



2023-2024 CLASSIFIED EMPLOYEES HANDBOOK

SCHOOL MISSION STATEMENT

The goal at USD 303 is to enable all students to reach their maximum levels of achievement to become responsible, productive citizens.

Adopted by the USD 303 Board of Education: July 10, 2023

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The USD 303 Policy Book contains the policies and procedures approved by the USD 303 Board of Education. These policies are updated as needed throughout the year. This policy book can be found in its entirety on the USD 303 website and in the USD 303 Administrative Office. These policies are also considered an extension of the Classified Employees Handbook. Printed copies are available upon request. The following policies may be of special interest to employees.

AUTOMATED EXTERNAL DEFIBRILLATORS	Policy JGCBA
CHILD ABUSE	Policy GAAD
COMMUNICABLE DISEASES	Policy GAR
COMPLAINTS	Policy GAAB
COMPUTER AND DEVICE USE	Policy IIBG
CONFLICT of INTEREST	Policy GAG
CRISIS PLANNING	Policy EBBF
DEVELOPING AND ADOPTING POLICY	Policy BDA
DISMISSAL PRECAUTIONS	Policy JGFC
DRUG AND ALCOHOL FREE WORKPLACE	Policy GAOA
DRUG FREE SCHOOLS	Policy GAOB
EMERGENCY SAFETY INTERVENTIONS	Policy GAAF
EMERGENCY SCHOOL CLOSINGS	Policy AFC
EMPLOYMENT DEVELOPMENT OPPORTUNITIES	Policy GAD
EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9) and NEW HIRE REPORT	Policy GACD
EQUAL OPPORTUNITY EMPLOYMENT and NONDISCRIMINATION	Policy GAAA
GIFTS	Policy GAJ
GRIEVANCES	Policy GAE
HIPAA POLICY	Policy ECA
INSERVICE EDUCATION	Policy GADA
JOB DESCRIPTIONS	Policy GACB
LOYALTY OATH	Policy GA
MAINTAINING PROPER CONTROL	Policy GAO
MEDICAL EXAMINATIONS	Policy GA
PERSONAL APPEARANCE	Policy GAM
POLITICAL ACTIVITIES	Policy GAHB
POSITIONS	Policy GACA
PROTECTION and CARE of SCHOOL PROPERTY	Policy GA
RACIAL and DISABILITY HARASSMENT	Policy GAACA
RECORDS	Policy GAK
RECRUITMENT and HIRING	Policy GACC
RETIREMENT	Policy GAQ
SALARY DEDUCTIONS (FLSA)	Policy GAL
SECURITY and SAFETY	Policy EBC
SEXUAL HARASSMENT	Policy GAAC
SOLICITATIONS	Policy GAI
STAFF-COMMUNITY RELATIONS	Policy GAH
STAFF ONLINE ACTIVITIES	Policy IIBGC
STAFF-STUDENT RELATIONS	Policy GAF
TRAVEL EXPENSES	Policy GAN
TOBACCO PRODUCTS IN SCHOOL BUILDINGS	Policy GAOC
WORKERS COMPENSATION SOCIAL AND DISABILITY BENEFITS	Policy GAOE
POLICIES SPECIFIC TO NONCERTIFIED EMPLOYEE	
ASSIGNMENT and TRANSFER	Policy GCE
CLASSIFIED EMPLOYEE EVALUATIONS	Policy GCI
COMPENSATION and WORK ASSIGNMENTS	Policy GCA

LEAVE and PAY CALCULATION
LEAVES and ABSENCES
NONCERTIFIED PERSONNEL SECTION
NON-SCHOOL EMPLOYMENT
PAID HOLIDAYS
RESIGNATION
SUPERVISION
SUSPENSION
VACATIONS
WORK SCHEDULES

Policy GCRIA
Policy GCRG
Policy GC
Policy GCRF
Policy GCRI
Policy GCO
Policy GCH
Policy GCK
Policy GCRH
Policy GCR

ANNUAL ASBESTOS NOTIFICATION

In accordance with EPA regulations, all school buildings listed below have been inspected for materials that contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the list to determine the type of asbestos-containing building materials (ACBM) found in all buildings, if any.

Also, please refer below to determine where copies of the Inspection/Management Plan (Part A and Part B) are on file. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified inspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA /Management Plan, the local educational agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, re-inspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the Superintendent of Schools, Asbestos Program Manager, USD 303, 798-3991.

LIST OF BUILDINGS and OUTBUILDINGS

Ness City High School, 200 North Fifth, Ness City, KS 67560 — Non-friable Assumed ACBM found in building.

Ness City Elementary School, 500 East Chestnut, Ness City, KS 67560 — Friable Confirmed ACBM Found in building.

Stadium Pressbox, Vo-Ag Building, Concessions/rest-rooms, Ness City, KS — Non-friable Confirmed ACBM found in building.

Copies of the Re-inspection/Management Plan are on file at the following offices: Administration Office, 414 East Chestnut; Office, desk or file of the Asbestos Program Manager (APM); Ness City High School, 200 North Fifth; and Ness City Elementary School, 500 East Chestnut, all of Ness City, KS 67560.

EXPOSURE CONTROL PLAN for BLOODBORNE PATHOGENS

Introduction

In late 1991 the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statute gives the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, the state announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in USD 303 to achieve compliance with the state directive.

Exposure Determination

For purpose of this plan “occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing mucous membranes or the skin barrier through needlesticks, human bites, cuts, abrasions, etc.) contact with blood or other potentially infectious materials (OPIMs) that may result from the performance of the employee’s duties. OPIMs include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, etc. For purposes of this plan, employees of the district, by job classifications have been divided into three categories:

Category I

All employees in the following job classifications at USD 303 have occupational exposure: Custodians, the school nurse, building secretaries, coaches and coaches aides, and special education teachers and paraprofessionals.

Category II

Some employees in the following job classifications in USD 303 may have an occasional occupational exposure: Teachers, teacher aides, school bus drivers, and building administrators.

Category III

Some employees in USD 303 are unlikely to have occupational exposure. These job classifications include: Central office administrators, clerical personnel, and lunchroom workers.

The following is a list of tasks and procedures or groups of closely related tasks and procedures in the school district in which occupational exposure occurs or is likely to occur, and by which employees in which job classifications such tasks are performed.

TASK or PROCEDURE	JOB CLASSIFICATION
Cleaning and bandaging scrapes, cuts or abrasions	School nurse, or in the absence of the nurse, building principals, secretaries to building principals, coaches aides
Cleaning vomitus and/or blood from the floors, desks, and cleaning restrooms	Custodians

Methods of Compliance

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV). Universal Precautions shall be observed in USD 303 to prevent contact with blood and OPIMs.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to eliminate or minimize all employee exposure. Where exposure potential remains, personal protective equipment shall also be used.

Engineering Controls

Engineering controls are controls which isolate or remove the bloodborne pathogens hazard from the workplace. The following engineering controls will be used in the district:

- * The district will place clean-up kits in the following areas: Nurse’s offices, principals’ offices and custodial closets.
- * The district will maintain appropriate containers for the disposal of needles or sharps in the following areas: Nurse’s offices.
- * The district will maintain appropriate receptacles for the deposit of contaminated clothing, protective clothing, and other articles.

Engineering controls will be examined, maintained or replaced on a regularly scheduled basis.

CONTROL	INSPECTED BY	TIMELINE
Sharps disposal containers	School nurse	Monthly
Receptacles	Custodian	Daily

Work Practice Controls

Work practice controls are those controls that reduce the likelihood of an exposure by altering the manner in which the task is performed.

The following work practice controls apply in USD 303:

- * Contaminated needles will not be bent, recapped or removed and will be disposed of in appropriately labeled containers.
- * Eating, drinking, smoking, applying cosmetics, applying lip balm and the handling of contact lenses is prohibited in areas where there is a reasonable likelihood of occupational exposure.
- * Food and drink cannot be kept in any area where blood or OPIMs are present.
- * Procedures involving blood or OPIMs will be performed in a manner to minimize splashing, spraying, or spattering.
- * Mouth suctioning of blood or OPIMs is prohibited.

- * Specimens of blood or OPIMs should not be brought to or taken in the school. If specimens of blood or OPIMs are present in the school, they should be in leak proof containers, appropriately labeled, and closed prior to storing or transporting.
- * Equipment which may become contaminated with blood or OPIMs shall be decontaminated, or appropriately labeled, as soon as is feasible after the contamination occurs. Affected employees and, if necessary, outside servicing agents, will be informed of the contamination of the equipment prior to any handling, servicing or shipping of the equipment.

Hand Washing Facilities

Hand washing facilities are provided for all students and employees of the district. Because washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through blood and OPIMs, employees shall wash their hands with soap and water whenever exposure occurs. Although hand washing may be advisable in other situations, employees must thoroughly wash their hands, or any other exposed or contaminated skin with soap and water in these situations:

- * Immediately after the removal of gloves or other personal protective equipment.
- * Following contact of hands or other skin with blood or OPIMs.

In some situations, such as on athletic facilities or field trips, hand washing facilities may not be available. In this case, the person in charge of the event (football coach, teacher who is taking the class on a field trip, etc.) shall ensure that antiseptic towelettes are available for use. Antiseptic towelettes which may be used for this purpose are stored in first aid kits and school vehicles and may be obtained from the school secretaries. Whenever an employee uses an antiseptic towelette, the employee shall thoroughly wash his or her hands with soap and water as soon as it is feasible to get to a hand washing facility.

Personal Protective Equipment

It shall be the responsibility of each building principal to ensure that appropriate personal protective equipment is available and readily accessible for each employee's use at no cost to the employee. The principal shall also ensure that all employees use personal protective equipment when there is occupational exposure. In the event that an employee, exercising his or her personal judgment, fails to use protective equipment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent future occurrences.

It shall be the responsibility of any employee who uses personal protective equipment to place the equipment in the appropriately designated receptacle for storage, washing, decontamination or disposal after its use. These receptacles are located in the school nurse's offices and custodial closets. The school district shall be responsible for storing, cleaning, laundering, decontaminating, repairing, replacing or disposing of such equipment.

All personal protective equipment which is penetrated by blood or OPIMs should be removed as soon as is feasible and placed in the appropriate receptacle.

Personal protective equipment is stored in the school nurse's offices and custodial closets. The equipment may be checked out or obtained for use by contacting the building secretaries. The following personal protective equipment is available in the district for use by its employees:

- * **Gloves** — Shall be worn by any employee when it is reasonably anticipated that there will be hand contact with blood, OPIMs, mucous membranes or non-intact skin. Gloves shall also be worn when handling or touching contaminated items or surfaces.

Disposable (single use) gloves are available for employee use in situations where such use is warranted or directed. These gloves should be deposited by the employee in the appropriate container for disposal immediately following their use. Hand washing after removing the gloves is required.

Utility gloves are assigned to some employees. These gloves may be decontaminated for reuse, and should be deposited in the appropriate container for washing or decontamination. Any employee to whom utility gloves are assigned shall be responsible for regularly inspecting these gloves for punctures, cracking or deterioration. The employee shall dispose of such gloves when their ability to function as a barrier is compromised. The employee shall report the disposal of the gloves to the building secretaries who shall ensure that a new pair of utility gloves is assigned to the employee.

- * **Masks, Eye Protection, and Face Shields** — This type of protective equipment shall be worn whenever splashes, spray, splatter or droplets of blood or OPIMs may be generated and eye, nose or mouth contamination can be reasonably anticipated.

- * Gowns, Lab Coats, Aprons, and Other Protective Body Clothing — This type of protective clothing shall be worn in occupational exposure situations. This type of protective clothing necessary will depend on the degree of exposure, and shall be left to the employee’s judgment.

Housekeeping

It shall be the responsibility of the superintendent of schools and building principals to see that each work site and building in the district is maintained in a clean and sanitary condition.

All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as feasible after contact with blood or OPIMs.

Protective coverings used to cover equipment and environmental surfaces shall be removed and decontaminated or replaced as soon as feasible when they become overtly contaminated.

All bins, pails, cans, and waste paper baskets shall be inspected, cleaned, and decontaminated on a regularly scheduled basis, or as soon as feasible upon visible contamination.

Broken glassware shall not be picked up by hand, but by using a broom and dustpan, tongs, vacuum cleaner, or other mechanical means.

The following cleaning schedule and method of decontamination will be implemented in the district:

AREA	SCHEDULED CLEANING	METHOD
Bathrooms		
Floors	Daily	Disinfect with Strike Out or Virex
Stools	Daily	Bowl cleaner, disinfect spray with germicide
Lavatories	Daily	Porcelain cleaner, germicide
Wastebaskets	Daily	Change liners and wash as needed
Sanitary Napkin Dispensers	Daily	Empty, change liners and dispensers as needed
Dressing Rooms		
Floors & Stalls	Daily	Disinfect with Virex or Strike Out
Drinking Fountains		
	Daily	Porcelain cleaner, germicide, and shine with stainless steel cleaner and polish
Cafeteria/Kitchen		
	Daily	Clean, disinfect and wet mop

All contaminated and regulated waste will be disposed of in compliance with state and federal regulations.

Laundry

The school district will use Universal Precautions with all soiled or contaminated laundry. Any contaminated items which can be laundered will be bagged at the site of the contamination and handled as little as possible. If the items are wet, leak proof bags or containers shall be used. Such items shall not be sorted or rinsed at the site of the contamination. The bags shall be deposited in the appropriately labeled receptacle in the building.

Any employee who comes into contact with contaminated items or laundry shall wear gloves and other personal protective equipment as deemed necessary or appropriate.

Hepatitis B Vaccination

The school district will make the Hepatitis B vaccine and vaccination series available to any employee of the district who has occupational exposure and falls within Category I of the exposure determination. In light of the OSHA directive in early July, 1992, indicating that persons who render first aid only as a collateral duty, responding solely to injuries resulting from workplace incidents, generally at the location where the injury occurred may be offered post-exposure vaccination rather than pre-exposure vaccination, the district will make the Hepatitis B vaccine and vaccination series available to employees in Categories II and III within 24 hours of possible exposure to HBV.

The Hepatitis B vaccination and any medical evaluation required before the vaccine can be administered will be provided to the employee at no cost. No employee shall be required to participate in a prescreening program as a prerequisite for receiving the Hepatitis B vaccination. The vaccine will be offered after the employee has received training on bloodborne pathogens and within 10 working days of an employee’s initial assignment to work involving the potential for occupational exposure, unless the employee has previously been vaccinated, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will sign a waiver form as required by Appendix A of the OSHA standard. (A copy of the required waiver form is attached to this plan.) The superintendent shall be

responsible for assuring that the vaccine is offered, and that the necessary waiver is signed and appropriately filed for any employee who declines to accept the Hepatitis B vaccination which was offered.

Any employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will provide the vaccination for the employee at that time.

The Ness County Health Department will administer the vaccine to employees of the district at the office of the Ness County Nurse.

Although booster doses of Hepatitis B vaccine are not currently recommended by the US Public Health Service, if such booster doses are recommended in the future, the district will make the booster doses available at no cost to all employees who have occupational exposure.

Reporting Procedures for First Aid Incidents

Whenever an employee in Category II or III is involved in a first aid incident which results in potential exposure, the employee shall report the incident to the building secretary before the end of the work shift during which the incident occurred. The employee must provide the building secretary with the names of all first aid providers involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as defined in the OSHA standard and this policy, has occurred. The information shall be reduced to writing by the building secretary and maintained in the first aid incident report file located in the central office. The district will maintain a list of such first aid incidents which will be readily available to all employees and provided to KDHR upon request. Any employee who renders first aid or other assistance in any situation involving the presence of blood or OPIMs, regardless of whether or not a specific exposure incident occurs, will be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be initiated as well.

Post-Exposure Evaluation and Follow-Up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or OPIMs. Whenever an employee has an exposure incident in the performance of his or her duties, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the employee at the expense of the district.

Post-exposure evaluation and follow-up shall be performed by the Ness County Health Department at the office of the Ness County Nurse according to recommendations of the US Health Service current at the time these evaluations and procedures take place. The district will make sure that any laboratory tests required by the evaluation or follow-up procedures are conducted at an accredited laboratory at no cost to the employee.

Whenever an exposure incident occurs, the exposed employee shall report the incident to the building principal, who will explain to the employee his or her right to a post-exposure evaluation and follow-up. If the employee desires an evaluation, the building principal will contact the Ness County Health Department as soon as feasible to arrange for the post-exposure evaluation for the employee.

A post-exposure evaluation and follow-up will include the following elements:

1. Documentation of the circumstances under which the exposure incident occurred, including the route(s) of the employee's exposure.
2. Identification and documentation of the source individual whose blood or OPIMs caused the exposure, unless identification is infeasible or prohibited by law.
3. Unless the source individual is known to be infected with HBV or HIV, the school district through the building principal will seek the consent of the source individual for blood testing for HBV or HIV. Failure to obtain consent will be documented by the district.
4. If the source individual consents, results of the source individual's blood testing will be made available to the exposed employee, along with information on laws concerning the disclosure of the identity and infectious status of the source individual.
5. If the exposed employee consents, blood testing of his or her blood will be completed as soon as possible. If the employee consents to baseline blood collection, but not to HIV serologic testing, the blood sample will be retained for 90 days. The employee may request testing of the sample at any time during the 90 day period.
6. The exposed employee will be offered post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service. These recommendations are currently as follows: If the source individual has AIDS, is HIV positive, or refuses to be tested, the employee should be

counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The employee should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Retesting on a periodic basis may be necessary. During this follow-up period, especially the first 6-12 weeks after exposure, the employee should follow recommendations for preventing the transmission of the virus.

7. The exposed employee will be offered counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel. Reports should be made to the superintendent.

Working with the Health Care Professional

The school will provide the Ness County Health Department with a copy of the OSHA regulation governing bloodborne pathogens, and ensure that the Ness County Nurse is provided with a description of the employee's duties as they relate to the exposure incident, documentation of the circumstances under which the exposure incident occurred, results of the source individual's blood test (if available), and all medical records which the district is required to maintain which are relevant to the appropriate treatment of the employee, including the employee's vaccination status.

Written Opinion of the Health Care Professional

Following post-exposure evaluation, the health care professional shall provide the school district with a copy of his or her written opinion within 15 days after the completion of the evaluation. This opinion shall include:

1. An opinion of whether Hepatitis B vaccination is indicated for the employee, and if the employee has received the vaccination.
2. A statement that the employee has been informed of the results of the evaluation and about any medical conditions resulting from exposure to blood or OPIMs which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential between the employee and the health care provider and shall not be included in the written opinion.

Communication of Hazards to Employees

Labeling

Any container which contains used needles, blood or OPIMs in the district shall be appropriately labeled with a "BIOHAZARD" label, or shall be red in color. All "BIOHAZARD" labels will have a fluorescent orange or orange-red background and have the biohazard symbol and the word "BIOHAZARD" in a contrasting color.

Any receptacle used for the disposal or deposit of contaminated materials for laundering or discard will be red in color, appropriately labeled or lined with red bags.

Any equipment which is contaminated will be appropriately labeled.

Training

A training program on bloodborne pathogens will be provided for all employees with occupational exposure. Training will be provided during working hours, and at no cost to the employees. Attendance at training sessions is mandatory.

Initial training will be provided for all employees within 60 days after the adoption of this exposure control plan. Thereafter an employee will be provided with training at the time of initial assignment to tasks where occupational exposure may occur. Annual training for all employees will be provided within one year of their previous training. Additional training will be provided if changes in an employee's assignments affect the employee's occupational exposure.

The training program will be conducted by a person who is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address, and presented in a manner which is understandable for all employees.

The training program will contain, at a minimum, the following elements:

1. A copy of the OSHA standard and explanation of its contents;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the exposure control plan and information on how the employee may obtain a copy of the plan;
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;

6. An explanation of the use and limitations of methods, such as engineering controls, work practices, and personal protective equipment, that will prevent or reduce exposure;
7. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the conditions under which it is offered, free of charge to employees;
8. Information on the appropriate actions to take and the persons to contact in an emergency involving blood or OPIMs;
9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and the medical follow-up that will be made available at no charge;
10. Information on the post-exposure evaluation and follow-up following an exposure incident;
11. An explanation of labeling and color coding; and
12. An opportunity for questioning the person conducting the training session.

Medical Record Keeping

The school district will establish and maintain a confidential medical record for each employee with occupational exposure. This record will include:

1. The name and social security number of the employee;
2. A copy of the employee's Hepatitis B vaccination status (including the dates the vaccination was given), any medical records relative to the employee's ability to receive the vaccination, or the employee's signed waiver;
3. A copy of all results of examinations, medical testing, and follow-up procedures;
4. A copy of the health care professional's written opinion following post-exposure evaluation and follow-up; and
5. A copy of any information provided to the health care professional under the evaluation and follow-up procedures.

The medical records of employees maintained under this policy will be kept confidential and will not be disclosed to any person, except as required by law, without the employee's express written consent. Medical records required under this plan will be maintained for the duration of the employee's employment and for thirty years thereafter.

Training Record Keeping

The school district will maintain records of all training sessions offered to employees under this plan. Such records will include:

- * The dates of the training session
- * A summary of the contents of the session;
- * The name(s) and qualifications of the persons conducting the training; and
- * The name(s) and job titles of all persons attending the training sessions.

Training records will be kept for at least three years from the date on which the training occurred. Employee training records will be made available for inspection to employees, anyone having the written consent of the affected employee, and to KDHR upon request.

Accessibility and Review

A copy of this Exposure Control Plan will be accessible to all employees of the district in the office of each district building. Any employee will be provided with a copy of the plan at no cost upon request. A copy of this plan will also be made available to KDHR upon request.

This Exposure Control Plan will be reviewed and updated at least annually, or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, or to reflect new or revised employee positions with occupational exposure. The superintendent of school shall be responsible for scheduling the annual review of this plan.

HAZARD COMMUNICATION PROGRAM

The purpose of this notice is to inform all employees that Unified School District 303 is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDS's, by ensuring that containers are labeled, and by providing employees with training.

This program applies to all work operations within the school district where any employee may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Delegation of Responsibility

The clerk is the program coordinator, acting as the representative of the superintendent of schools, who has overall responsibility for the program. The coordinator is responsible for implementation of the program and will review and update the program, as necessary. Whenever the word “superintendent” or “coordinator” occurs the words “or designated representative” are assumed to follow.

Copies of Written Program

Copies of the written program are located in the media center of each school, the office of the principal of each school, the school nurse’s offices and the district office.

List of Hazardous Chemicals

A list of hazardous chemicals and related work practices used in the district has been prepared. This list will be updated as necessary. The list of chemicals identifies all of the chemicals used in district work areas and is posted there. Each list also identifies the corresponding MSDS for each chemical.

Material Safety Data Sheets (MSDS’s)

MSDS’s provide you with specific information on the chemicals you use. The coordinator will maintain a notebook in the district office with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be on a fully completed OSHA Form 174 or equivalent. The coordinator will ensure that each work site maintains an MSDS for hazardous materials in that area. MSDS’s will be readily available to you at your work stations during your work hours.

The coordinator is responsible for acquiring and updating MSDS’s. He will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements for the district must be cleared by the superintendent.

Labels and Other Forms of Warning

The coordinator will ensure that all hazardous chemicals within the school district are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, vendor or other responsible party. The coordinator will refer to the corresponding MSDS to assist you in verifying label information.

Original identification and hazard warning labels will not be removed from chemical containing vessels. Labels accidentally removed or defaced will be promptly replaced. Replacement labels will include identification and hazard warning information.

Chemicals transferred from a labeled container to a portable container intended only for your immediate use, require no labels on the portable container. However, when empty containers are reused for other materials, the hazard warning labels will be removed or thoroughly obliterated and appropriately labeled for the new contents.

Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (e.g., entering confined spaces, etc.), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the coordinator. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Safety meetings as necessary will also be used to review the information presented in the initial training. Building administrators, food service director, transportation director and other immediate supervisors will be appropriately trained so they will be available to answer questions from you and provide daily monitoring of safe work practices.

The training plan will emphasize the following items:

- * Summary of the standard and this written program;
- * Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence of release of chemicals;
- * Physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- * Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical;

- * Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response);
- * Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks;
- * Where MSDS's are located, how to read and interpret the information on both labels and MSDS's and how employees may obtain additional hazard information.

The coordinator will ensure that the personnel file of each employee contains an employee training record and will periodically review the employee training program and recommend changes. Input will be obtained from employees regarding the training they have received including suggestions for improvement.

Outside Contractors

The coordinator, upon notification by the superintendent, will advise outside contractors of chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken and safe handling procedures to be used. These individuals will be notified of the location and availability of MSDS's. Outside contractors bringing chemicals on-site must provide us with the appropriate hazard information, including the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

Further information on this written program, the hazard communication standard, applicable MSDS's, and chemical information lists are available in the district office, 414 East Chestnut, Ness City, Kansas.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, including electronic means, in a school vehicle or at a school-sponsored activity or event. Such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school for student offenders or including suspension and/or termination for school personnel. The following is the State of Kansas' definition of Hazing and Bullying:

- (1) "Hazing" is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social, academic, athletic or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.
- (2) "Bullying" means:
 - (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) Harming a student or staff member, whether physically or mentally,
 - (ii) Damaging a student's or staff member's property,
 - (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member, or
 - (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
 - (B) Cyberbullying; or
 - (C) Any other form of intimidation or harassment prohibited by the board of education.
- (3) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Hazing and/or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Intentional written, verbal, graphic or physical acts, including electronically transmitted acts, by a student or group of students toward other students/school personnel performed with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate;

3. Extortion or damage of and/or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites, such as the following:
 - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening e-mails, website postings or comments and instant messages;
 - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
 - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Reporting Procedures

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be hazing and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator will be promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing and/or bullying.

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing and bullying in other interactions with students.

School personnel may find opportunities to educate students about hazing and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate

behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of hazing or bullying.

KANSAS OPEN RECORDS ACT

A Guide to The Rights of the Public & The Responsibilities of Public Educational Institutions

Sunshine laws require governments to function in the open, subject to public scrutiny. Kansas has two sunshine laws: the Kansas Open Records Act (KORA) and the Kansas Open Meetings Act (KOMA). The Kansas Open Records Act requires most records that are made or kept by public schools or community colleges to be open to the public. Like its counterpart, the Kansas Open Meetings Law, KORA is designed to ensure public access to information that forms the basis for public decision-making.

For more information regarding KORA and KOMA, contact our Custodian of Records, Susie Schlegel, and/or our Freedom of Information Officer, Kimberly Borger, at the central office.

KANSAS SCHOOL SAFETY HOTLINE — 1-877-626-8203

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending school violence.

LOCKOUT TAGOUT PROGRAM

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization of start-up of the machine or equipment or release of stored energy could cause injury. When the energy isolating devices are not lockable, tagout may be used.

Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Violation of this program could result in disciplinary action.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Notification to be accomplished by locking out and tagging.
2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s) and/or tagout when the energy isolating devices are not lockable.
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

- a. CAUTION: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment. If tagouts were used, to remove the tags and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees by removing lockout devices and tags that the servicing or maintenance is completed and the machine or equipment is ready for use.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited basis. Much of the student information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department for Children and Families (DCF) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee’s immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include severe penalties, up to, and including, termination.

UNIFORM ADMINISTRATIVE RULES

This chapter provides general information concerning several uniform practices for classified employees.

ABSENCES

When it is necessary for an employee to be absent, the employee is to notify his/her administrator or supervisor as far in advance as possible. It is the employee's responsibility to obtain and complete the proper leave form, which should be done prior to the absence if possible. In emergency situations, such as sick leave, the form shall be completed when the employee returns to duty.

ACCIDENTAL INJURY WHILE ENGAGED in EMPLOYMENT

Accidental injuries occurring during the course of employment are to be reported to the immediate supervisor as soon as is practical.

The injured employee is responsible for filing a completed accidental injury report form with the district office. The building secretaries may assist with this.

CONTRACTS

All classified employees, except for substitute or temporary employees, are employed under the provisions of a contract. That contract, generally, governs:

- The position and type of work to be performed (job description);
- Hours in the normal work day and week;
- Required approval by the building principal or superintendent of schools for hours worked in excess of those specified;
- Overtime provisions for hours worked in excess of 40 hours per week;
- An hourly wage;
- Pay and time off for holidays, vacations; and
- Sick leave.

DRESS CODE

Professional Dress – Appropriate professional dress demonstrates a high regard for education, and the teaching profession, and will present an image consistent with job responsibilities and community values and expectations. Appropriate professional dress reflects a shared vision of the District's staff as motivated professionals working toward a common mission. In addition, it strengthens the community's perception toward the District, public schools, and the teaching profession.

The Board of Education encourages appropriate dress that adheres to commonly accepted business standards. Clothing should convey a professional image by being coordinated, modest, and appropriate for a classroom or educational setting. If a staff member will be representing the school during the school day in the community, the staff member is expected to dress professionally. For example, class trips should not be held on days the class has been awarded pajama days or other non-typical dress days.

Attire should be appropriate for the educational activity to be engaged in that day and should also be appropriate for the role of the teacher or staff member in each activity (i.e., P.E. teachers wearing athletic apparel; Vocational teachers wearing apparel appropriate for the shop; teacher planning and preparation days; Professional Development days; custodial staff; kitchen staff). Additionally, staff members are encouraged to participate in District Wide Spirit days to show school spirit and build relationships with students.

Continued on next page....

An administrator concerned about an employee's appearance will address his/her concerns with the individual employee.

Certified Staff:

Jeans without holes or tears may be worn on Fridays with a Ness City Eagle shirt.
Tights, legging, and yoga pants should only be worn as undergarments.
Sweat pants, shorts, and wind pants are not appropriate for a typical school day.

Classified Staff:

Jeans without holes or tears may be work everyday.
Tights, legging, and yoga pants should only be worn as undergarments.
Sweat pants, shorts, and wind pants are not appropriate for a typical school day.

E-MAIL/COMPUTER USAGE

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school business. 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 and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination. *See additional iPad Policy and Computer Online Acceptable Use Policy for detailed information.

HOURS of EMPLOYMENT

The hours worked in a normal workday are specified by contract whereas the hours of employment — reporting time, meal period, rest period, etc. — are established by the immediate supervisor. It is expected that each employee will adhere to the hours of employment, as specified, unless specific permission for a temporary waiver is granted by the immediate supervisor.

MEAL PERIODS

A bona fide meal period which occurs during the scheduled workday is not hours worked if the employee is completely relieved from duty for the purpose of eating a meal.

Certain employees such as lunch room employees, teacher aides and paraprofessionals and some building secretaries are required to be on duty during the meal period. For those employees the meal period will be counted as hours worked. All other employees will clock out and in for a duty-free meal period of at least 30 minutes.

PERSONAL BUSINESS

Occasionally it is necessary for district employees to tend to personal business during the normal workday. When this occurs, the employee will secure permission from the building principal or immediate supervisor and clock out before leaving.

PURCHASING

The superintendent is the sole purchasing agent for the district and no other employee, unless designated by him, is authorized to create an indebtedness for goods or services against the district.

All requests for the purchase of goods or services to be charged to USD 303 must be approved in advance by the principal of the building for which purchases are made and the superintendent. Requests shall be submitted on a USD 303 requisition.

REST PERIODS

Rest periods (coffee breaks) of short duration, from 5 to 15 minutes, will be counted as hours worked. Each employee may take one (1) such rest period during each four (4) hour block of time during the normal workday.

In the event the rest period is taken off premises, the employee will clock out and in and the time will not be counted as hours worked.

USE of SCHOOL PROPERTY

School district supplies, materials, equipment and/or facilities exist for the purpose of educating the youth of the district and will not be converted for personal use unless expressly permitted by board policy.

USE of TELEPHONE

The school telephones may be used by any staff member for school or personal business. Personal long distance calls should not be charged to the school. The district prohibits employees from using any communication device that interrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor.

The school district realizes that cell phones have become a part of daily life and are a positive tool in improving communication between students and parents. However, in the school setting, cell phones can also become a distraction if used inappropriately and/or at the wrong times. Cell phone usage must not interrupt instruction or take time away from time to be used for instruction. Staff must notify building administration if they are expecting a phone call or other notification that will require them to step out of the classroom to deal with a personal matter of urgent need. All other personal business requiring the use of a cell phone must only be done during breaks away from students, during scheduled planning time, or with the permission of building administration. Building administration will address concerns with cell phone usage with the individual, repeated issues may result in disciplinary action.

APPENDIX C
POST-EXPOSURE EVALUATION and FOLLOW-UP REPORT

1. Name of the employee who had an exposure incident.
2. Date, time, and place of the exposure incident.
3. A description of the circumstances under which the exposure incident occurred.
4. A description of the route(s) of the employee's exposure.
5. Information on the source individual
 - a. The identity of the source individual is is not known. (If the answer is "is not," go to questions 6.)
 - b. The source individual is is not known to be infected with HBV or HIV. (If the answer is "is," go to question 6.)
 - c. The school district, through (name of responsible employee) sought the consent of the source individual to blood testing. The source individual did did not consent to blood testing. (If the answer is "did not," go to question 6.)
 - d. The source individual did did not consent to having the results of the blood test released to the school district and to the affected employee. (If the answer is "did not," go to question 6. If the answer is "did," the affected employee and any employee who received the information on behalf to of the district should be instructed that such information must be kept confidential pursuant to Kansas law.)
 - e. (Name of responsible employee) made the results of the source individual's blood test available to the affected employee on (date).
6. (Exposed employee) was informed of his/her right to post-exposure evaluation and follow-up by (responsible employee) on (date). (Exposed employee) was informed that (name of health care professional) would perform the evaluation at (name of health care facility), at the expense of the district, and that (responsible employee) would arrange an appointment for the evaluation. (Exposed employee) declined accepted the offer and the appointment was was not made.
7. (Responsible employee) offered (exposed employee) post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service on (date).
8. (Responsible employee) offered (exposed employee) counseling with (name of nurse, physician or counselor) concerning precautions to take during the period after the exposure incident. Such counseling also included information of potential illnesses. (Exposed employee) was instructed to report any related experiences to (responsible employee).

Date of Report

Signature of Responsible Employee

(This report will be filed in the employee's personnel file. A copy of this report will be provided to the health care professional doing the evaluation along with a copy of the OSHA regulation, a description of the employee's duties as they relate to the exposure incident, the result of the source individual's blood test, if available, and a copy of the employee's medical record.)