

Blue Valley - Randolph
Unified School District #384



**Classified Employee
Handbook**

(Revised June 2010)

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Mission Statement

It is the purpose of Blue Valley-Randolph School District Number 384 to develop and maintain a functional curriculum that will give maximum achievement to all students.

District Motto

“Striving To Be The Best In All We Do.”

Introduction

Classified employees play an important role in the Blue Valley School District by helping provide a safe, orderly, and healthy environment and by being the support group who assists the certified staff. The importance of your job should never be underestimated. This classified handbook has been prepared to assist you in understanding policies, rules, guidelines, and benefits which apply to classified employees in the Blue Valley District.

The material is presented as a matter in information only, and the contents should not be interpreted as a contract between the Blue Valley School District and any of its employees. Please read the Classified Handbook carefully and keep it available for future reference. One of your first responsibilities as an employee is to become familiar with the contents. Questions should be addressed to you immediate supervisor. If additional information is desired, please contact the district office.

Since the Blue Valley District is ever changing, the Board of Education reserves the right to change any of the policies, guidelines, or procedures at anytime.

Nature of Employment

As an “at-will employee” employment with USD 384 is voluntary and the employee is free to resign at-will at any time, with or without cause. Similarly, USD 384 may terminate the employment relationship at-will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between USD 384 and any of its employees. The provisions of the handbook have been developed at the discretion of the District Office and, except for its policy of employment-at-will, may be amended or cancelled at any time, at USD 384’s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Education of USD 384.

Equal Employment Opportunity

Blue Valley USD 384 is an equal opportunity employer and shall not discriminate in its employment practices and policies with the respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, sex, age, disability or rational origin.

The board shall hire employees on the basis of ability and the district's needs. Persons having inquiries may contact the Superintendent at 3 Ram Way, Randolph, KS 66554.

Definitions

Persons employed in positions that do not require teaching or administrative certification shall be considered "classified employees" this includes all maintenance, custodial, nurses, food service, secretarial, aides, and bus drivers.

- Twelve-month employee: Employees who are employed 40 hours per week the entire 12-months of the year.
- Full-time employees: For USD 384 benefit purposes a full-time employee who is scheduled to work five (5) or more hours per day for nine or more months per year. For KPERS purposes, a full-time employee who is scheduled to work 630 hours per year.
- Part-time employees: Employees who work in permanent jobs, but who work less than five (5) hours per day, for any length of time in a fiscal year. For KPERS purposes, a classified employee working less than 630 hours per year in not eligible fore KPERS.
- Substitute or Temporary Employees: Employees who are hired on a temporary basis, either for a specific job, or a specific length of time, employed either full-time or part-time.
- Overtime: Overtime hours are those hours worked in excess of forty (40) hours during a Sunday through Saturday work week.

Employment Paperwork Required

All USD 384 employees must have the following records/forms on file with the clerk of the board upon initial employment:

1. Employment application
2. KPERS enrollment form – if employee is eligible
3. W-4 withholding certificate
4. Social Security card – copy
5. Loyalty oath or affirmation
6. Health certificate
7. Driver's license – copy
8. I-9 Employment Eligibility Verification Form
9. Technology Acceptable Use Policy
10. Direct Deposit Form

Employee Benefits

Classified employees who work either as 12-month or full-time employees are eligible for a wide range of employee benefits as payroll deductions:

- Cafeteria 125 Plan
- Health Insurance
- Dental Insurance
- Term Life Insurance
- Cancer Insurance
- Salary Protection Insurance
- Dependent Care
- Medical Reimbursement
- Tax Sheltered Annuities (403b)
- Medical / Sick leave
- Personal Leave (12-month employees)
- Vacation Leave (12-month employees)
- KPERS retirement

Change in Status

Notification to the USD 384 District Office must be made within ten (10) calendar days of any change in mailing address or home telephone number, or change in family status which might alter Internal Revenue Code (IRC) section 125 fringe benefits, including marriage or divorce, birth or adoption of a child, change in employment status by the employee or spouse, or the taking of an unpaid leave of absence by the employee or spouse.

Classified Sick Leave Policy

1. One day of sick leave per month.
2. Accumulated to a maximum of 120 days.
3. No payment for unused sick days
4. Termination of employment automatically cancels all sick leave and medical benefits.
Unused sick leave cannot be substituted for work days unless the employee is sick.

Classified Vacation Leave Policy – 12 Month Employees Only

1. Twelve days of vacation leave per year.
2. Allow five days per year to carry over but not to accumulate more than a total of ten days.
3. Do not pay for unused vacation days when employee leaves the district.
4. Allow the current paid holidays of Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, three days at Christmas and New Year's Day.
5. Honor all contracts dated prior to May 12, 2008

Blood Borne Pathogens

Classified employees will receive training in universal precautions for blood borne pathogens. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV)

The district will make the Hepatitis B vaccine and vaccination series available to any classified employee of the district free of charge. Employees who decline the Hepatitis B vaccine will sign a waiver form. An employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will then provide the vaccination to the employee.

Physicals

Kansas Law 72-5213(a) Every board of education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health on a form prescribed by the secretary of health and environment. The certification shall include a statement 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 by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification.

Bus drivers, by law, must have a physical exam on the prescribed form, at least every two years.

Accidents – Reporting:

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted within ten (10) days of the injury. Failure to notify the supervisor within ten (10) calendar days of the accident / injury may prohibit payment of workers' compensation benefits. The employee and supervisor will be responsible for completing the appropriate forms, which must be returned to the Clerk of the Board, USD 384, PO Box 98, Randolph, KS 66554

The employee must maintain copies of all doctor's orders and provide a copy to the clerk of the board. The employee must inform the doctor or hospital that he/she is covered by the district workers' compensation plan.

Prior to returning to work an employee who is receiving worker's compensation shall be required to provide the clerk of the board with a written doctor's release. In addition, should the employee be released by a doctor to return to work and fail to do so, all benefits under sick leave shall end and those benefits under workers compensation shall be restricted as provided by current statute.

Automated External Defibrillators (AED)

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

1. Completed a course in CPR or a basic first aid course of training that included CPR
2. Has completed a course of training in the use of AED
3. Demonstrated proficiency in the use of an AED

Employees who wish to be trained in use of an AED or who may have questions about these devices are urged to contact the school building principal.

Child Abuse

The Kansas Child Protection Act (K.S.A. 38-716-724) requires any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this suspicion to the Social and Rehabilitation Services (child Abuse Hotline 1-888-369-4777) or to the local law enforcement agency. It is also recommended that the building administrator be notified after the report is submitted.

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

Confidentiality

All student / personnel information and materials are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Documented violations of this procedure could result in disciplinary action being taken against the employee, including termination.

Chain of Command – Resolving Problems

Employees are to follow the proper chain of command by first contacting your supervisor or the building principal for resolution of problems. Exceptions may be made if the principal is the source of the complaint. In the absence of the Principal, contact should be made with the Superintendent for serious situations that cannot wait to the next day for a solution.

Pay Date

Pay date for all employees is on the 15th of the month or before if the 15th falls on a weekend or holiday. Paycheck by direct deposit is required. All full time employees may have a single low option #2 Blue Cross Blue Shield insurance policy paid by the district. Money equaling the premium may not be received in lieu of the insurance coverage.

Bus Driver Contracts

Bus driver contracts are based on a monthly salary and paid September through May with activity pay for May paid in June unless they choose to be paid over a 12-month period. If so, activity and sub-driver pay is paid the monthly following the activity and only the monthly salary is divided up into 12 payments.

Nine-Month Employee Summer Checks

Nine month non-teaching staff may elect to have what totals the amount of pay received in their scheduled nine-month contract to be divided over a 12-month period, thus receiving summer checks. The clerk of the board must be notified prior to the first paycheck of the school year. This includes bus drivers, cooks, secretaries and aides. At the present time, the District does not require everyone in the department to elect the same type of distribution of paychecks.

Time Sheets

Time sheets are required for all hourly positions. Time sheets must be signed by the employee and his/her immediate supervisor. Time sheets must be received in the district office by the “end of Pay Period” date. Each building secretary has a calendar of Pay Periods. Timely submission is required for being paid.

Over Time

Over-time for hourly employees – Classified employees who work more than forty (40) hours per week will be compensated for overtime. The workweek, for the purpose of Fair Labor Standards Act (FLSA) compliance, will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. All overtime hours shall have written approval of the supervisor and noted on their time sheet. All overtime will be paid at the rate of one and a half (1 ½) time regular pay as required by current statute. End of pay period is as on the calendars distributed to the building secretaries. Pay week is from Sunday through Saturday.

KPERS

All employees working 630 hours or more a year will be covered by KPERS, Kansas Public Employees Retirement System, Contact the Clerk of Board for specific information on KPERS.

Jury Duty

The district will pay employees for time served on a jury but any compensation paid by the courts for jury duty shall be turned over to the district. Mileage reimbursement is not included.

Sick Leave Bank

The district will allow employees to transfer some of their sick leave to another employee in an extended illness type of situation. The transferring employee must keep at least five days of sick leave in their bank. Administration will notify employees when sick leave is needed by an employee.

Lunch Periods

A one-half hour lunch period is paid by the district for hourly employees. For efficiency of operations of the building, the principal may request that you not leave the building during your lunch period. Arrangements for a longer lunch period and leaving the grounds must be approved by the Superintendent.

Computer and Computer Software Use

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Evaluations

The district shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based on individual job descriptions.

USD 384 classified employees will be evaluated once per year in each of their first three years of employment. Subsequent evaluations will take place once every three years. A classified employee, his/her supervisor or the USD 384 Board of Education may request an evaluation of a classified employee at any time.

Gifts

Staff members are prohibited from receiving gifts of substantial value from vendors, salespersons or other such representatives.

Personal Property

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities.

Sexual Harassment

Sexual harassment of employees or students of the district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor, building administrator, or superintendent, as appropriate.

A violation of the district's sexual harassment policy may result in disciplinary action, including termination, against any employee found guilty of such violation.

Solicitations

Solicitations of staff members by any vendor, student, other school district employee or patron of items relating directly to the expenditure of school district funds during work time are prohibited unless permission is granted by the employee's immediate supervisor. No employee may attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any item or service, which would directly or indirectly benefit the employee.

Workshops

Pre-approved expenses for all district required workshop sessions will be paid by the district.

Job Posting

USD 384 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills, experience, and evaluations. In general, notices of job openings are posted, although USD 384 reserves the right not to post a particular opening.

Job openings will be posted on the district's website along with area papers and will normally remain open for a minimum of five days. To apply for a position, current employees must submit an application to the district office.

Attendance and Punctuality

To maintain a safe and productive work environment, USD 384 expects employees to be reliable and punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Drug Free School – Drug and Alcohol Policy

All students and employees have a right to attend school in an environment conducive to learning. The use of alcohol, tobacco and other illegal drugs or the improper use of legal drugs is recognized to be extremely harmful to the individual who uses and to those around that individual. A student cannot learn or an employee cannot function to his/her full potential while under the influence of these substances. It is further recognized that all students have a right to be educated in a drug-free environment. Therefore, the use (including being under the influence of), possession, or distribution (including sale and given without remuneration) are forbidden in school, on school property at any time, at school sponsored participatory events (whether the event is on school property or elsewhere), or on school transportation.

Smoking at School

Smoking or use of tobacco in any form is prohibited at any USD #384 building or grounds.

Contracts for Employment

All employees of the district are hired by contract or work agreement. The contract does not become effective until approved by the Board of Education of USD #384. All contracts are in effect until ending date of the contract unless termination is initiated by either the employee or employer as outlined in the contract.

Termination

Should termination of employment become necessary, it shall be recommended by the superintendent to the board. Termination of employment automatically cancels all benefits.

Bullying / Cyber Bullying

The Board of Education prohibits bullying and cyber bullying in any form on school property in a school vehicle, or at a school sponsored activity or event. Bullying is defined as any intentional gesture or any intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or persuasive that creates an intimidating threatening or abusive educational environment for a student or staff member.

Cyber bullying means bullying by use of any electronic communication device through means including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Workers Compensation

Injuries Occurring When an Employee is “Under the Influence” – The Workers’ Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities – Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and from Work – An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer’s premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay – An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Working Outside of School Hours

No staff member shall obligate themselves for work outside of school hours that would impair his/her work efficiency.

Appearance

A professional appearance is extremely important in developing proper attitudes within our students. If you act or dress unprofessionally they will behave accordingly. Each staff member shall dress according to the nature of his or her service. Clothing must be clean, neat, and appropriate. First impressions and appearances are important. Appropriate appearance will be determined by the building principal.

School Reach Instant Contact System

School Reach provides school administration the ability to deliver personalized phone messages to every parent, staff, board member, or select group through a web based system that is linked to the individual’s phone. School Reach allows the District to notify parents and other selected groups if school is cancelled or delayed, in case of emergencies, and for other important school messages.

School Closings Due to Weather

The Superintendent will make the determination to close school due to weather. This may be either after school has started or before school starts for the day. At the beginning of the school year, two call lists are made; one for students and the other for staff. Be sure to get a call list for staff to determine whom you are to call. Be sure members of your household who may take the call understands how the call list works in case you are not available.

Most local radio and television stations will have the announcements for school closings, but WIBW will for sure. On closing school after the school day has started, each parent must be contacted prior to allowing that student to leave for home, either walking or on the bus.

Use of District Equipment

No district equipment shall be removed from district property or used for personal use without prior approval of the superintendent.

No Right to Privacy

Employees shall have no expectation of privacy when using district email or other official communication systems. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Ownership

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district.

Secure Files

All employees must secure files containing confidential student information. This would include:

1. User name and password to log into your computer
2. Logging out of your computer when leaving the computer unattended
3. Password protect your screen saver
4. Keeping all removable media in a secure, locked environment

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the district maintenance director.

Board Policy

Employees shall follow and be familiar with all policies and regulations established by the board of education.

Complaints / Grievances

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

The following procedures apply when processing a grievance.

Should a grievant or his / her representative feel that his / her rights under district policy have been violated, he / she may, after discussing the matter with the supervisor, originate a grievance by:

1. Presenting the facts in writing to the building principal within ten (10) working days of the occurrence of the incident.
2. The building principal shall meet with the employee and provide a written response within ten (10) days.
3. If the employee disagrees with the decision, the employee may appeal to the superintendent in writing within five (5) days after receiving the written response.
4. The superintendent shall meet with the employee and provide a written response within 10 days.
5. The superintendent's decision shall be final.

Distribution of Materials

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

Family and Medical Leave

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. This law gives the employee the right to be restored to same or equivalent job after the 12-week leave. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter
2. The placement of son or daughter with the employee for adoption or foster care
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition, or
4. A serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or next placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1,250 hours during the preceding year.

During the period of any unpaid family and medical leave the employee portion of the cost of health insurance shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- The reasons that leave will count as family and medical leave

- An requirements for medical certification
- Employer requirement of substituting paid leave
- Requirements for premium payments for health benefits
- Employee right to be restored to same or equivalent job
- Any employer required fitness-for-duty certifications

USD 384 abides by the federal, state, and local laws as they pertain to FMLA

School Bus Driver Information

By State Law, bus drivers are required to have drug and alcohol screening. It is a random sampling of drivers conducted by an outside agency.

Required Meetings

There will be 10 safety meetings per year as required by law in which all bus drivers are expected to attend. Hours spent in required meetings are to be written on the time card of the pay period the meeting was held.

Each bus shall contain the following emergency supplies:

1. At least one 2A-10BC-fire extinguisher
2. At least one readily identifiable first aid kit
3. At least one body fluid clean-up kit
4. A minimum of 3 reflectorized triangle-warning devices

Each bus driver is to have or maintain:

Shall be licensed in accordance with provisions of K.S.A. 8-124b. (Class A or B CDL for buses with a gross weight of over 26,000 pounds or class C driver's license with passenger endorsement and an "S" endorsement for gross weight of 26,000 or under.) Any driver of an activity bus shall be 21 years of age or older.

A physical examination at least every 2 years or sooner as required under Federal Motor Carrier Safety Regulations 49 CFR 391.41 through 391.49.

A current Defensive Driving Certificate (Driver Improvement Award). An Accident Prevention course is good for 3 years and a workshop by the state department of education is good for one year.

A CPR certificate and First Aid Certificate.

Bus Driver Duties and Responsibilities:

1. Inspect the school vehicle before its use to ascertain that it is in a safe condition and equipped as required by law and document each inspection.
2. If any defect is discovered, students shall not be transported in the vehicle until the defect is corrected.

3. A school transportation provider shall not drive a school vehicle for more than 10 consecutive hours or for more than a total of 10 hours in any 15-hour period.
4. Each school transportation provider shall ensure that all doors are closed before the vehicle is put into motion and remain closed while the vehicle is moving.
5. Each school transportation provider shall ensure that openings for the service door emergency exits, and aisles are kept clear of any obstructions.
6. If the school transportation provider leaves the driver's seat, the parking brake shall be set, the motor turned off, and the keys removed.
7. If a school vehicle is refueled during any trip when passengers are being transported, the school transportation provider shall unload all passengers from the vehicle and turn off the vehicle's motor before beginning refueling procedures. Fuel shall not be transported in any manner, except in the vehicle's fuel tank.
8. Each school transportation provider shall perform a walk-through inspection of any school bus or activity bus and a visual check of a school passenger vehicle, following completion of any trip, to ensure that all passengers have disembarked.
9. Emergency evacuation drills shall be conducted at least once each semester and the transportation supervisor or the supervisor's designee shall supervise the drill.
10. Each school transportation provider shall follow bus routes and schedules as outlined by administration and approved by the Board of Education.
11. Make and file reports as required by the Board or Superintendent.
12. Be either beside the bus door or on the bus when students are on or boarding the bus.
13. The lights and back windows are expected to be wiped clean prior to every route.
14. Obtain your own substitute bus driver from the list of approved substitute drivers.

Each bus driver will be given a key to use at the Randolph Car Wash.

At the end of the school year, the following are to be removed from the bus and turned in to the Superintendent's Office: Fire extinguisher; first aid kit; cellular phone and keys and a list of any summer maintenance that needs to be done on the bus.

Student Conduct Rules

Individual bus drivers may assign seating.

Riders may not get out of or change seats after getting on the bus.

No inappropriate verbal or non-verbal put-downs or gestures.

Keep hands, feet, books and other objects out of the aisle.

A Discipline Report must be completed and turned in to either the principal or superintendent as soon as an inappropriate incident occurs.

Blue Valley - U.S.D. 384

P.O. Box 98
Randolph, KS 66554
785-293-5256

Acceptable Use Policy -Information Retrieval Systems

Blue Valley U.S.D. 384 is working to provide access to information retrieval systems for all students, faculty, and staff. An information retrieval system is a term, which includes all existing technologies related to computers and the Internet. Students must have permission from their parents or legal guardian to access information retrieval systems at school.

Inappropriate use of information retrieval systems will result in the loss of privileges and/or disciplinary action.

The following actions constitute unacceptable use of an information retrieval system:

- using impolite, abusive or otherwise objectionable language in either public or private messages.
- using an information retrieval system for non-school related activities.
- using an information retrieval system illegally in ways that violate federal, state, or local laws.

examples of illegal activities either by law or statute:

placing unlawful information

sending messages likely to result in the loss of the recipient's work, and

sending chain letters or pyramid schemes to lists or individuals.

- using for commercial purposes
- using for political lobbying
- changing any file that does not belong to the user
- sending or receiving copyrighted materials without permission
- knowingly giving one's password to others
- using another's password
- sending or receiving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- circumventing security measures on school or remote computers or networks
- attempting to gain access to another's resources, programs or data
- vandalizing or any malicious attempt to harm or destroy data of another user which includes the uploading and creation of computer viruses
- falsifying one's identity to others
- downloading or installing any commercial software, shareware, or freeware unless directed to do so by school personnel

- subscribing to List serves, UseNet news, and discussion groups unless allowed by school personnel

CONSEQUENCES

Level 1: Warning

Written warning with a copy placed in the employee's personnel file.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations

Lose the privilege of access to the information retrieval systems for a length of time to be determined by administration and/or termination of employment.

AGREEMENT

I have read the policy on Acceptable Use of Information Retrieval Systems at Blue Valley U.S.D. 384, and I understand fully and agree to abide by the principles and guidelines it contains. I have read and agree to refrain from those actions which are considered unacceptable to the proper use of information systems. This contract will remain in effect as long as I am an employee of USD #384.

Signature _____ Date _____

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I do hereby acknowledge receipt of the USD 384 classified staff handbook. I have read and understand the contents of the classified staff handbook. Further, I understand:

This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.

As a condition of employment, I agree to follow rules and regulations which have been adopted by the board.

This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

Date _____ **Signature of Employee** _____