



**Teacher Addendum
2023-2024**

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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 declare a "home district" by letting the Keystone office know by September 1st and will follow that district's 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

Every teacher at Keystone shall be provided time free from student interaction or other assigned duties for both preparation and lunch. This time shall be equal to at least the minimum allotted to the general education licensed professionals in the building where the licensed professional is assigned. All teacher schedules must be approved by the immediate supervisor including the designated lunch/plan times. In the event a teacher receives an administrative directive to supervise one or more student(s) during designated plan time, or when unscheduled student needs create a pattern of lost plan time, the following will happen:

- 1) The teacher will notify the building administrator and their immediate supervisor as soon as such loss of plan time is known using Notification of Lost Preparation Time and Monthly Plan Time Documentation forms.
- 2) The immediate NEKESC supervisor will meet with the teacher and building administrator to resolve the issue.
- 3) The teacher will be paid at a rate of \$20.00 per hour retroactive to the point when the loss was first reported on the required forms and will continue until the problem is resolved or until the end of the school year.

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 a \$1,000 bonus at the end of the year in which the certificate is awarded. If an employee does not complete a full contract year, the bonus will be prorated.

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 IEPs 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, documentation of parent contacts, and information gathered from the 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 IEP paperwork in the Keystone office are equally important.

See the Negotiated Agreement for further information.

College Transcripts

An official college transcript (no duplicate copies will be accepted) and/or an office inservice transcript must be given to Human Resources on or before

September 1 in order to advance on the salary schedule. THERE WILL BE NO EXCEPTIONS MADE.

Licensure

All certified staff must hold certification or licensure in the area and at the teaching level, or be eligible for a waiver of these requirements by the State of Kansas. State funding is contingent upon meeting these requirements.

In the event that a teacher allows his/her license to expire the teacher will receive substitute wages from the date of expiration until the date a new license is issued. When a license is issued, there will be no retroactive pay to teacher wages.

PAYROLL AND BUSINESS OFFICE

Benefits

Health Insurance – Keystone will contribute a board approved amount per month toward the purchase of the Board approved health plan. This includes long-term subs contracted for more than 30 hours per week or 130 hours per month.

Voluntary Benefits - Vision, dental, disability, cancer, term life, critical illness, identity protection, accident, permanent life and long term care, pre-paid legal, medical and dependent flex, and hospital indemnity can also be purchased at employee expense.

Roth IRA and 403 B plans are available at employees cost, through payroll reduction/deduction.

There is an agency imposed 30 day waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following 30 days of employment.

If staff resigns or is terminated prior to completing the current contract, all benefits will cease at the end of the resignation/termination month. If a staff member resigns or retires after completing the current contract, benefits will continue through August payroll.

Payroll

Yearly salary for certified staff will be paid in twelve equal payments. Teachers may choose to receive July and August checks at one time or they may receive two checks, one per month, for the July and August payment. The Keystone

Business Office (Payroll Clerk) must be notified by April 1st if the employee is electing lump sum or non lump sum payment.

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 in the online system.
2. Absences can be reported in increments following the guidelines of the assigned district.
3. 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 receptionists. In case of emergency, the Keystone office should be contacted with a request to notify principals.
4. 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.*

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 and in the online system when possible.
3. Personal Leave must be recorded in the online system in hourly 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 any time.

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 pro-rated.
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 or equivalent hours.
5. Sick/Discretionary leave must be reported in the online system.
6. A monthly report of remaining sick leave will appear on paycheck stubs and in the online system.
7. If a teacher resigns or terminates before finishing the school year and has been paid for days not yet accrued, the final paycheck will be adjusted to pay back an amount equal to the overpayment.
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, are 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 a contract unless the 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 physician's 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 the timecard/calendar relationship of a lost 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 a 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 extracurricular 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. 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.

Social Networking Sites

Social networking and online communication, email (school and personal), and instant messaging should be regarded as public forums. The internet is not a secure environment. Anything typed in a blog, status update, or email is vulnerable to being viewed and reproduced by all. The paraeducator should never discuss students, teachers, or fellow staff in these settings in even the broadest terms. Confidentiality must be maintained on the internet in the same manner as one would “face to face” and airing grievances about co-workers in the aforementioned forums does not promote cooperative work environments. Social networking is not allowed during work hours. School email should be used for school purposes only and should be checked on a regular basis. Any violation of online communication or social networking sites is grounds for termination.

Improvement and Remediation Plans

- A. It is agreed informal coaching and disciplinary actions are the first steps taken in constructive discipline, and are to be taken by administrators in situations of a minor nature involving the teacher's conduct or job performance. Disciplinary actions will be administered in a fair and equitable manner, and, where practical, in a private manner.
- B. The information regarding proposed and implemented discipline of teachers shall be considered confidential, privileged information, to be released only to administrators who work with the teacher, the executive director or their designee, board attorney, and, if appropriate, to the Keystone Board of Directors. The teacher may release information regarding the discipline to any appropriate party.
- C. If an educator's performance is not meeting expectations following the provision of coaching and written expectations, it signals the need for

structured support, and targeted professional development. The structured support plans and plans of improvement will be developed in consultation with the educator, executive director, assistant director, and building administrator and be differentiated as explained below. *Please note that some violations that reach an ethical, moral, or legal threshold would not be subject to the support sequence defined in this section of the handbook.*

Additional Levels of Support:

1. Structured Support Level

- a. An educator will be provided a structured support plan (SSP) if their evaluator finds that they are persistently not meeting expectations on: 1) evaluation targets, 2) Keystone or District policies and procedures, 3) maintaining a collaborative relationship with coworkers, students, and families with whom they work. The SSP includes targeted support and timelines for meeting the goals established as part of the teacher's evaluation plan. While receiving structured support teachers will have check-in meetings at a frequency determined by the evaluator and reflected in the plan.
- b. Nothing in the SSP will preclude the educator from seeking assistance through peer support, professional development, or mentoring. The goal of the SSP is to provide specific support so that the educator can be successful. The teacher should document all improvement activities outside of the SSP and bring the documentation to the check-in meetings. If the teacher is successful in addressing the targeted goal(s) within the timeframe specified in the plan, structured support will be discontinued and the educator will continue on the regular 3-year evaluation cycle with the first year including the formal observation. The evaluator has discretion for maintaining structured support beyond the designated timeline if the teacher is showing adequate improvement. However, a new structured support plan will be developed reflecting the altered dates and new baseline data. If the teacher is not successful in addressing the target(s) by the end of the designated timeline, and adequate progress has not been demonstrated, a Plan of Improvement may be developed.

2. **Plan of Improvement:**

- a. An educator will be placed on a plan of improvement (POI) if they are not successful after receiving structured support. The POI will contain performance expectations that if they remain unmet within the timeframe specified in the plan, consequences up to and including termination of contract may follow. The POI notice shall come from the Keystone Executive Director after the educator has had a counseling session and the opportunity to participate in a structured support session.
- b. Under a POI the educator shall meet with the executive director (or designee), the assistant director, and the teacher's building principal to discuss the specific performance objective(s) the educator must address. The process for meeting these performance objectives, the individual(s) responsible and a timeframe for providing support, if applicable, will be presented to the teacher at this meeting. Details concerning the frequency and location of observations and check-in with the Executive Director will be included on the plan.
- c. After completing the designated timeline for the POI, the educator will be informed of the consequences and follow-up required, if any. If the teacher has successfully met the target(s) of the plan they shall be removed from the POI and placed in the district's evaluation cycle. However, once on file, the plan can be reinstated at any time if the targeted deficiencies reemerge during the educator's tenure with Keystone.

Supports for Students Beyond School Hours

Students may need additional special education services or support outside of the regular school hours which must be documented in the student's IEP. This is not an exhaustive list, but may include participation in extracurricular activities, field trips, and/or transportation. Once the IEP team has determined that services outside of the school day are required, the primary provider will reach out to the Assistant Director to inform them and to ensure that the position is posted if necessary. When a student requires a level of support that does not require the creation of specially designed instruction or services for which our staff is licensed (OT, PT, SLP), the service provided will be considered classified and paid accordingly. If a paraprofessional cannot be found to deliver the service, the primary provider should reach out to the Assistant Director to notify them of this vacancy. Without prior approval the pay for classified services outside of the

contract day will be calculated based on the para sub pay rate. All classified providers who assume these roles after hours will be paid their hourly rate.

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.

Release from Contract

(Employees that hold position requiring State licensure)

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. A penalty has been initiated by the Board against staff who resign after the certified notification date (14 days after the third Friday in May). See the Negotiated Agreement for specific information regarding this penalty.