

# **Teacher Addendum Handbook**

**2016-2017**

## Teacher Addendum Handbook Changes 2016-2017

Page 1: Changed Years to 2016-2017

Page 4: Added line: "All paperwork needs to be submitted to administration within 30 days."

Page 6: Benefit section changed to:

Health Insurance – Keystone will contribute \$460 per month toward the purchase of the adopted health plan.

Voluntary Benefits – The current dental and vision benefits and contributions will continue through July 31, 2016. Current short term disability, life insurance, cancer, accident, hospital confinement, and critical illness will continue through August 31, 2016. Similar plans, under different providers, will be available for employees to choose from at their cost, through payroll deduction. Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

If staff resigns or is terminated prior to completing current contract, all benefits will cease at the end of the resignation/termination month. If staff resigns or retires after completing current contract, benefits and current contributions will continue through August payroll (health insurance will continue through September and other benefits will continue through August.)

## Table of Contents

<b>HUMAN RESOURCES</b> .....	4
Teacher Workday .....	4
Preparation/Lunch Time.....	4
National Board Certification .....	5
Practice/Cooperating Teachers .....	5
Evaluations .....	5
<b>PAYROLL AND BUSINESS OFFICE</b> .....	6
Benefits .....	6
Absence Reporting .....	6
Ordering Supplies.....	7
<b>LEAVE</b> .....	7
Personal Leave .....	7
Sick and Discretionary Leave .....	8
Sick Leave Bank.....	8
Bereavement Leave .....	9
Emergency Leave .....	9
<b>STAFF BEHAVIOR</b> .....	9
Arrival and Departure Times .....	9
Building/Job Responsibilities.....	10
<b>STUDENT SERVICES</b> .....	10
Health Services for Students .....	10
Children and Youth with Disabilities in Local Correctional Facilities.....	10
Telephone Calls .....	11

## HUMAN RESOURCES

### Teacher Workday

1. Workday is defined as a contract day for the staff in the assigned districts(s) and Keystone inservice dates.
2. Licensed personnel will provide services on every day that school is in session with students.
3. Licensed staff are not required to work when their assigned districts are closed due to inclement weather or other emergencies. Licensed staff will follow his/her assigned district's policy for making up lost days/time; however, Keystone licensed staff must work the minimum number of days/time to fulfill state special education requirements for full categorical aid reimbursement.
4. Itinerant teachers will follow the Oskaloosa School District Calendar.
5. Workshops attended on weekends do **not** count as workdays.
6. All staff must file a schedule with the Keystone central office and all building principals before September 15. An amended schedule must be submitted whenever there is a change.
7. If staff cannot be in their assigned school at their scheduled time, he/she must follow the building's procedure for notification of absences. Itinerant Staff must call or e-mail the Keystone receptionist regarding absence or change in schedule.

### Preparation/Lunch Time

Each licensed teacher shall be granted two hundred (200) minutes of planning time per teaching week. This planning time shall not be divided into more than two twenty-minute periods per day. It is expected that staff will use this time for instructional planning, collaboration, testing, IEP meetings, writing IEP, meeting with other special education and general education staff and other instructionally-related activities.

In the event that a teacher is required to supervise one or more students during time which has been designated for preparation/lunch, or when there is a pattern of lost preparation/lunch time, the teacher must notify their special education administrator as soon as such loss of preparation/lunch is known.

See the Negotiated Agreement for further information and forms to complete for reimbursement. All paperwork needs to be submitted to administration within 30 days.

## **National Board Certification**

Any teacher who has successfully earned National Board Certification will be awarded \$1,000 bonus when the certificate is earned. The bonus will be paid at the end of the said school year. If employee does not complete full contract year, bonus will be pro-rated.

## **Practice/Cooperating Teachers**

Licensed Keystone teachers may agree to supervise a student teacher provided the principal of the school and the special education administrator have given their approval. All inquiries from universities or prospective student teachers should be referred to a Keystone administrator. Student teachers and interns must complete a Keystone packet. To obtain a copy of the packet, please contact Keystone Human Resources.

Any money received by the district as reimbursements or payments may be distributed either to the classroom budget of the cooperating teacher or as payroll to the cooperating teacher.

## **Evaluations**

All licensed personnel will be evaluated by Keystone administration in accordance with the requirements of the Kansas State Board of Education. Building principals are expected to assist in these evaluations and/or submit a separate evaluation.

Planning and implementing instruction, student progress, interactions with students, interactions with other staff, and special education record keeping will be components of each teacher's evaluation. Student records may be reviewed to determine if IEP's are completed on time and in compliance with federal and state regulations. The quality of IEPs will be determined by comparing goals to the student's present level of performance and verifying that goals are measurable and that benchmarks or objectives indicate how progress will be measured. In addition, data collected during annual file reviews will be used to report the quality of IEPs. Other records reviewed may include progress reports sent to parents and Rainbow files, documentation of parent contacts, and information gathered from IT Department, etc. Observations made by administration and others during teacher contact time with students will be evaluated. The accuracy of the teacher's computerized IEP information and the Rainbow Files in the Keystone office are equally important.

See the Negotiated Agreement for further information.

## **PAYROLL AND BUSINESS OFFICE**

### **Benefits**

Health Insurance – Keystone will contribute \$460 per month toward the purchase of the adopted health plan.

Voluntary Benefits – The current dental and vision benefits and contributions will continue through July 31, 2016. Current short term disability, life insurance, cancer, accident, hospital confinement, and critical illness will continue through August 31, 2016. Similar plans, under different providers, will be available for employees to choose from at their cost, through payroll deduction. Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

If staff resigns or is terminated prior to completing current contract, all benefits will cease at the end of the resignation/termination month. If staff resigns or retires after completing current contract, benefits and current contributions will continue through August payroll (health insurance will continue through September and other benefits will continue through August.)

### **Absence Reporting**

All staff must call the building principal(s) or the designated person for that district by the designated time of the school district thus allowing the district to hire a substitute if needed.

1. Keystone personnel must report all absences on their monthly calendar.
2. Each district also reports the absence to Keystone on the “Monthly Absentee Report”.
3. Absences are to be reported as quarter, half, three-quarter or full day.
4. When an itinerant staff member is ill, he/she should immediately contact all building principals where he/she is scheduled for that day along with Keystone receptionist. In case of emergency, the Keystone office should be contacted with a request to notify principals.
5. For long-term absences, all staff must notify Keystone Human Resources, even if the district is arranging a substitute so that a contract can be written.

### **Ordering Supplies**

Teachers should check with their building/district as to what supplies will be available. In all cases, Keystone personnel should be provided the same supplies as the general education teacher’s in that district. If problems arise with securing supplies in a district, the teacher’s appropriate special education administrator should be notified.

Teachers need to submit a Purchase Order for all materials. The administrative team will review these requests and they will approve all necessary and allowable expenses. Prior approval must be received to purchase classroom supplies and materials.

Procedures for ordering supplies and instructional materials:

1. Teachers must complete and submit to the appropriate special education administrator the "Purchase Order Requisition" form with all required information.
2. Failure to follow these procedures will result in a delay in ordering.
3. Teachers will be notified if the requisition is not approved.

Personal expenses for supplies will be reimbursed if the teacher obtains prior approval from the special education administrator **and** submits a receipt. *Sales tax is not reimbursable.*

Keystone participates in cooperative purchasing, which allows the ordering of supplies at a significant cost saving. Staff members are encouraged to plan for the supply needs and order through coop purchasing in the spring.

Unless notified, all ordering and purchases for the classroom should be completed by certified staff. Without prior permission, Keystone will not be responsible for reimbursement.

## LEAVE

### Personal Leave

1. Two (2) days of personal leave will be granted each teacher per year. Personal days are non-cumulative.
2. A request with prior notice of 48 hours is to be given to the building principal when possible.
3. Personal Leave must be recorded on the monthly calendar in quarter day increments.
4. Personal leave shall not be used on in-service days or parent-teacher conference days.
5. Staff who separate during the school year will not be paid accrued personal leave.

Contracts shall not be completed with paid personal leave unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.

Accrued Personal Leave will not be paid if separation occurs.

## **Sick and Discretionary Leave**

Ten (10) days of leave, five discretionary and five sick, (accrued one per month August through May) will be allotted for each full time licensed teacher on the first day of their contract available for use at anytime.

1. These days will be prorated for teachers contracted after the start of the school year.
2. Teachers who work less than full time will have their leave days prorated.
3. For discretionary days, prior notice of 48 hours is to be given to the building principal when possible.
4. At the end of the school year, any unused leave will be accumulated to eighty (80) sick days.
5. Sick/Discretionary leave must be reported on the employee's monthly calendar.
6. A monthly report of remaining sick leave will appear on paycheck stubs. (Current to calendars submitted)
7. If a teacher resigns or terminates before finishing the school year and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.
8. Sick leave shall cover absences for the employee's own illness and illness or death with the immediate family. Immediate family shall include parents, siblings, spouse/partner, children, grandchildren, grandparents, and parents in-laws of the employee.
9. Retirement is the only time Accumulated leave will be paid per negotiated agreement. Staff who resign, non-renewed or terminated in the school year, will not be paid for their accumulated sick and discretionary leave.
10. Sick leave and or discretionary leave will not be approved to complete contract unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.

Accrued sick and discretionary leave will not be paid if separation occurs.

An employee on FMLA, extended leave or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

## **Sick Leave Bank**

Each teacher under continuous employment with the service center may choose to belong to the sick bank by donating one (1) day of leave to the bank. See the



Negotiated Agreement for specific information regarding Sick Leave Bank requests and procedures.

## **Bereavement Leave**

Each teacher shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. – Please note on timecard/calendar relationship of loss loved one.

## **Emergency Leave**

1. A maximum of one (1) day emergency leave will be granted to each teacher.
2. Emergency leave is defined as leave provided for business or activities, which cannot be conducted during time outside of school.
3. Requests for this leave must be made orally to the administration of the Service Center with written explanation to follow as soon as possible.
4. Emergency leave is nondeductible and non-cumulative.
5. Emergency leave is granted only if all other applicable leave is exhausted.

## **STAFF BEHAVIOR**

### **Arrival and Departure Times**

1. Licensed staff are expected to follow the workday schedule of the building in which they are working.
2. Itinerant staff will begin their day at the time teachers are expected to arrive at their first school, and end their day at the time teachers are permitted to leave at their last school. If this schedule causes a longer than normal workday, a special education administrator will assist in arranging adjustments.
3. All itinerant staff must sign in and out on the “Staff Check-In” form in the office of each building when entering and exiting school building.

### **Building/Job Responsibilities**

1. Keystone personnel will be under direct daily supervision of their building principals. Teachers should be aware of all local school district policies governing the building in which they are working and perform their duties accordingly.
2. Staff are to follow the dress codes of each building in which they work. Itinerant teachers must dress appropriately for all buildings in which they

- serve students.
3. Keystone staff are encouraged to work closely with building principals concerning scheduling, planning time, supervision of students and extra-curricular activities. Itinerant staff that serve more than one district are not expected to take on extra-curricular supervision but staff that work in one school district are encouraged to take their turn in helping supervise local district school functions.
  4. Paraeducators are encouraged to work closely with their supervising teacher concerning scheduling, planning time, supervision of students and extra-curricular activities. Itinerant staff that serve more than one district are not expected to take on extra-curricular supervision.
  5. While on duty, pleasure reading, playing games and using technology for personal reasons is strictly prohibited. Personal activities should only be conducted during lunch/break time in the lounge.

## **STUDENT SERVICES**

### **Health Services for Students**

The Nurse Practices Act of 1989 requires that nursing services, such as dispensing medication, catheterization, or tube feeding, can be performed only by a licensed medical professional or a person to whom the task has been delegated. When such services are needed by students with disabilities during the school day, school nurses from the respective county health departments will provide training for Keystone staff and delegate the task. Required documentation will be maintained by the nurse and the staff performing the delegated task.

### **Children and Youth with Disabilities in Local Correctional Facilities**

Federal and state regulations require local school districts to provide FAPE (special education and related services) to students with disabilities/exceptionalities, even if they are in a detention or correctional facility. The local district where the correctional facility is located is responsible for the provision of these services.

1. When local school personnel have knowledge of a student with an exceptionality being placed in a local correctional facility, they must contact a Keystone special education administrator immediately.
2. The Keystone administrative team will make all necessary arrangements for providing FAPE.
3. The Keystone Director of Special Education will make yearly contacts with

the Jefferson County Attorney and the Jefferson County Sheriff to share information regarding the obligations of the school and to discuss the most efficient method for providing the services.

4. Local school personnel should also contact a Keystone special education administrator if they have knowledge of a student with an exceptionality being placed in a correctional facility outside the Keystone service area. In this case, the Keystone administrator will contact the appropriate person in the district where the student is detained to assure that FAPE is provided there.

## Telephone Calls

Teachers making long distance phone calls pertaining to a student in the district from which they are calling, should follow the school's procedures for long distance phone calling. These calls should be paid by the local district.

If a teacher finds it necessary to make long distance phone calls concerning students from a different building from which they are calling, these should be paid for by Keystone. Teachers who frequently are in this situation should request a phone card from the Keystone Business Office.