

CERTIFIED STAFF HANDBOOK  
USD #325 PHILLIPSBURG

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**MISSION STATEMENT**

The Mission of U.S.D. #325 public schools is to provide positive school experiences and healthy school environments which prepare students for successful and productive adult lives. We believe this may best be accomplished by cooperation between our schools, students, parents, and the communities we serve.

Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

The board shall hire employees on the basis of ability and the district's needs.

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee.
- Any time the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow rules and regulations which have been adopted by the board.
- This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

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## 1. TEACHING AND LEARNING

### Exit Outcomes

We will know our students are preparing for a changing, complex world, when they are:

- EFFECTIVE LEARNERS, who: demonstrate basic skills in the area of reading, writing, mathematics, science, and technology, and are prepared to apply and adapt those skills to a lifetime of learning.
- MEANINGFUL COMMUNICATORS, who: demonstrate the skills needed to communicate successfully in a variety of ways, including verbal and written work and the fine arts.
- PROBLEM SOLVERS, who: demonstrate higher-order thinking skills and varied problem solving strategies, and are prepared to apply those skills to practical situations.
- QUALITY CONTRIBUTORS, who: are prepared to work both independently and cooperatively and to demonstrate the workplace and citizenship skills of a contributing member of society.
- HEALTHY CITIZENS, who: demonstrate the skills needed to develop and maintain physical and mental health, which prepare them to assume a productive role in society.

### School Improvement Plan

The school improvement documents and the areas targeted for improvement may be found in the building file. See the principal for a copy.

### Curriculum

Board-approved district goals and learning objectives shall be used by the staff as the basis for developing and implementing instructional programs. The district curriculum adoption cycle has been adopted by the Board of Education, and is found in Appendix A.

### Instructional Materials

All textbooks, videos, software, and other instructional materials used in the district must:

- support the district's instructional goals and learning objectives; and
- meet all copyright and fair use guidelines.

Videos and other instructional materials may not be used in the classroom solely for recreational purposes.

### Lesson Plans

Each teacher shall develop, maintain and follow lesson plans, which conform to the board-approved curriculum, the district's educational goals and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers.

### Homework

Homework shall not be used as a means to discipline students. Homework shall be assigned as needed to reinforce lessons introduced in the classroom and support student learning.

### Grading

The district has a uniform grading scale for consistency of communication with parents. The expectation for student performance is defined by the professional teacher within their curriculum area. See the building principal for questions.

### Make-up Work

Each building follows procedures appropriate to the age of the student. Check with the building principal.

### Promotion/Retention

The final decision to promote or retain, or grant credit to, a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

### Special Education

Students may be referred for special education following the procedures of the North Central Kansas Special Education Cooperative.

### Special Services

Students may be referred for special services. Examples might be: Title I, summer school, counseling, nursing, at-risk, etc.

### Instructional Cabinet

The review and updating of the curriculum will be the responsibility of the teacher and the instructional cabinet.

### Testing Program

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

## **2. REPORTS**

### Progress Reports

Student progress shall be periodically reported to the student and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parents/guardians.

### Report Cards

Report cards shall be issued to each student at the end of each 9 weeks for each subject taken. Reasons for deficiencies and/or failures shall be given.

### Attendance (Student)

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for reporting attendance shall be assigned to the teacher.

### Accidents

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative and complete an accident report form.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and a report shall be made within twenty days. The supervisor will then be responsible for contacting the district central office. The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation.

#### Child Abuse

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

It is recommended the building administrator also be notified after the report is made.

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

#### Vandalism

Employees shall report any vandalism to their immediate supervisor.

### **3. SCHEDULES**

#### Facility Scheduling

Use of facility is to be approved by the principal.

#### Special Events Scheduling

All special event scheduling is to be approved by the principal.

#### Supervision Schedules

Supervision schedules will be assigned by the principal.

#### Parent-Teacher Conferences

Teachers will make themselves available for parent conferences at mutually convenient times. Formal Parent-Teacher conferences will be held twice per year.

#### Check In/Check Out

All staff is expected to follow the procedure at each building.

### **4. BENEFITS AND COMPENSATION**

#### **LEAVES**

##### Family and Medical Leave

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. The 12-month period is defined as the 12-month period measured forward from the date of your first FMLA leave usage. Spouses who are eligible for FLMA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available because of:

\* the birth of a child of the employee and to care for him/her; the placement of a child with the employee for adoption or foster care; the need to care for a spouse, child or parent of the employee because of a serious health condition; or a serious health condition of the employee that prevents the employee from performing the job functions. (Leave must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. If the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

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

\* the reasons that leave will count as family and medical leave; any requirements for medical certification; employer requirement of substituting paid leave; requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share; right to be restored to same or equivalent job; and any employer required fitness-for-duty certification.

Family leave (first 2 reasons) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of the semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester if:

\* the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

#### Lump Sum Payments

Upon written authorization from any certified employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the payroll secretary not later than April 1 of the school year in and for which the balance payment is first authorized.

Once authorized, the lump sum payment will continue each year until the election is revoked in writing by the certified employee.



### Loyalty Oath

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

### Reimbursement/Travel Expenses

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff member shall be reimbursed at a mileage rate established by the board.

Use the building reimbursement form or the purchase order process to secure these funds.

### Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to the Board Clerk.

### Workers' Compensation

#### Notice of Accidents

Employees must notify the employer within 20 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

#### Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

## **5. RECORDS**

### Personnel Records

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

### Required Records

Each certified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- social security number;
- loyalty oath of affirmation;
- health form (if working directly with students);
- driver's license and driving record (if required for position);

- INS form (proof of identity);
- current teaching license.

### License

Certified staff must have a current license on file. A paycheck will not be issued to any certified staff member whose certification is not current.

Application for license renewal is the responsibility of the certified employee.

### Address Changes

All address changes must be made with the {clerk/payroll office} before the end of the pay period in which the changes took place.

### Student Records

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided by law and in policy.

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other certified employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

## **6. CONDUCT**

### **Prohibited Substances**

#### D F Schools and Communities Act/Drug Free Workplace

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

### Tobacco Use and Nicotine Delivery Devices

The use of tobacco products in any form and/or nicotine delivery devices by any person, is prohibited in any school building, owned, leased or rented by the district and in school vehicles.

### Relations with Students

Employees shall maintain relationships with students, which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

### Supervision of Students

Teachers are responsible for supervising students during school and at school-sponsored activities.

Students will be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision.

### Confidentiality

#### Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

#### Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

#### Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect

his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with Chris Look, coordinator of federal compliance, the principal or the superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

#### Gifts

Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity. Students and student groups should be encouraged to consult with the principal if they are considering gifting staff.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

#### Solicitations of Employees

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

#### Solicitations by Employees

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

#### Tutoring for Pay

Teachers shall not receive pay for tutoring or private instruction during school unless approved in advance by the board.

#### Absences/Substitutes

Whenever a teacher is to be absent from teaching duties, the teacher shall notify the principal as early as possible.

#### Conflict of Interest

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

#### Outside Employment

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment which impairs the effectiveness of their instructional service.

#### Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

#### Termination

Willful or consistent violation of board policy may result in disciplinary action up to and including termination.

### **7. DISTRICT PROCEDURES**

#### Board Policy

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

#### Recruitment

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

#### Assignment and Transfer

The board retains the right to assign, reassign and transfer certified personnel.

#### Resignation

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

#### Staff Development

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the immediate supervisor and superintendent. The approved 5-year staff development plan is managed by the PDC.

The Professional Development Council will review IDPs and award points for participating in approved plan activities.

#### Complaints/Grievances

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

If the complaint is covered by the grievance procedure, refer to the negotiated agreement or board policy.

If the complaint is not covered by the grievance procedure, the complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

#### Discrimination Complaints

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Kent Otte, 785-543-5281, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

#### Drug and Alcohol Testing

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk. Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

#### Communications

When approved by the building principal, notes, attendance center announcements or other school-related information may be sent home with students.

#### Field Trips

Field/Activity trips may be approved by the principal when reasonable educational objectives can be established.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal.

The teacher shall notify parents/guardians of a forthcoming field trip using forms designated by the principal. See Appendix B for sample field trip permission form.

#### Fund Raising

All student sales projects or student fund raising shall require the principal's prior approval.

All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

#### Interrogation and Investigation of Students

No one may interrogate or investigate a student on school grounds without the permission of the principal.

#### Searches of Students and Property

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reason to believe that district policies, rules or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

#### Release of Students from School During the Day

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the principal's office to seek the principal's permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day, unless the errands are related to the curriculum outcomes in that class.

#### Requests for Records

All requests for records should be forwarded to the official custodian of records.

#### Request for Opt-Out

All opt-out requests should be referred to the principal.

#### Distribution of Materials

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

The principal shall determine the time, place and manner for materials distribution.

#### Posters

Posters approved by the principal may be displayed in designated areas.

#### Orientation

All new certified employees shall receive orientation including the contents of this handbook.

#### Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

#### Telephone Use

District telephones and fax machines are for school business only. Use of phones for personal business should be avoided except in case of an emergency. Personal long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

#### Maintenance Requests

Small maintenance needs should be requested from the head custodian. Major needs should be turned in to the principal using the appropriate form.

## **8. HEALTH**

#### Bloodborne Pathogens

The exposure control plan for bloodborne pathogens is available for review from the principal.

All staff shall receive the training and equipment necessary to implement the plan.

#### Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper reporting may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

#### Health Examinations

As a condition to entering or continuing employment, certified employees must present a district-approved form to the clerk, completed by a health care professional, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health (K.S.A. 72-5213).

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

#### Medications, Administering

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

#### Hazardous Waste

When hazardous waste is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations. No employee shall bring hazardous material to school without the prior approval of the principal.

Such material shall be in an appropriate container and properly labeled. If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately. Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.

Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

#### Asbestos

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

#### Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the head custodian.



### Animals and Plants

With the approval of the principal, animals or plants may be brought to school for instructional purposes. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher.

## **9. SAFETY AND SECURITY**

### Safety Rules

At the beginning of school, each teacher shall review safety rules with students where they apply.

### Safety Units

Teachers who instruct in hazardous curriculum areas such as industrial arts or science laboratories shall teach safety rules inherent in the particular subject matter. Each student enrolled in a class in a hazardous curriculum area shall be required to demonstrate safety rules of the particular class. The test results shall be kept on file with the teacher. No student shall be permitted to participate in the class or operate any equipment until the safety test has been passed and the student has demonstrated satisfactory knowledge of the safety rules to the teacher.

Appropriate safety signs and other safety items are to be posted on or in the near vicinity of potentially dangerous areas and devices.

Teachers shall periodically review the safety rules with students during the school year.

### Drills and Evacuations

Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. Teachers shall post the evacuation plan in their classrooms.

### Emergency Closings

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement.

### Safety Practices

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

### Security

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the building principal and local law enforcement as appropriate:

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

### Securing Work Area

Employees are expected to lock or otherwise secure any buildings, rooms, files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times whenever they will be absent from their work area.

#### Keys

The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

#### Crisis Plan

The building crisis plan is available from the principal or counselor.

#### Students in the Building

Outside of normal school hours, students in the building must be sponsored, supervised, or approved in advance.

#### Reporting to Administrators and Staff

Teachers and other professional or paraprofessional employees are required to notify administrators and administrators to notify all other school employees when they have knowledge of the following student behaviors:

- the identity of any student who has been expelled for conduct which endangers the safety of others;
- the identity of any student who has been expelled for commission of felony type offenses;
- the identity of any student who has been expelled for possession of a weapon;
- the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

(See Appendix C, Report to Local Law Enforcement form.)

## **10. STUDENT CONDUCT**

#### Student Handbook

All certified staff shall read, be familiar with and enforce the rules and regulations established in the student handbook(s).

#### Behavior Code (Student)

Certified staff shall consistently enforce the behavior guidelines.

#### Discipline Procedures

Each teacher shall develop classroom discipline procedures consistent with the principal's established procedures and expectations.

All procedures for classroom discipline must be explained by the teacher to the students at the beginning of the school year and at other times as appropriate.

### Dress Code

Certified staff shall consistently enforce the student dress code.

### Suspension/Expulsion

A student may be suspended or expelled, for reasons set forth in Kansas law and board policy, by the following certified personnel: superintendent, principal, assistant principal, or certificated designee.

If a teacher believes a student has committed an act which should result in a suspension or expulsion, the teacher shall report the incident to the principal.

## **11. EQUIPMENT AND SUPPLIES**

### Equipment Availability and Check Out

Please work through the building office for checking out district property. All equipment should be checked out prior to use.

### Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor.

### Computers

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

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

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

### No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall use only passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

### Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

### Secure Files

All employees must secure files containing confidential student information.

### Internet

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

### Copying and Duplicating

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use", as set forth in board policy.

Specific regulations concerning fair use are posted near district copy machines.

### Ordering Procedures

Regarding all purchase orders:

A written purchase request should be entered in the form provided and sent to the building principal for review.

All staff, unless given specific authority by their building principal, should not make phone orders.

Small, local purchases may be made with appropriate signatures and the identity of the group purchasing. Always sign the tickets.

### Vehicle Request

Requests for all district vehicles will be processed through the activities office.

USD #325  
Consent to Participate in Field Trip or Other Activity  
and Consent for Treatment

I, \_\_\_\_\_,  
the parent and legal guardian of \_\_\_\_\_,  
give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_

on \_\_\_\_\_ date. I further give my legal consent and authorize any representative of USD #325, Phillipsburg, to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I acknowledge and agree that USD #325, Phillipsburg, is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of my child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

<p><b>Report to Local Law Enforcement</b></p> <p><b>USD #325</b></p>
--

Pursuant to K.S.A. 72-89b03, the administrator or other school employee whose signature appears below is reporting the following crimes.

{Briefly describe each incident and the person/s involved}

Date	School/Location	Student/s or Person/s Involved	Brief Description
1.			
2.			
3.			
4.			
5.			

<p>School Districts are required by Federal Law and K.S.A. 72-6214 to protect the privacy rights of students under the age of 18.</p>
---

Signed: \_\_\_\_\_  
 Administrator or other school employee.

cc: Superintendent of Schools, USD #325  
 Student/s file

## SCHOOL EQUIPMENT POLICY

This policy is intended to clarify the position of the Board of Education concerning personal use of district property or equipment. Personal use of district property or equipment is not allowed with the exception that the building principal may approve specific requests if it is deemed justifiable given the particular conditions of the request.

In addition, staff and student safety requires that some procedure be in place for hand tools allowing for safe, responsible use. Staff members who would like to use a hand tool must fill out a form and give it to the district employee responsible for the area in which the tool is kept. The form may be delivered by the staff member or a student. The district employee will then issue the hand tool and file the request form until the tool is returned. The tool will be used by the staff member or by a student who has been instructed in the proper use of the tool. If a student uses the tool, the staff member is responsible for the safety of the student.

If other equipment besides hand tools is requested, the request should go directly to the principal. All questions should be directed to the principal. No equipment is allowed off grounds unless related to employment responsibilities or specifically approved by the principal.

-----

### EQUIPMENT CHECK OUT FORM

Staff Name \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Item Checked Out \_\_\_\_\_

Signature \_\_\_\_\_ Date Returned \_\_\_\_\_

**USD #325 Communication Technology Responsible Use Policy: Staff**

I will follow school rules and policies while I am using all forms of technology.

I will not use any electronic device to harass, threaten or bully others.

I will not view, send or display inappropriate messages or pictures. This includes material that promotes violence, discrimination, illegal activities, or is sexually explicit. If I encounter inappropriate material, I will immediately exit and inform my building supervisor or tech assistant.

I will model responsible use of all technology carefully and not damage, change or tamper with the hardware, pre-installed or district provided software, settings, or the network.

I will model appropriate use of copyright, respecting copyright laws and citing sources in my work.

I will not intentionally introduce a virus or cause a denial of service to other users. I will not link the school website to inappropriate websites.

I will only print the minimum number of pages necessary for my duties.

I will use the computer, the Internet, email and other software in support of teaching and learning. I understand all such use may be monitored.

I will use only my passwords and will not share them. I will not trespass in the files or folders of others.

I will use my files and folders on the server, on my device or in the Cloud responsibly. I understand my files and electronic devices issued by the district are not private but subject to viewing, monitoring and/or archiving.

I will follow and model safe Internet practices.

I will follow recommended practices for care, maintenance and safekeeping of all district devices.

I will report any loss or damages immediately and understand I am responsible for the cost of repairs.



# STAFF RUP

Print Name \_\_\_\_\_ Building \_\_\_\_\_ Assignment \_\_\_\_\_

USD #325 provides communication technologies to its staff and students in support of teaching and learning. Some material accessible via the Internet may contain items that are illegal, defamatory, offensive, or of no educational value in a school setting. USD 325 maintains devices as per federal requirements with respect to filtering of Internet and network usage.

If the guidelines set forth in the responsible use policy are violated, a staff member may lose access to communication technologies and may face disciplinary consequences and legal action. We require staff members to read, accept and sign these policies for responsible use of communication technologies.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

## Table of Applicable Replacement/Repair Charges:

<b>Laptop Charger</b>	<b>Brick 30W: \$49.00 Cable USB C: \$19.00</b>
<b>Laptop Damage</b>	<b>Based on cost of repairs and incident</b>
<b>iPad Screen</b>	<b>\$75.00</b>
<b>iPad Charger</b>	<b>Brick \$20.00 Cord \$20.00 Both Brick and Cord: \$40.00</b>
<b>iPad Case</b>	<b>\$25.00</b>
<b>iPad Internal Damage: Anything requiring screen removal to fix such as volume button, home button, etc.</b>	<b>\$30.00+ depending on damage</b>

PERSONAL PROTECTIVE EQUIPMENT PLAN**I. Purpose**

This Personal Protective Equipment Plan is necessary to provide a safe and healthful workplace for our employees, and to comply with Occupational Safety and Health administration (OSHA) regulations 29 CFR 1910.132. The purpose of this plan is to ensure the safety and health of our employees using personal protective equipment.

**II. General Program Management****A. Responsibility**

The Safety Officer will assess the workplace to determine if hazards are present, or likely to be present, which will necessitate the use of personal protective equipment. All employees have the responsibility to comply with company policies on the use of personal protective equipment.

**B. Program Review and Update**

The personal protective equipment plan will be reviewed or updated whenever there is new equipment or personnel changes that might affect the plan.

**III. Methods of Compliance****A. Hazard Assessment and Equipment Selection**

When hazards are present, or likely to be present, the Safety Officer will:

- Select and have each affected employee use the types of personal protective equipment that will protect them from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select Personal Protective Equipment that properly fits each affected employee.

Damaged and defective personal protective equipment shall not be used.

**B. Training**

The Safety Officer will provide training to each employee who is required to use personal protective equipment. Each employee will be trained to know at least the following:-When personal protective equipment is necessary;

- What personal protective equipment is necessary;
- How to properly put on, take off, adjust, and wear the personal protective equipment;
- The limitations of the personal protective equipment;
- The proper care, maintenance, useful life and disposal of personal protective equipment.

When the Safety Officer has reason to believe that any affected employee, who has already been trained, does not have the understanding and skill required to use the personal protective equipment, the Safety Officer will retrain such employee.

Circumstances where retraining is required include, but are not limited to:

- Changes in the workplace render the previous training obsolete or,
- Changes in the types of personal protective equipment to be used that render previous training obsolete or,
- Inadequacies in an affected employee's knowledge or, usage of the equipment.

Each affected employee will demonstrate an understanding of the training and the ability to use personal protective equipment properly, before being allowed to perform work requiring the use of personal protective equipment.

## **HAZARD COMMUNICATION PROGRAM**

### **I. PURPOSE**

In order to protect our employees and comply with 29 CFR 1910.1200 the Hazard Communication Standard, the following written Hazard Communication Program has been established for our company. Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourself from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the cleaning in confined spaces, and the hazards associated with chemicals in unlabeled pipes.

### **II. GENERAL PROGRAM MANAGEMENT**

#### **A. Responsibility**

The Safety Officer has responsibility for this program. The Safety Officer will review and update the program, as necessary

#### **B. Program Review and Update**

The Hazard Communication Program will be reevaluated as necessary. The MSDS's will be renewed as necessary in order to assure that all chemicals used are current. Training and reviewing of the program will also be done under these circumstances:

- 1) for employees before they are sent to their work station
  
- 2) when new chemicals or hazardous materials are introduced into work areas.

### **III. METHODS OF COMPLIANCE**

#### **A. List of Hazardous Chemicals**

The Safety Officer will keep lists of all hazardous chemicals and related work practices used in the facility, and will update the lists as necessary. (When new chemicals or MSDS sheets are received). The lists of chemicals identifies all of the chemicals used in the work areas. Each list also identifies the corresponding MSDS for each chemical. The lists of these chemicals will be maintained by, and is available from the Safety Officer.

#### **B. Container Labeling**

The supervisor in each section will verify that all containers received for use will:

- 1) Be clearly labeled as to the contents,
- 2) Note the appropriate hazard warning,
- 3) List the name and address of the manufacturer.

The Safety Officer will refer to the corresponding MSDS to assist in verifying label information. Containers that are shipped from the plant will be checked by the supervisor of shipping and receiving to make sure all containers are properly labeled.

The Safety Officer will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels. For help with labeling, please see the Safety Officer. The Safety Officer will review and update the company labeling system as needed.

### **C. Material Safety Data Sheets**

The Safety Officer will be responsible for obtaining and maintaining the data sheet system for the company. The Safety Officer will review incoming Material Safety Data Sheets for new health or safety information. He will see that any new information is included in the program and that the new information is passed on to the affected employees.

MSDS's will be available to all employees in their work areas for review during each work shift. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact the Safety Officer.

### **D. Employee Training and Information**

The Safety Officer is responsible for the employee training program. They will ensure that all elements specified below are carried out.

Prior to starting work each new employee of this company will attend a health and safety orientation and will receive information and training on the following:

- 1) An overview of the requirements contained in the Hazard Communication Standard,
- 2) Chemicals present in their workplace operations,
- 3) Location and availability of our written hazard program,
- 4) Physical and health effects of the hazardous chemicals,
- 5) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area,
- 6) How to lessen or prevent exposure to these chemicals through usage of control/work practices and personal protective equipment,
- 7) Steps the company has taken to lessen or prevent exposure to these chemicals,
- 8) How to read labels and review MSDS's to obtain appropriate hazard information,
- 9) And the location of MSDS file and hazardous chemical list.

Prior to a new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. The Safety Officer is responsible for ensuring that MSDS on the new chemical(s) are available.

### **E. Hazardous Non-Routine Tasks**

Any maintenance, or other infrequent work shall be reviewed by the Safety Officer for potential exposure to hazardous chemicals or other safety problems. (e.g., cleaning tanks, entering confined spaces, etc.) Permits shall be required for working on energized systems, and valve closures. Appropriate lock-out and tag-out procedures shall be followed. (See Facility's Lock-out Tag-out Policy)

### **F. Informing Contractors**

It is the responsibility of the Safety Officer to provide contractors and employees the following information:

- 1) hazardous chemicals to which they may be exposed to while on the job site,
- 2) precautions the employees may take to lessen the possibility of exposure by usage of protective measures.

The Safety Officer will be responsible for contacting each contractor, before work is started in the company, to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

## LOCKOUT-TAGOUT PROGRAM

### I. Purpose

This procedure establishes requirements for the lockout of energy isolating devices. It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

### II. General Program Management

#### A. Responsibility

1. Management
2. Qualified Employees
3. Authorized Employees
4. Affected Employees

It is the responsibility of management to approve all hazardous energy control procedures. Approvals can be given by Safety Officer.

Authorized employees shall be knowledgeable about the lockout procedure for each piece of equipment, the type and magnitude of the energy that each piece of equipment utilizes, and the hazards of the energy.

Affected employees and any other employees whose work operations are or may be in the area, will be knowledgeable about the purpose and the use of the energy control procedure and the prohibitions against attempting to restart the equipment during lockout.

Qualified employees shall be knowledgeable about electrical energy hazards and lockout procedures. Only qualified employees may lockout or tagout electrical equipment.

#### B. Program Review and Update

To keep our general program up-to-date, it is reviewed and updated as necessary and whenever new equipment is put into service.

### III. Methods Of Compliance

#### A. Lockout or Tagout System Procedure

The authorized employee (in conjunction with the qualified employee if necessary) shall perform the lockout procedure for the equipment being serviced.

#### B. Outside Service or Contractor Personnel

Outside personnel or contractors that may be involved with or affected by the energy control procedures must submit their energy control procedures to the Safety Officer. Affected employees of this company will be trained and notified of the proper procedures by the Safety Officer.

#### C. Testing or Positioning of Equipment During Lockout

In situations in which lockout devices must be temporarily removed from the energy isolating device because the machine or equipment must be energized to test or for positioning, the authorized employee shall consult the Energy Control Procedure and follow the sequence of actions listed for Restoring Equipment to Service. Once the testing or positioning is complete and before

servicing or maintenance is continued, deenergization following the steps on the Energy Control Procedure shall be re-instituted.

#### **IV. Information And Training**

Training will be given on lockout by the Safety Officer.

Authorized Employees will be trained on the following:

1. Recognition of applicable hazardous energy sources.
2. The type and magnitude of the energy available in the workplace.
3. The method and means necessary for energy isolation and control.

Affected Employees will be trained on the following:

1. The purpose and use of the energy control procedure.

Other Employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure and the prohibitions against attempting start-up of any locked out equipment.

Qualified employees (those permitted to work on or near exposed energized parts) shall, at a minimum, be trained in and familiar with:

1. The electrical energy control procedure.
2. The skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.
3. The skills and techniques necessary to determine the nominal voltage of exposed live parts.
4. The appropriate clearance distances specified in 29 CFR 1910.333 (c) and the corresponding voltages to which the qualified person will be exposed.

Authorized and qualified employees will be given training prior to any initial involvement in the lockout procedures. Affected employees will be given training at the time of hiring.

Retraining will be given whenever there is a change in job assignment, a change in equipment or processes that would create a new hazard, or whenever a change would occur in the company's hazardous energy control procedures.

#### **V. Energy Control Procedure**

##### **A. Scope**

This procedure establishes performance requirements for the control of energy during servicing and/or maintenance of machinery and equipment at our company.

##### **B. Purpose**

This procedure shall be used to ensure that the machine 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 or start-up of the machine or equipment or release of stored energy could cause injury.

##### **C. 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.

An authorized employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment; this could include an "affected" employee if that employee's duties include performing servicing or maintenance covered under this procedure. An affected employee is an employee whose job requires him/her to operate or use a machine in which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance are being performed.

#### **D. Sequence of Lockout**

- 1) Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- 2) The authorized employee shall refer to the company's detailed Energy Control Procedure for each type of machine or piece of equipment to be locked out; to identify the type and magnitude of the energy that the machine or equipment utilizes, to understand the hazards of the energy, to know the methods to control the energy. Our company shall have trained the authorized employee to enable him/her to understand the hazards and know the methods to control the energy.
- 3) If the machine or equipment is operating, shut it down by the normal stopping procedure (for example: depress the stop button, open switch, close valve, etc. Remember to include the specific normal stopping procedure for each machine or piece of equipment of the Energy Control Procedure.).
- 4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- 5) Lock/Tag out the energy isolating device(s) with assigned individual lock/tag(s).
- 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. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
- 8) For deenergized conductors or parts of electrical equipment only: If a lock cannot be applied, a tag may be used by the qualified person without a lock if it is supplemented by at least additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. List the safety measures to be used, for example, the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

- 9) For deenergized conductors or parts of electrical equipment only: A qualified person (one who is familiar with the construction and operation of the equipment and the electrical hazards involved) shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been deenergized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test. (List the qualified person and the testing instrument to be used.)
- 10) The machine or equipment is now locked out.

#### **E. 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 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 reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

- 5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

#### **F. AUTHORIZED REMOVAL OF LOCKS AND TAGS**

MANAGEMENT IS AUTHORIZED TO MAKE EMERGENCY REMOVAL OF LOCKS/TAGS ONLY UNDER THE FOLLOWING CIRCUMSTANCE.

1. receipt of a request from appropriate work area supervisor stating reason the authorized employee is unable to re-move the locks/tags.
2. management or the supervisor is responsible for making certain all of the requirements for re-energization of the system are followed.
3. verification by management that the authorized employee who implemented the procedure is not at the facility.
4. management has taken all reasonable steps to contact the authorized employee to notify them that thier locks or tags have been removed.

**Do not tamper with any locks or tags that are in place. If you feel the locks or tags have been left by mistake, notify your supervisor immediately. The supervisor will take the appropriate steps to notify the authorized employee or management, that locks or tags are in place.**