 412 Sandy Lane, Pratt, Kansas 67124, telephone (620-672-7500) or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Amended September 20, 2004

7020 Nepotism

- The director shall make every reasonable effort to determine whether candidates for employment in the cooperative are related to a board member. If a candidate for employment is related to a board member, the director will make this fact known to the board before any recommendation is made to fill a vacancy.

7030 Political Activities

- Staff members who intend to become candidates for political office should notify the director within five days of the date on which the declaration of candidacy is filed. A staff member who becomes a candidate for political office may apply to the director for a leave of absence without pay for the purpose of conducting his/her campaign. Staff members who are elected or appointed to a political office which the board, in its discretion, deems to be a full-time office may be required to terminate their employment with the cooperative.
- Staff members holding political offices, which are determined by the board to be less than full time in nature, must make prior arrangements with the director for political leave of absence from their school duties when it is necessary to be absent from school to carry out the functions of the political office. An employee who must be absent from school to carry out the duties of a political office must take a leave of absence without pay for the duration of the political duties. Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

7060 Hiring

- The board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the board delegates to the director or designated representative the authority to recruit staff members. In carrying out this responsibility, the director will involve various administrative and teaching staff members as needed.
- All personnel recommended by the director for employment are subject to ratification by the board.

7070 Payroll and Payday Schedules

- All professional salaries are to be paid in 12 equal payments on or before the 20th of each calendar month. Lump sum payments will be made to those individuals requesting this type of payment received for the fiscal year. Unless notification is received by the clerk of the board prior to April 1 of the current school year, professional staff will be paid in the same method as the prior school year. New professional staff will be contacted and given the option to choose lump sum payments prior to April 1 of the current school year.



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- Paraprofessional salaries will be paid according to the hours worked during each month on or before the 20th day of the following month after the final state aid payment is received.

7080 Salary Deductions

- Only those salary deductions authorized by law or by board policy will be permitted.
- The director or designated representative will develop appropriate forms that will supply the necessary information needed by the bookkeeper to make approved salary deductions. All requests for salary deductions must be submitted to the director or designee during the enrollment periods established by the board. Open enrollment for salary reduction/deductions will be held annually in August with reductions/deductions to salary beginning in September unless otherwise noted in the board policy.
- Section 125 Cafeteria Plan will be offered to employees who work 17 hours or more per week. Included in the plan will be group health insurance, cancer insurance, salary protection insurance, group life insurance up to \$50,000, dental insurance, medical expense reimbursement, dependent care reimbursement, vision insurance and heart/stroke insurance. Guidelines set forth in the plan's adoption agreement will be followed. Changes to any coverage under the Section 125 Cafeteria Plan will not be allowed during the plan year with the exception of family status changes that affect the coverage. This applies to all premiums regardless of whether they are paid under salary reduction or salary deduction.
- Enrollment in the SCKSEC group health insurance plan will be held annually at an unspecified time, depending upon the plan year.
- Tax sheltered annuities and other salary deductions outside of the Section 125 Cafeteria Plan will be offered, however, for a company to be accepted there must be a minimum of three persons enrolled in that company's plan. Enrollment will be held in August and January each year. Employees may terminate payroll deduction items in August.
- Any employee who works 17-1/2 or more hours weekly will be enrolled in KPERs upon completion of the necessary enrollment forms.
- Amended: June 16, 2003

7090 Assignment and Transfer

- The board retains and reserves the right to assign, reassign and transfer all personnel.

7100 Fulfilling the Contract

- If the board has reason to believe that an employee cannot fulfill the employee's contractual obligations and/or the policies and rules of the board because of a mental or physical infirmity, the board reserves the right to have its employee examined by a physician or psychiatrist of its choice to determine whether or not the employee is mentally and/or physically able to fulfill the obligations of the employment contract and/or the policies and rules of the board.
- The costs for any examination referred to in this rule will be borne by the board.

7120 Supervision

- The responsibility for the immediate supervision of faculty members rests with each building administrator within the cooperative. The director and assistant director also have a responsibility to supervise faculty members at regular intervals during the school year.

7130 Probation

- The authority to recommend to the board that certified staff members be placed on probation is delegated to the director or designated representative. The board, after



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hearing the director's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation. The term of probation will be established by the board.

- All conditions of probations shall be reduced to writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file.
- Failure by an employee to remedy the causes of probation may result in no renewal or termination of the employment contract.

7140 Suspension

- The director or designated representative shall have the authority to suspend an employee until the suspension is resolved by board action at the next regular or special meeting of the board.
- The director may suspend an employee for any one or more of the following reasons: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil authority or with the board charging the employee with the alleged commission of an offense involving moral turpitude; and other just cause.
- An employee may be suspended with pay on a short-term basis. If the suspension is for a long term or is imposed on an employee pending dismissal, the employee is entitled to pay at least until the employee has had a due process hearing before the board. Said hearing shall determine whether the suspension shall be with or without pay and whether the employee will be terminated with or without pay.
- A negotiated agreement or any applicable grievance policy may provide the procedures for the teacher to obtain such a hearing and may have a time precedence over such a board determination.

7160 Conferences and Visitations

- The director shall have the authority to grant leaves not to exceed five consecutive school days for any employee during any school year for the purpose of attending educational conferences or school visitations.

7172 Insurance and Medicare Benefits

- The employee/retiree and/or spouse are required to convert health insurance coverage to Medicare at age sixty-five if they are no longer employed by SCKSEC.
- Spouses of retired employees who have not reached age 65 may continue coverage in the current group health insurance plan until the retiree turns 65.
- Employees who retire before reaching age 65 may retain coverage in the current group health insurance plan only if they have 10 consecutive years of service with SCKSEC. Coverage would continue up to age sixty-five.
- For information regarding employees covered by the Negotiated Agreement, refer to the current Negotiated Agreement.

Amended June 21, 2004

7175 Family and Medical Leave

- Cooperative employees shall be provided family and medical leave as approved by the board and required by current federal law and regulation.
- During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and director may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.



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7180 Returning To Duty After Being Disabled

- The teacher who submits a written physician's report that the teacher is physically fit for full-time employment may be declared eligible for resumption of duties by the director.
- If the director or the teacher's immediate supervisor has reason to believe that the teacher is incapable of resuming regular classroom duties, the director shall conduct an inquiry to determine whether the teacher is capable of resuming regular classroom duties. The findings and conclusions of the director's inquiry may be given to the teacher in writing at the conclusion of the investigation. If the findings and conclusions are contrary to the opinion of the teacher and the teacher's physician, the teacher may request a hearing before the board to resolve the matter. The request for said hearing shall be given to the clerk of the board in writing within a reasonable period of time after receipt of the director's report. The board may hold the hearing at its next regularly scheduled board meeting.
- If the board has reason to believe that an employee is unable to resume contracted duties, the board may request that the employee be examined by a physician of the board's choice at the cooperative's expense. If the physician's report is that the employee is able to resume work, the board may require the employee to do so or to be placed on unpaid leave and possible suspension. The employee may request a hearing to resolve the matter before the board as herein provided previously.
- Extensions or Reductions of Leave
- Where disability leave has been approved, the beginning or ending dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the board. Such extensions or reductions may be granted by the board for additional reasonable periods of time provided, however, that the board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the students and provided further that such change by the board is supported by reasonable evidence.
- The provisions of this regulation shall not be deemed to impose on the board any obligations to grant or extend a leave of absence to any no tenured teacher beyond the end of the contract school year in which the leave is obtained.

7185 Workers' Compensation

- SCKSEC will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.
- All employees of SCKSEC shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment.
- The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers' compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy of the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.
- Any employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is



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allowed to 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 workers' compensation shall be restricted as provided by current statute.

- SCKSEC has the right to designate a health care provider for any employee with a work related injury. In the event that an employee seeks medical assistance from a provider not authorized by SCKSEC, the cooperative is only liable for up to \$500.00 in expenses. Amended: June 16, 2003

7200 Substitute Teacher and Substitute Paraprofessional Pay

- The rate of pay for substitute teachers shall be:
- 1/300 of the SCKSEC base salary (BS Step 1) per day; one-half day of substituting shall be paid as one-half of the daily rate; \$12.00 per hour shall be paid to substitute teachers for substituting for less than half of a day.
- Mileage shall not be paid to substitutes unless first approved by the Director.
- Substitute paraprofessionals shall be paid at a rate determined by the SCKSEC administration.

Amended: July 19, 2004

7205 "Salary Schedule for Interpreters for the Hearing Impaired"

- A paraeducator for the Hearing Impaired will be regarded as an Interpreter. Beginning wages for an interpreter will be the base wage per hour of paraeducators as set by the Board of Directors for a minimum of three weeks. During the three-week period, the teacher of the Hearing Impaired and the SCKSEC Administration will evaluate the interpreter's skills and assign a "Proficiency Rating" from the following table. If a proficiency rating warrants an increase in salary the new hourly wage shall be retroactive to include the three-week assessment period.
 - o SCKSEC Level 1
 - o Base salary per hour for paraprofessionals.
 - o SCKSEC Level 2
 - o Base salary plus \$2.00 per hour. Criteria: The interpreter would be competent to interpret in lower level elementary classrooms at an acceptable rate.
 - o SCKSEC Level 3
 - o Base salary plus \$3.00 per hour. Criteria: The interpreter would be competent to interpret in advanced high school courses at an acceptable rate.
- An interpreter will receive one rating per year at the beginning of each year and no changes from the assigned rating will be made until the next year. Interpreters that intend to return for the next school year will be rated during the last three weeks of the current year.
- Interpreters who are certified by Kansas State accepted testing standards, which will allow the certificate holder to become eligible for full categorical aid reimbursement, will receive a salary based on their assigned "Proficiency Rating" from the following table. New salary will become effective as of the issue date on the certificate.
 - o KSDE Certificate Level 4 Base salary plus \$9.00 per hour.
 - o KSDE Certificate Level 5 Base salary plus \$10.00 per hour.



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Adopted: October 18, 2004

7220 Safety

- The safety of employees and students is an important responsibility of the board. The board and its administrative staff will make every effort to provide a safe environment for all employees and students within the cooperative.

7230 Staff Protection

- Each SCKSEC employee bears responsibility to encourage appropriate student behavior. An SCKSEC employee will utilize a reasonable standard of care to ward off a physical attack, prevent physical harm to himself, protect others and property, and to assist a person to regain self-control. Recognizing their own physical limitations, each employee will use discretion when engaging with students. All incidents involving physical restraint will be documented and reported to an SCKSEC administrator.

- Revised: July 19, 2004

7260 Drug Prevention Policy (For Employees)

- The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or at any school activity is prohibited. Disciplinary sanctions for employees who violate these standards of conduct may include suspension with pay, suspension without pay, termination, and/or the completion of an appropriate rehabilitation program.
- Information about any drug and alcohol counseling and rehabilitation and reentry programs will be made available to employees as needed.
- All employees will receive a copy of this policy and amendments/revisions. Compliance with this policy is mandatory for all employees.

Date policy adopted: 7/16/90

7270 Infectious Diseases Policy (For Employees)

- The determination of whether an infected employee, not excluded pursuant to Section 2, shall be permitted to remain employed in a capacity that involves contact with students or other employees shall be made on a case-by-case basis by a team composed of public health personnel, the school employee's physician, the school employee and/or the employee's representative, and appropriate school and medical personnel as determined by the director.
 - In making this determination, the team shall consider;
 - The physical condition of the school employee;
- The expected type of interaction with others in the school system;
- The impact on both the infected school employee and others in that setting.
- An infected employee who has uncoverable, oozing skin lesions or skin eruptions shall not be permitted to remain employed in any capacity, which involves contact with students or other employees. Pending such determination, the employee shall not perform any duties involving contact with students or other employees. Determinations made by a team shall be reviewed by the team at appropriate intervals.
 - If the director or the director's designee has reasonable cause to believe that an employee is an infected individual, the individual may be required to submit to a medical examination and evaluation deemed appropriate by the Cooperative to aid in implementation of this policy.
- Using the guidelines of Section 1, the individual may be removed from the school's settings. Any person who believes an employee is an infected individual shall so inform the director.



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- If the employment of an infected employee is discontinued, the employee shall be entitled to use any available medical leave and receive any available medical disability benefits.
- The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual shall be revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made pursuant to Sections 1 and 2, employees who will have regular personal contact with the individual shall be informed of his or her identity and provided with appropriate information as to the individual's medical condition, including information as to any factors that might warrant a reconsideration of whether he or she should be permitted to remain in the school setting. They also shall be informed of public health precautions that should be taken. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.
- When working or involving oneself with children in a situation where body fluids may come in contact with the employee, using common sense and good judgment will almost always prevail. The Cooperative employees should follow these guidelines:
- Gloves are to be worn when there is direct contact with blood, semen, vaginal secretions and breast milk. Gloves do not have to be worn when there is direct contact with saliva, vomit, urine, stool and sweat unless blood can be detected.
- The hands of the employee involved in the contact with body fluids must be washed vigorously with soap and water for at least 10 seconds. Hands should be washed even after wearing protective gloves.
- Surfaces soiled with blood or body fluids must be promptly cleaned with an appropriate disinfectant.
- Cooperative employees should feel free to wear protective gloves in any situation in which they feel that gloves are warranted. No child's health, safety or well being should be disregarded or abandoned on the basis of the availability of protective gloves.
- The Cooperative will make a reasonable attempt to provide disposable protective gloves upon the request from any SCKSEC program or teacher.

7310 Records

- Teaching staff members who maintain and compile student records for their personal use are cautioned not to include in said files any material, which is prohibited, by these rules or board policy. Each said employee is held responsible for the security of any such student personnel files and records under his/her custody against inspection or copying by unauthorized individuals.
- Employees of the cooperative will be cautioned not to insert in any student's personnel record any alleged fact based on hearsay, rumor or innuendo. Cooperative employees will record only observed behavior and will not record conclusions or generalizations based upon such behavior.
- Student records kept by certified employees will be kept in a secure place. Each employee shall periodically screen said records and destroy obsolete material.
- Records kept by certified employees at their own expense shall not be made available to the public, other students or employees of the district unless the student is the subject of a legitimate discussion by certified school personnel in the performance of their duty.



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- Personnel files kept by the Cooperative concerning employees shall be under the custodianship of the director. An employee has the right to inspect his/her file upon proper notice.
- Request for release of any personnel record that is a public record to a third party shall be made in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.
- Personnel files maintained by the cooperative at cooperative expense pertaining to cooperative employees are not public records and must not be made available to the general public unless required by law. All records and files, including personnel records and files, maintained by the cooperative should be screened periodically by the custodian of said records to discard obsolete materials. The Board of Directors of SCKSEC authorizes the destruction of all accounting records, audit reports, financial papers of any type relating to programs supported by federal funds, official bonds of surety, insurance policies, and any other records according to K.S.A. 72-5369.

8010 Student Welfare

- The cooperative will endeavor to provide a suitable environment conducive to the general health, safety and welfare of each student in school attendance and in school-sponsored activities.
- The director and his staff shall develop and enforce the necessary rules and regulations relating to student welfare in accordance with the cooperative and member agency guidelines.

8180 Emergency Drills

- Cooperative faculty and students will follow local district policy concerning emergency drills.
- Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the cooperative.
- Each building administrator shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

8190 Student Accidents

- Any school employee who discovers an accident involving a student on school property shall immediately report the accident to the building administrator or designated representative. School employees are not trained to administer medical treatment to students.
- In the event of a student accident which appears to require medical treatment other than emergency first aid, all school employees will follow the plans and procedures which have been developed by the director and/or building administrators to cover such emergencies.

8200 Dispensing of Medication

- The dispensing of oral medicines shall be in strict compliance with the rules and regulations of each school board in SCKSEC.
- Under the following rules, the dispensing of medication by school personnel, including school nurses, is authorized;
- School personnel shall not be required to be custodians of any medication except as required by a written order of a licensed medical person;
- The medication shall be examined by the school employee dispensing the medication to determine in his/her judgment that it appears to be in the original container, to be



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properly labeled and to be properly authorized by the written order of a licensed medical person.

- The dispensing of any such authorized medication shall be logged by the building administrator or his designee in the school's medical diary that shall be maintained for these purposes and filed by the administrator for future reference.
- Student Self-Administration of Medications
- As used in this policy, medication means a medicine for the treatment of anaphylactic reactions or asthma which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.
- Student Eligibility
- The self-administration of medication is allowed for students in grades K-12 attending one of the special day schools sponsored by SCKSEC. To be eligible, a student shall meet all requirements of this policy. Parents/guardians shall submit a written statement from the student's health care provider stating:
 - o The name and purpose of the medication;
 - o The prescribed dosage;
 - o The conditions under which the medication is to be self-administered;
 - o Any additional special circumstances under which the medication is to be administered; and
 - o The length of time for which the medication is prescribed.
- The statement shall also show the student has been instructed on self-administration of the medication and is authorized to do so in school.
- Authorization Required
- The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on self-administration of the medication and is authorized to do so in school. The student's parent or guardian shall provide written authorization.
- Employee Immunity
- A school district, and its employees and agents, which authorizes the self-administration of medication in compliance with the provisions of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The school district shall provide written notification to the parent or guardian of a student that the school and its employees and agents are not liable for any injury resulting from the self-administration of medication.
- Waiver of Liability
- The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication. The provisions of this policy shall expire on June 30, 2005 (Kansas Law.)

Amended September 20, 2004

8210 Student Transportation

- Local districts are responsible for transporting their special education students to their attendance district or collection points. Transportation will be provided by the cooperative for all extra-class activities.



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- Student activities are important in the development of a well-rounded educational program. The staff is encouraged to capitalize on the educational possibilities of student activities. Any activity, which involves the expenditure of public funds, shall be subject to prior approval of the board.
- All students scheduled in the cooperative's activities will participate in the educational and social activities of the building where they are assigned whenever possible.
- Activity Fees
- Fees of various student activities shall be governed by local district policies.

8220 Student Transportation Management

- Transportation of all special education students shall be the responsibility of the sending district. It shall be the responsibility of the sending district to provide transportation at the time and on the days when school is being conducted by the hosting district.

8250 Types of Student Records

- Student personnel record files shall include but shall not be limited to the following: administrative, supplemental and tentative record files. Information about students that is collected and stored by any school personnel shall be separated into one of the following three classifications:
- Administrative records. This classification includes official administrative records that constitute the minimum personnel data necessary for operating the educational system. It includes birth date, sex, race, names, addresses and places of employment of parents, academic work completed, grades, attendance records, withdrawal and reentry records, honors and activities, date of graduation and follow up records.
- Supplementary records. This classification includes verified information that is important in operating the educational system but is of a more sensitive nature and of less historical importance. It includes: test data, such as scores on standardized achievement, aptitude and intelligence tests; observational data such as systematically gathered teacher or counselor evaluations and observations of social and personal assets; clinical findings and verified reports of serious or recurrent deviant behavior patterns; general data such as health data, family background information, and educational and vocational plans.
- Tentative records. This classification includes useful information that has not been verified or is not clearly needed beyond the immediate present. It includes unevaluated reports of teachers or counselors that may be needed in ongoing counseling or disciplinary actions.
- The general public does not have the right to inspect a student's personal record files.
- Any data found in a student's personal record file must be made available to any law enforcement officer or officer of any court upon presentation of a subpoena or court order. The custodian shall attempt to notify the parents and student prior to making such records available.
- In an emergency situation when the student or his/her parents/guardian cannot be reached, the custodian of said student's records may, in his/her discretion, release information to appropriate persons if knowledge of the information is necessary to protect the health or safety of the student or other persons. The custodian of the records shall take the following factors into consideration in deciding whether the information should be released:
- Is it a serious emergency;



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- Will the information meet the emergency;
- Are the persons to whom the information will be released in a position to deal
- With the emergency; and
- Is time of the essence in dealing with the emergency.
- Data may be released without permission of the student or his/her parents/guardians to outside research agencies in such a form that no individual student is identifiable.
- If the custodian of student records has special information that would indicate granting or denying access to student records in accordance with these rules, he/she may exercise discretion in granting or denying access in a manner other than provided herein.

9040 Printing and Duplicating Services

- The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the Act unless the copying falls within the bounds of the “fair use” doctrine.
- Prohibited Practice - A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.
- Permitted Practice - A teacher may make--for use in scholarly research, in teaching or in preparation for teaching a class--a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a longer poem (if the excerpt has fewer than 250 words), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.
- A library may, for inter library loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

9080 Internet Usage

- SCKSEC owns several computers and numerous types of software. The hardware and software is for educational and professional use only. All information created by staff and students shall be considered property of SCKSEC and subject to unannounced monitoring by SCKSEC administration. When SCKSEC hardware and/or software are used within a school building, that school’s policies shall be the prevailing policy.
- Software shall not be installed on a computer owned by SCKSEC without the approval of the building administration or the SCKSEC administration.
- Students attending a special placement as directed by the IEP team shall comply with the internet policy of the school of enrollment and the internet policy of SCKSEC. The parent or legal guardian of a student and/or the student who attends luka or Sharon facility is required to review and sign the internet policy prior to attendance.



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- Filter devices are installed and/or utilized for all computers that students and teachers utilize in the facilities operated by SCKSEC.

Adopted: August 19, 2002

9090 Credit Card Usage By Employees

- The director's use of a district motor vehicle and a district credit card shall be confined to school business. The board shall appoint the director to prescribe limits and restrictions on the use of credit cards. In no case shall credit card expenditures exceed \$4,000 in one month. The Board shall monitor receipts and reimbursement expenses at least once a month. Each employee who uses a cooperative issued credit card shall sign an agreement that describes procedures and consequences of misuse.

Adopted: August 20, 2001

9100 Staff Use of Cellular Phones/Paging Devices in School

- Staff members shall not use a cellular phone/paging device while on duty [or while attending a school-sponsored activity on or off school property], unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an
- Active member of a volunteer fire-fighting organization or a volunteer emergency medical service organization. Limited use to deal with family emergencies is permitted.
- A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Adopted: September 20, 2004

9105 Sexual Harassment

- The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.
- Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.
- It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Adopted: September 20, 2004