

Teacher Addendum Handbook

2011-2012

Teacher Work Day

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. Workshops attended on weekends do **not** count as workdays.
5. 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.
6. If staff cannot be in their assigned school at their scheduled time, he/she must follow the building's procedure for notification of absences.

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.

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 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 call all building principals where he/she is scheduled for that day. In case of

emergency, the Keystone office should be contacted with a request to notify principals.

5. Itinerant staff should call all buildings that are scheduled for the day.
6. In a case of emergency, contact Keystone with a request to notify those who need to know.

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 regular 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.

Release from Contract

The continuing contract law requires the employer to notify certified staff by the third Friday in May if his/her contract will not be renewed for the following year. In turn, certified staff must notify their employer by the fourteenth day following the third Friday in May if they do not plan to renew their contract. Requests for release from a contract made after the fourteenth day following the third Friday in May will be acted on individually by the Board of Education considering the merits of each case. It is likely that requested release will be contingent on finding a suitable replacement.

Upon termination of employment, if the employee is a member of KPERS and under 65, application may be made for the withdraw of contributions made to the Kansas Public Employees Retirement System. This request may be made 31 days after the final paycheck is issued.

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.

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 of 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 day.
5. Staff who separate during the school year will not be paid accrued personal leave.

Contracts shall not be completed with paid leave unless administration and or Board approves the request.

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.

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.

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 seventy (70) 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. Retirement is the only time Accumulated leave will be paid per negotiate agreement. Staff who resign, non-renewed or terminated in the school year, will not be paid for their accumulated sick and discretionary leave.

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.

Pay Deductions

Any absence that does not fall under the above leave will result in a deduction in salary equivalent to one day's pay. If a teacher resigns or terminates before completing the school year and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.

Sick Leave Bank

Each newly employed teacher will donate one (1) day of leave to the Sick Leave Bank at the beginning of the year. See the Negotiated Agreement for specific information regarding Sick Leave Bank requests and procedures.

Professional Leave

It is the belief of Keystone that in order to provide appropriate programs for students, teachers must be life-long learners, constantly adding to their knowledge, skills, and attitudes. All Keystone employees are expected to continue to learn new skills and to be knowledgeable regarding best practices and new developments in their respective areas of specialization. Staff development of special education staff is provided at the beginning of each school year and periodically throughout the year. Attendance of licensed staff is required at the August staff development day(s) and any other training as notified. Other staff development opportunities will include workshops for specific groups, workshops on topics of general interest, and individual coaching as needed.

Professional leave is for the purpose of attending conferences, inservice institutes and other activities designed to improve the teacher's professional competency. The approval of Keystone Administration is required prior to taking professional leave.

Keystone sponsored workshops/in-service: Professional Leave Request Forms do NOT need to be completed. Simply follow the instructions in the announcement information, which typically includes emailing or calling the Keystone office to register.

Off-site Workshops/Conferences: A Professional Leave Request Form must be submitted to the special education administrator. All requests will be carefully considered by the administrative team and returned with the decision about attendance and reimbursement information. Conference information (registration information, conference description) must be attached to the request.

- Reimbursement: To be reimbursed for conference attendance/mileage/meals/etc., submit information with receipts* on the Conference Expense Voucher Form and send it to the Keystone office ATTN: Accounts Payable. Do not submit on the monthly expense voucher.
 - Vouchers must be turned in on the first day the media route runs of each month before the fifth day of the month or payment may be delayed until the following month. ** Vouchers for the current school year must be turned in by June 5th; failure to do so may result in non-reimbursement of expenditures.
- Meal Reimbursement: Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions in

the following manner: If the meal is not provided at the function, the expense of the noon meal as well as morning/evening meals are reimbursable not to exceed the daily amount of \$45. Prior approval on the Professional Leave Request Form is required.

* **Keystone is a tax-exempt agency.** Employees will not be reimbursed for any sales tax or gratuity (tips). No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed).

1. Staff wishing to attend a conference, workshop, etc. must submit a "Certified Staff Professional Leave Request Form" to the Keystone Central Office, ATTN: special education administrator responsible for your district.
2. Conference information (registration information; conference description) must be attached to the request.
3. The request must first be approved by the principal(s) that would be affected by the possible absence.
4. All requests will be returned to the employee with the decision about attendance and reimbursement information.
5. To be reimbursed for conference expenses, submit this information with receipts on the "Conference Expense Voucher" form and send to the Central Office ATTN: Accounts Payable. **Do not submit on the monthly expense voucher.**
6. Keystone is a tax-exempt agency. Employees will not be reimbursed for any sales tax.
7. Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions. Approved meal allowance is up to \$45.00 per day. If conference provides breakfast and or lunch the meal stipend will be adjusted accordingly.
8. If a teacher is granted professional leave but does not use it, he/she should notify the Keystone Central Office so that the day will not be charged against professional leave.

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 teaches 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.
4. Expenditures will be taken out of the teacher's classroom budget.

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*. It is the teacher's responsibility to determine the amount of supply money available in his/her account prior to requesting reimbursement or charging materials. Contact Accounts Payable with questions.

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. These items will be charged against the classroom budget.

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

Staff Behavior

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. The accuracy of the teacher's computerized IEP information and the Rainbow Files in the Keystone office are equally important.

See the "Job Performance Survey" and Negotiated Agreement for further information.

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.

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.