

# PROFESSIONAL HANDBOOK

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**2026–2027**

Building Capacity for Individual Success Through Partnerships

Board Approved 7/15/26

## Key Terms — Defined Once Here

ANW Special Education Interlocal #603 (“the Interlocal” or “ANW”) — subsequent references use “the Interlocal” or “ANW.”

Board of Directors (Board or BOD) — the governing body of ANW Interlocal #603.

Individualized Education Program (IEP); Free Appropriate Public Education (FAPE); Least Restrictive Environment (LRE).

KEEP2 — the KSDE teacher evaluation system used by ANW.

Skyward — Employee information system

KPERS — Kansas Public Employees Retirement System.

## VISION, MISSION, AND OBJECTIVE

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### Vision

Building capacity for individual success through partnerships.

### Mission

All children have value. We strive to provide equitable, effective interventions through interdependent partnerships with all member districts, families, and community stakeholders, aiding each child in achieving their individual potential.

### Objective

To provide personalized instructional programming for all exceptional children through the highest level of integration with regular programming possible, allowing each child to make appropriate progress in light of each child’s circumstances.

## BOARD OF DIRECTORS

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The Board of Directors, as the governing body of the Interlocal, is charged with and accepts full responsibility for the general operation, management, and control of the Interlocal system. It has only that authority granted by statute specifically or by clear implication.

The Board accepts responsibility for and performs all acts required of it by the laws of the state, and anything contained herein which is contrary to such laws shall be void.

It is the policy of the Board of Directors of ANW Special Education Interlocal #603 to assure equal opportunity to qualified individuals regardless of their race, religion, color, gender, disability, national origin, ancestry, or age, and to promote the full realization of equal employment opportunities to everyone. This policy covers all aspects of the employment relationship including recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment. The Title IX policy is available on the ANW website.

## **WORKING CONDITIONS**

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### **Time Schedules**

To facilitate the supervision of students and the instructional program of the Interlocal, professional personnel must be at their places of assignment preceding, during, and following classes each school day. No employee shall be required to have arrival and departure times at variance with the building in which they are assigned; provided, however, that itinerant employees may select different arrival and departure times by mutual agreement with the Director of the Interlocal.

Interlocal personnel whose permanent location is in another attendance center will follow the duty day as required by that school or as found in the special purpose school's personnel handbook.

Interlocal consulting staff members are expected to arrange their schedules for a 40-hour work week. The schedule should be formulated to provide a maximum level of service to teachers and students during the workday. Interlocal consulting staff members who schedule a program planning day in the central office are expected to follow the central office duty day.

### **Staff and Categorical Meetings**

Meetings will be scheduled by administration to be as convenient as possible for all staff. Staff are required to attend a minimum of 2 meetings per year, one per semester, per the negotiated agreement. Attendance is the responsibility of each staff member.

### **Participation in Community Activities**

Staff members are encouraged to participate in community activities and organizations, as long as these activities do not infringe upon Interlocal time. Prior permission must be obtained from the Director for participation in any community activity that takes place during school time.

### **Non-School 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 be permitted to engage in outside employment which impairs the effectiveness of their instructional service.

### **Extracurricular Employment (Coaching)**

ANW is aware that some licensed professionals contract with districts to perform coaching duties and encourages this participation with general education. However, when coaching duties infringe on the contracted school day, ANW administration must be assured that the quality of programming for exceptional children is not affected.

Each year, ANW staff with local district coaching contracts must:

- Inform ANW administration of all locally contracted coaching duties, their frequency, and a plan for serving special education students during their absence;

- Submit a schedule of coaching responsibilities to the Interlocal;
- Submit a Skyward absence request for all time spent coaching and indicate “coaching” in the description.

The local district is responsible for obtaining and paying substitute teachers who cover for ANW staff coaching absences.

## Consulting

Certified employees may be excused from regular duty by the Board to perform technical or instructional services as consultants to other districts, government agencies, or private industry. Requests for approval to serve as a consultant shall be submitted in writing to the Director, who shall forward the request together with a recommendation to the Board for consideration.

## Proof of Certification — New and Continuing Staff Members

New professional employees shall provide the Interlocal, prior to employment, a valid original Kansas certificate, or proof that they have both (1) completed a degree and/or certification program for their area of assignment and (2) applied for a Kansas teaching certificate.

Continuing Interlocal professionals shall provide the Interlocal a valid, original employer’s copy of their Kansas teaching certificate by the expiration date of the previous certificate (or, in the case of a provisional endorsement, before the provisional endorsement expires). Failure to provide proof of renewal application to the state at least thirty days prior to expiration may result in action as described below.

The Director shall provide the Board of Directors a monthly report on any employee who does not possess and have on file at the Interlocal administrative offices a current, valid, original Kansas teaching certificate for the field in which they are employed. The Board shall determine the appropriate action, which may include reduction in employment status to that of substitute pending the finding of a properly certified replacement.

## PROFESSIONAL LEAVE AND ABSENCES

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Attendance by Interlocal staff at out-of-district professional meetings must be approved in advance by the Director.

### Conference and Workshop Requests

Requests to attend a professional conference or workshop shall be submitted via the Conference/Workshop Request in Skyward. The request shall include: the title and link for the workshop; the names of staff attending; the date and type of workshop; the registration fee; overnight accommodation needs (check-in and check-out dates); and per diem requests for meals not provided at the conference.

A request is considered approved only after written authorization has been given by the Director. Do not assume approval until you have received written confirmation.

Staff who are invited to serve as a panel member or participant in a conference must receive prior Director approval before accepting. Expenses personally incurred prior to Director approval will be borne by the individual if approval is withheld.

## **Arrangement for Substitutes**

Teachers must follow the substitute request policy for their district building if they need to be gone from the building for part or all of a school day . If absent for more than one day, the administrator must be notified each morning. All required paperwork must be filed with the Interlocal office on the day the employee returns to duty. If an absence is known in advance, the appropriate administrator should be notified as soon as possible so substitute arrangements can be made.

## **Leave Requests**

A Skyward leave request must be completed by all employees who miss any part or all of a duty day for any reason. Employees who know in advance they will be absent shall submit a Skyward leave request a minimum of one week before the scheduled leave date. Employees who cannot give prior notice must submit the appropriate Skyward leave request upon their return. Leave must also be documented in the META system.

## **Method of Payment for Conference Expenses**

To ensure that conference expenses are covered by ANW or are reimbursable, the staff member must completely fill out and submit the Conference/Workshop Request in Skyward indicating the need for hotel and/or per diem before attending.

Mileage reimbursement may be requested only when no ANW vehicle is available and only when approved in advance. Staff should submit a new Expense Reimbursement request in Skyward. Reimbursement will be at the state rate, measured from the building of assignment to the conference location or from the employee's home, whichever is shorter.

Personal membership in a professional organization is not a reimbursable conference expense; it cannot be paid with Interlocal funds.

## **Method for Receiving Reimbursement for Expenses**

To expedite reimbursement, submit a request within 5 working days after returning to the district, using the reimbursement section of the Conference Request Form in Skyward, with receipts attached. This maintains accurate records of the Interlocal's total conference costs.

## SUBSTITUTE TEACHERS

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Substitute teachers are paid by ANW at the current board-approved daily rate. The authority for providing a substitute teacher is vested in the building administration. Employees are required to notify their building administrator(s) of their impending absence in sufficient time to allow for substitute arrangements.

If circumstances require a continued absence, the building administrator and coordinator must be notified each day, again in ample time to arrange a substitute. An absence report must be completed on the standard form (available on the ANW website) and submitted to the ANW administrative office.

## VACATIONS

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ANW Special Education Interlocal #603 serves students whose progress depends significantly on consistency, routine, and the relationships they build with their educators and service providers. Extended absences by teachers and related service providers can meaningfully disrupt a student's learning, therapy schedule, and sense of stability — impacts that are often more pronounced for students with disabilities.

In recognition of this, staff are expected to schedule personal vacations and extended personal travel during periods when school is not in session — including summer break, winter break, spring break, and other scheduled non-instructional days. This expectation applies to all licensed and certificated staff whose absence would require a substitute or result in a student missing direct services.

Requests for leave exceeding 2 consecutive days, during instructional time, will be reviewed on a case-by-case basis by the Director and are subject to approval in accordance with applicable Board policy and any applicable collective bargaining agreement. When such leave is approved, staff are expected to coordinate with their supervisor to ensure continuity of services for students, including advance communication with families as appropriate.

This expectation reflects our core commitment that all children have value and that every student deserves consistent, high-quality support from the people who know them best.

## STUDENT TEACHERS

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ANW Special Education Interlocal #603 has stated a willingness to collaborate with area colleges and universities in providing practical experience for prospective teachers. A supervising teacher has professional responsibility to assist in whatever manner possible to ensure that a student teacher has every opportunity to be as well prepared as possible, professionally and academically, to enter the teaching profession.

The Interlocal administration should be notified in writing so the student teacher request can be approved prior to the student teacher being assigned.

## HARASSMENT

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The Board of Education of ANW Special Education Interlocal #603 is committed to providing a work and educational environment that is free of unlawful harassment. Unlawful harassment of any ANW Board Member, administrator, certificated or support personnel, or other employee is strictly prohibited and will not be tolerated. Complaints of harassment will be investigated. Following investigation, the person found responsible may be subject to disciplinary action, up to and including termination of employment.

Unlawful harassment includes unwelcome actions, words, jokes, or comments based on an individual's race, ethnicity, age, religion, or any other legally protected characteristic. Unlawful sexual harassment includes, but is not limited to, unwelcome verbal or physical contact of a sexual or suggestive nature and requests for sexual favors when: (a) submission is made either explicitly or implicitly a term or condition of employment; (b) submission or rejection is used as the basis for employment decisions; or (c) such contact has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

The person making a harassment complaint shall not be punished or suffer any negative employment consequence solely as a result of making a complaint. Anyone violating this policy shall be subject to disciplinary action, up to and including termination.

Any ANW administrator, certificated or support personnel, or other employee who believes they have been subjected to unlawful harassment should promptly discuss the problem with: (a) their immediate supervisor, (b) an ANW administrator, or (c) their building administrator. Board members should discuss the problem with the Board President.

Within 7 school days after receiving the complaint, the ANW supervisor or administrator will attempt to resolve the matter informally to the mutual satisfaction of the parties. If the problem is not resolved informally, a written complaint may be filed with the ANW Assistant Director. If the Assistant Director is the alleged harasser, the complaint shall be filed with the ANW Director.

The written complaint should provide the name of the alleged harasser and specifically describe the facts of the complaint. It must be filed within 30 days after the attempt to resolve the matter informally or the date of the incident, whichever occurs last.

All harassment complaints, attempts to resolve the complaint, and any investigation shall be confidential. The person making a complaint and the alleged harasser shall refrain from discussing a pending complaint or investigation with any Board Member, administrator, or other employees, students, or parents, except for confidential discussions with a legal advisor or union representative.

Written harassment complaints shall be resolved under the ANW Complaint Procedure (see below).

## DRIVER'S LICENSE

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1. Interlocal employees shall not (a) operate an Interlocal vehicle at any time, or (b) operate any other vehicle during the workday in the course of Interlocal business, unless the employee is in possession of a valid unrestricted driver's license with an appropriate endorsement for the vehicle.

2. Employees who operate Interlocal vehicles or use any vehicle during the workday in the course of Interlocal business shall notify their immediate supervisor and Interlocal administration promptly, and no later than the next business day, if (a) the employee is arrested or cited for any traffic or driving violation, or (b) any action is threatened or taken to restrict, suspend, or revoke the employee's driver's license.
3. Upon receipt of such information, Interlocal administration shall determine the circumstances and take appropriate action, which may include restricting the employee from certain work activities, suspension with or without pay, and/or recommending termination.
4. Any Interlocal employee who violates this policy shall be subject to discipline up to and including termination of employment.

## **REPORTING CRIMINAL ARRESTS AND CONVICTIONS**

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5. Interlocal employees shall promptly notify their immediate supervisor and Interlocal administration, no later than the next business day, if the employee is arrested for or convicted of any misdemeanor or felony.
6. Upon receipt of such information, Interlocal administration shall determine the circumstances and take appropriate action, including restricting the employee from certain work activities, suspension with or without pay, and/or recommending termination.
7. Any Interlocal employee who violates this policy shall be subject to discipline up to and including termination.

## COMPLAINT PROCEDURE

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Every school system encounters grievances and complaints. If allowed to go unresolved, they have a damaging effect on teaching efficiency. They normally arise from misunderstanding or miscommunication rather than from bad intentions. The purpose of this procedure is to secure, at the lowest possible level, clarification of and equitable solutions to problems. No reprisals of any kind will be taken against an employee as a result of positive participation in the process of resolving concerns. At any time during this procedure the employee has the right to representation at their discretion.

### **Confidentiality Required**

Administration and employees shall maintain confidentiality at all levels and at all times. Any breach of confidentiality may result in disciplinary action.

### **1. Informal Concerns (Patron, Parent, Colleague, or Student)**

If a patron, parent, colleague, or student registers an unwritten complaint regarding a certified employee of ANW, the complaint is considered informal. Every effort shall be made by ANW administration to resolve the complaint quickly and with the least amount of disruption, while protecting employees from verbal and physical abuse or public defamation.

### **2. Formal Complaints (Patron, Parent, Colleague, or Student)**

If a patron, parent, colleague, or student desires to file a formal complaint regarding a certified employee of ANW, such complaint shall be in writing, stating the nature of the allegation with specific facts related to the charge, including the name of the individual(s) making the complaint. The determination of placing the formal written complaint in the employee's file shall be made by ANW administration.

The certified employee shall receive a copy of and will have the opportunity to respond orally or in writing to any formal complaint that may be placed in their personnel file.

## SUPPORT STAFF

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### **Paraeducators**

Paraeducators shall follow all applicable Interlocal policies, rules, and regulations and shall be under the general supervision of the Interlocal administration. The Board reserves the right to assign, reassign, or transfer all noncertified employees. Paraeducators are at-will employees and may be terminated if behavior warrants.

### **Support Staff and Classified Employee Evaluation Process**

All support staff and classified employees shall be evaluated at least once per school year. The supervising professional shall evaluate classified employees on personal qualities, commitment to duty, and specific work-related skills directly related to their job description. A copy of the completed evaluation will be given to each employee after the employee and evaluator sign it, and a copy must be submitted to the central office for the employee's personnel file.

### **Suspension**

Noncertified employees may be suspended by the Director or designated representative for cause. The Board shall review each case of suspension and provide for probation or termination as deemed necessary.

### **Resignation**

Noncertified employees may resign from their jobs in accordance with the employment agreement and board policies. Staff are required to submit a letter of resignation by email to Human Resources at [hr@anwcoop.com](mailto:hr@anwcoop.com) at the ANW Interlocal office.

### **Non-School Employment**

Noncertified employees shall not be excused during their regularly assigned time schedule to perform outside work, and shall engage in no outside employment which, by nature or duration, will impair the effectiveness of their assigned duties.

If a noncertified employee is coaching for a district, they shall provide a copy of the contract and a schedule of times, dates, and coaching duties for all sports to their supervising coordinator. Noncertified staff must clock out prior to performing district-contracted services.

## **PERSONNEL RECORDS**

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Personnel files required by the Interlocal shall be confidential and in the custody of the Director or clerk. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

A request by a third party for release of any personnel record shall be made in writing and submitted to the clerk, who shall administer the request as required by law.

All records and files maintained by the Interlocal should be screened annually by the clerk and obsolete materials discarded. All personnel files and evaluation documents, including those stored electronically, shall be adequately secured.

## **DISCRETIONARY LEAVE AND ABSENCES**

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(See the Professional Agreement 2026–2027 for full leave provisions.)

Discretionary leave cannot be used the day before or after a scheduled vacation or holiday. Discretionary leave is not accumulative.

### **Emergency and Legal Leave**

To the extent possible, employees should give advance notice when requesting emergency leave. Whenever an employee takes emergency leave without prior consent, the employee shall notify their principal or immediate supervisor at the earliest possible time. When the employee is unable to give notice, arrangements should be made for another person to notify the supervisor.

### **Jury Duty**

An employee called to jury duty will be paid regular school wages for the time they are actively serving on a jury.

## Religious Leave

Requests for religious leave without pay must be made to the Director at least five school days prior to the first day of requested leave. Such leave may be granted by the Director but shall not exceed two school days per employee per school year. Requests shall be in writing and shall fully explain the time, date, and reasons for the leave.

## Bereavement Leave

Employees desiring bereavement leave shall contact their immediate supervisor. Such leave shall be granted only when the deceased was related to the employee as a spouse, grandparent, parent, child, brother, sister, or grandchild. Bereavement leave may also be granted if the deceased was residing with the employee at the time of death. Other bereavement leave may be granted at the discretion of the Director. If the employee's sick leave allotment has been used, leave shall be without pay.

## Illness

In addition to sick leave granted for an employee's personal illness, sick leave may also be granted for illness of the following members of the employee's family and in-laws: spouse, parent, child, brother, sister, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. At the discretion of the Director, other sick leave may be granted. A sick leave pool is available per the terms of the ANW Professional Agreement.

## Inclement Weather

Itinerant licensed staff members are responsible for completing their assigned duties and following their daily schedule during contract days. If the district(s) they are scheduled to serve has canceled school due to inclement weather but their "home base" district is open, the staff member has the option to: (a) perform required job duties at another district or work out of their home base, as appropriate; or (b) take a discretionary day due to inclement weather.

If an itinerant licensed staff member is unable to follow their daily schedule due to inclement weather, they are responsible for notifying relevant staff members of this change (e.g., contacting the student's teacher if unable to provide a scheduled therapy session, or the IEP team if unable to attend a meeting).

## INTERLOCAL ADMINISTRATION

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| <b>Director</b>           | Communications and relationships with Board and superintendents; budget; recruitment; professional appraisals; purchases; and general administrative duties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Assistant Director</b> | Assists the Director in supervising, coordinating, and evaluating special education programs and services. Collects, analyzes, and interprets data; assists with recruitment, interviewing, and training of all personnel; interprets philosophy and practices to administrators, staff, and the public; responsible for reporting IDEA/Gifted Compliance to the State; coordinates state-approved mentoring program for new staff; plans professional development and staff training opportunities; Title IX Coordinator and Investigator; coordinator and liaison for USD #413 and all staff employed in that district; evaluations of all staff in the Chanute district as well as Social Workers. Performs all other duties as assigned by the Director. |
| <b>Coordinator</b>        | First line of administrative support for preschools, developmental kindergartens, self-contained programs, Professional Development Committee, elementary and secondary interrelated programs. Supports teachers with IEP, curriculum, adaptations and modifications, gifted, adapted physical education, physical therapy, occupational therapy, hearing impaired, and vocational programs. Supervision and hiring decisions for support staff.; Drug and alcohol testing; Student Improvement Team training; Continuous Improvement activities; state assessments for students with disabilities; professional appraisals; transportation; professional development.                                                                                       |
| <b>Supervisor</b>         | First line of administrative support for gifted, adapted physical education, physical therapy, occupational therapy, hearing impaired, and vocational programs. Supervision and hiring decisions for support staff. Asbestos inspections; drug and alcohol testing; professional appraisals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

ANW administration has agreed to meet on an as-needed basis with the Education Association. The purpose is to facilitate a constructive process by addressing issues and concerns as they arise.

## HEALTH REQUIREMENTS

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Everyone who works directly with children and is employed by this Interlocal is required by state law to furnish a certificate of satisfactory health. Prior to commencing employment, each teacher must present to the ANW office a properly completed, dated, and signed health certificate. Forms are available at the ANW office. Each teacher will pay for their own health examination as required by law. Health forms are required every three years.

## WORKERS' COMPENSATION

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All certified employees of ANW Special Education Interlocal #603 are covered by Workers' Compensation as required by current statute. Workers' Compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day.

An injured employee must notify the designated employer's workers' compensation coordinator and the ANW Interlocal central office within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits. Any employee who is off work and drawing workers' compensation shall be required to provide the designated coordinator a written doctor's release to return to work.

### **If You Are Injured While on the Job**

Immediately report your injury to your immediate supervisor or building principal.

The ANW Interlocal office must be called — they will provide the Alaris Nurse Call Line number.

The nurse call line connects you with triage nurses who evaluate the injury and advise whether a doctor's visit is required.

You must complete an accident report and seek medical treatment as appropriate.

The accident report should be submitted to the designated workers' compensation coordinator as soon as possible.

Questions? Contact [workcomp@anwcoop.com](mailto:workcomp@anwcoop.com)

## KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

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All Interlocal employees who meet the KPERS minimum work hours requirement must participate in the Kansas Public Employees Retirement System (KPERS). Deductions will be made by the clerk of the board at the current rate. Please see the ANW website for links to the KPERS membership guides for KPERS 1, KPERS 2, and KPERS 3.

## SOCIAL SECURITY

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The employee's share of Social Security tax will be deducted at the current applicable rate.

## FIELD TRIPS

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Educational trips, field trip visitations, and excursions can add a great deal to the child's educational experience. The objective of such trips should be clearly defined and properly geared to the interest, ability, and level of maturity of the pupils involved.

All field trips shall be approved by the building principal and Director. Reasonable prior notice — no fewer than two weeks whenever possible — should be given to district and Interlocal personnel in charge of transportation to ensure availability of buses. It is the expectation of the Interlocal that certified staff members will attend field trips with their students.

## PROFESSIONAL APPRAISAL

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### Philosophy

The majority of special educators are competent individuals who value professional growth. The ANW professional appraisal system reflects this fact and is designed to facilitate professional growth. The emphasis is on setting goals or establishing individual development plans to improve instruction and special education support services. As professionals demonstrate increased competency and experience, they should become progressively more self-directive in the evaluation process. Those with less experience will require more direction from the supervisor. The appraisal system also helps administration ensure competency and make decisions regarding retention, remediation, and dismissal.

### Outcomes of the Evaluation Process

The evaluation process will:

- Allow flexibility for supervisor and professional to work together in a collaborative, non-threatening relationship to improve instruction and special education support services;
- Provide for different evaluation procedures for beginning and experienced professionals;
- Allow for accountability by helping administration ensure competency and make decisions regarding retention, remediation, and dismissal;
- Include procedures for ongoing determination of ability to meet core standards;
- Develop structured assistance for individuals demonstrating difficulty meeting core standards;
- Build community confidence in the quality of ANW professional personnel; and
- Facilitate coordination of professional appraisal and staff development activities.

All professionals will receive appropriate in-service so that they are informed of the core standards and evaluation procedures. The evaluation procedures and standards will be reviewed with all new professionals during initial orientation. All professionals will be continually appraised by ANW and district administration regarding their ability to meet core standards through routine contact with administrators. Meeting core standards is essential for successful employment. For those professionals experiencing difficulty, problems will be dealt with immediately according to the Professional Assistance Program procedures (see Section 17 of the Professional Agreement).

### Assignment and Transfer

The Board retains the right to assign, reassign, and transfer all personnel.

### Plan of Improvement (Probation)

The authority to recommend to the Board that certified staff members be placed on a plan of improvement or probation is delegated to the Director or designated representative. The Board, after hearing the Director's recommendation and evaluating the evidence gathered by administrative staff, may place a certified staff member on probation.

The term of probation will be established by the Board, but in no event shall said probation extend beyond one calendar year. A second year of probation may be instituted when sufficient progress has not been made. All conditions of probation shall be reduced to writing. One copy shall be given to the employee, and one copy shall be placed in the employee's personnel file. Failure by an employee to meet the conditions of probation may result in nonrenewal or termination of the employment contract.

## Supervision

The responsibility for the immediate supervision of faculty members rests with each building administrator. The Director, Assistant Director, and Coordinators have responsibility to supervise faculty members at regular intervals during the school year through observations and evaluation using the KEEP2 system developed by KSDE.

## Suspension

The Director or designated representative shall have the authority to suspend an employee until the suspension is resolved by Board action at the next regular or special meeting of the Board.

The Director may suspend certified employees with pay for any one or more of the following reasons: alleged violation of board policy, rule, or regulation; the filing of a formal complaint against the employee with any civil authority or with the Board charging the employee with an offense involving moral turpitude; or other good cause.

An employee may be suspended with pay. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until they have had a due process hearing before the Board. The hearing shall determine whether further suspension shall be with or without pay and whether the employee will be terminated.

Section 17 of the ANW Professional Agreement on Teacher Discipline provides the procedures for the teacher to obtain such a hearing and may take time precedence over a Board determination.

## Separation

The Board shall not renew any teacher's contract in any case where the Board is of the opinion that such renewal would not be in the best interests of the Interlocal.

## STUDENT PRIVACY RIGHTS

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District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release — for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

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

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

Any employee who inappropriately releases information or uses confidential information obtained in the course of their employment will be disciplined in accordance with board policies, the Professional Agreement, and district procedures. Disciplinary action may include penalties up to and including termination.

# CONFIDENTIALITY OF STUDENT RECORDS

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## Introduction

Confidentiality of educational records is a basic right shared by all students in public schools and their parents. These fundamental rights are described in the Family Educational Rights and Privacy Act (FERPA) of 1974.

In addition, all school personnel (including contracted employees) are governed by confidentiality requirements of the Individuals with Disabilities Education Act (IDEA), which in Kansas applies to students with exceptionalities. Confidentiality is one of the rights afforded to parents in the Parent Rights (Notice of Procedural Safeguards) document. All people involved in special education should be aware of the laws and regulations ensuring that all records and information will be kept secure and remain confidential.

Schools are required to notify the public at least annually about what is done to ensure confidentiality.

### Personally Identifiable Information Includes:

The name of the child, child's parents, or other family member;  
Address; personal identifier such as the child's social security number or student number; or  
A list of personal characteristics or other information that would make it possible to identify the child.

## A. Access to Records

Both FERPA and IDEA required schools to have reasonable policies in place to allow parents to review and inspect their child's records. A record is defined as personally identifying information, recorded in any way, including but not limited to: academic work completed and level of achievement; attendance data; scores and test protocols of standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; information from teachers or counselors; observations and verified reports of serious or recurrent behavior patterns; IEPs; and documentation of notice and consent.

FERPA allows parents to inspect and review all education records of their children maintained by an educational agency that receives federal funds. The school must comply with a request to inspect records within a reasonable time.

FERPA regulations allow some exceptions to the requirement to obtain parent consent before releasing records, including release to: other school officials with a legitimate educational interest; officials of another school where the student seeks or intends to enroll; authorized representatives of the US Comptroller General, US Secretary of Education, and State Educational Agencies in connection with audits or evaluations; in connection with financial aid; to State and local officials as permitted by State statute; to organizations conducting studies for educational agencies; to accrediting organizations; to a parent of a dependent student; to a court in legal action or in compliance with a judicial order or subpoena; in a health or safety emergency; as directory information; and in certain disciplinary proceedings.

To ensure protection of education records, the school district must: obtain written and dated consent before disclosing personally identifiable information to unauthorized individuals; designate and train a records manager; keep a record of all parties obtaining access to education records; maintain for public inspection a current listing of employees who may access personally identifiable information; ensure confidentiality at collection, storage, disclosure, and destruction stages; ensure parents have the right to inspect only information relating to their child when records contain information on more than one student; ensure that each person collecting or using personally identifiable information receives appropriate training; provide parents upon request a list of types and locations of records; respond to reasonable requests for explanation and interpretation of records; and provide parents access to their child's records.

## **B. Transfer of Records**

Because education records include personally identifiable information, they may not be released to another agency or organization without parent consent, according to FERPA requirements. However, when a student transfers to another school, education records may be forwarded without student or parent consent if the annual FERPA notification to parents includes a statement that records will be forwarded to the receiving school.

Kansas special education regulations require the sending district to immediately transfer the IEP and any additional educational relevant information regarding a child with an exceptionality to the receiving district. If the school's annual FERPA notification does not contain a statement that the school sends educational records to a receiving school, it must make a reasonable attempt to notify the parent at the last known address.

The ANW HIPAA/FERPA Compliant Release Request form is located in WebKIDSS.

## APPENDIX A — IEP LEGAL AND LOCAL REQUIREMENTS CHECKLIST

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The following checklist outlines the legal and local ANW requirements that must be addressed in every Individualized Education Program (IEP). Use this checklist when preparing for and completing IEP meetings.

### 1. Mandatory IEP Team Member Signatures

Signatures required for parent or child advocate, general education teacher, special education teacher, and principal or designee — these are marked with an asterisk (\*) on the signature line.

### 2. IEP Meeting Notice and Student 10-Day Notice

Must be given at least 10 calendar days in advance; must contain purpose, date, time, location, and titles of attendees.

### 3. Excusals

Must be completed before the meeting; agreed to by parent and principal in writing.

### 4. Rights of Child with Disability Upon Reaching 18 Years of Age

Must be addressed one year before the student's 18th birthday.

### 5. Content of the IEP

Must describe how the child's exceptionality affects participation in the general education curriculum.

### 6. PLAAFPs (Present Levels of Academic Achievement and Functional Performance)

Current performance and needs, used as the foundation for all IEP decisions; must include baselines.

### 7. Baseline Data

Must be specific, objective, measurable, and able to be collected frequently.

### 8. Transition Assessment

Must reflect meaningful results — not merely state that a transition assessment will be taken.

### 9. Participation in State and District-Wide Assessments

The type of state assessment must be chosen by the IEP team and listed on the IEP.

### 10. Services

Must include frequency, duration, location, and initiation date.

### 11. Accommodations and Modifications

Only those needed by the student — not a generic list; must also include frequency, duration, and location.

### 12. Goals

Must include timeframe, conditions, behavior, and criterion; must have baseline, standard baseline, and benchmarks.

### 13. Measuring and Reporting Progress on Annual Goals

Completed by the same method as baseline; done every 9 weeks; reported to parents in writing or at a meeting.

For full legal authority references, please consult the ANW Special Education Process Handbook or contact your coordinator.

## APPENDIX B — PROCEDURES FOR REQUESTING PUBLIC RECORDS

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## ANW Special Education Interlocal #603 — Interlocal #603

8. The principal office of ANW Special Education Interlocal #603 is the central office, located at 710 Bridge Street, Humboldt, Kansas. Records are available during regular office hours: 8:00 a.m. – 4:00 p.m., Monday through Friday, excluding observed holidays.
9. A request for access to a public record should be directed to the custodian of that record:

| Type of Record                          | Custodian           | Location                      |
|-----------------------------------------|---------------------|-------------------------------|
| Student Records                         | Building Principals | School building of attendance |
| Personnel Contracts                     | Kailey Wolken       | Central Office                |
| Board Minutes                           | Kristi Houston      | Central Office                |
| Bills, Financial Reports                | Ashlynn Sell        | Central Office                |
| Discrimination Complaint Investigations | Korene Wolken       | Central Office                |
| Transportation Logs                     | Soni Wells          | Central Office                |

10. The custodian of the record may ask that the request be made in writing, including: your name; your address; and a description of the record you are seeking access to.
11. If the record falls within an exception, the custodian may ask you to certify in writing why you believe you have a right to access the record, and may also ask for certification that you will not use or sell the information for sales or solicitation purposes.
12. Upon receiving your request, the custodian will retrieve the requested record and provide it for your inspection as soon as possible.
13. If the custodian cannot provide the record immediately, they will inform you in writing of the time and place at which the record will first be made available.
14. You may not remove the record from the building. The custodian will provide a place for you to review the record. If you desire a copy, the custodian will arrange for copying. A fee of \$0.25 per page applies and must be paid prior to copying.
15. If you desire access to records on a business day when school is not in session, the office will be open from 8:00 a.m. to 4:00 p.m. Please notify the Director of ANW, Korene Wolken, by noon (12:00 p.m.) if you need access on one of these days.

## PUBLIC REQUEST FOR SCHOOL RECORDS

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ANW Special Education Interlocal #603 · Humboldt, KS

**Person Requesting Records:**

**Address of Person Requesting Records:**

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**Specific Records Being Requested:**

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**Approval to Release Records**

**Denial to Release Records**

**Delayed Release of Records**

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**Reason for denial or delay:**

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**Custodian:**

**Freedom of Information Officer:**

**Date:**

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## APPENDIX C — ANW LOG FOR ACCESSING RECORDS

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**Persons authorized to access confidential student files:**

|   |                                                                         |
|---|-------------------------------------------------------------------------|
| 1 | Parent or Legal Guardian                                                |
| 2 | Student                                                                 |
| 3 | Certified personnel directly involved with the education of the student |
| 4 | Paraprofessionals directly involved with the education of the student   |
| 5 | Building Administration                                                 |
| 6 | Superintendent / Assistant Superintendent                               |
| 7 | Director / Assistant Director                                           |
| 8 | Authorized personnel of the state                                       |

| Date | Name | Relationship | Purpose |
|------|------|--------------|---------|
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |
|      |      |              |         |

## APPENDIX D — SAMPLE LIST OF EMPLOYEES WHO CAN ACCESS RECORDS

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**Post on Special Education Confidential Student File Cabinet**

The following personnel have access to the Special Education Confidential Student Files maintained in this building:

Director of Special Education

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Assistant Director of Special Education

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Principal

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School Psychologist

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Special Education Teacher

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Special Education Teacher

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Special Education Staff

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Team Leader(s)

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Other — Title: \_\_\_\_\_

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Other — Title: \_\_\_\_\_

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Other — Title: \_\_\_\_\_

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## **APPENDIX E — COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY**

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The use of ANW Special Education Interlocal #603 computers, networks, and internet is a privilege, not a right. All computers shall be used in a responsible, efficient, ethical, and legal manner.

ANW has the right at any time and for any reason to review all data, files, and records on ANW computers, and to periodically monitor, audit, or review computer, network, internet, and email use. The use of authorization passwords shall not be construed as creating a private communication medium; all passwords shall be divulged to ANW upon request.

Staff who are utilizing ANW-provided computers, networks, and internet are responsible for good behavior online just as they are in a classroom or other area of the school.

Staff members must familiarize themselves with these policies. Failure to follow these policies will result in disciplinary action.

### **Staff shall not:**

16. Use email in a manner inconsistent with professional conduct.
17. Use profanity, obscenity, or abusive, sexually explicit, or threatening language.
18. Harass, insult, or personally attack others.
19. Violate copyright issues regarding software, information, or attributions of authorship.

20. Use computers, networks, or internet for illegal activities, including tampering with computer hardware or software or unauthorized entry into computers.
21. Spread computer viruses; deliberately attempt to degrade or disrupt system performance.
22. Install software, including freeware or shareware, without clearance from the network administrator.
23. Access pornographic, obscene, or sexually explicit websites or distribute such materials.
24. Make unauthorized commercial use of ANW computers, networks, or internet.
25. Waste ANW computer, network, or internet resources.
26. Post private information about any other person.
27. Post chain letters or unauthorized email messages.
28. Use the ANW network system for political lobbying (but may use the system to communicate with elected representatives and to express opinions on political issues).

A confirmed violation of this policy may result in: (a) suspension of computer, network, and internet use privileges; (b) suspension or termination of employment with ANW; (c) such other discipline as the ANW Board or administration deem appropriate; and (d) in some circumstances, criminal or civil liability under state or federal law.

Each ANW staff member shall be provided with a copy of this policy. By using ANW's computers, all staff expressly consent to this Acceptable Use Policy.

## **APPENDIX F — REMOTE WORK AGREEMENT**

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The Remote Work Agreement is a voluntary agreement between ANW Special Education Interlocal #603 (ANW) and the employee below, approved by the Director. This agreement may be terminated at any time. All work is subject to the policies and procedures outlined in ANW's employment policies. Nothing in this document creates any obligation to renew the agreement, nor does it constitute a contract of employment or a modification of at-will employment status.

Employee must agree to adhere to the following standards:

- The employee will be available during assigned business hours (totaling 40 hours) and will respond in a timely manner, unless circumstances have been discussed in advance with the Director.
- Duties, obligations, responsibilities, and conditions of employment with ANW remain unchanged whether the employee is working in the ANW office or a remote location. Salary, retirement, PTO, and insurance coverage remain in effect per ANW policy.
- The employee acknowledges and understands ANW's policies regarding records and requests for information and will continue to abide by such policies. The employee will apply approved safeguards to protect ANW records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to ANW headquarters.
- The employee confirms that the alternate work location is, to the best of their knowledge, free of recognized hazards that would cause physical harm.
- The employee agrees to maintain safe work conditions in the off-site workspace and to report work-related injuries to the supervisor at the earliest opportunity.

**Employee Name:**

**Employee Signature:**

**Date:**

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**Director Name:**

**Director Signature:**

**Date:**

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# ACKNOWLEDGEMENT OF RECEIPT

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By signing below, I confirm that I have received, read, and understand the 2026–2027 ANW Professional Handbook. I agree to abide by the policies, procedures, and standards described herein, and I understand that this handbook may be updated during the year with notice provided to staff.

**Questions?**

Contact your Coordinator or the ANW central office at any time.  
Phone: 620-473-2257 | Website: [www.anwcoop.com](http://www.anwcoop.com)  
710 Bridge Street, Humboldt, KS 66748

**Employee Printed Name**

**Building / District**

**Employee Signature**

**Position / Role**

**Date**

**School Year**

2026–2027