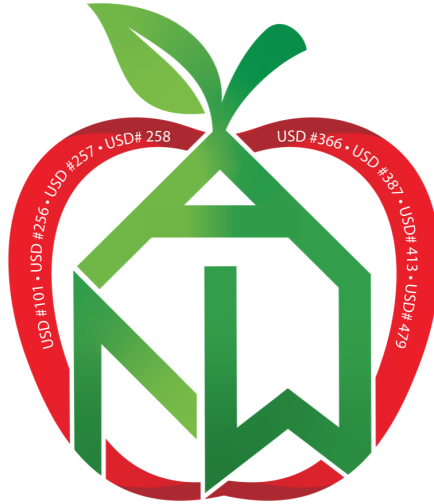


ANW Special Education Interlocal



BUILDING CAPACITY FOR INDIVIDUAL
SUCCESS THROUGH PARTNERSHIPS

Support Staff Handbook

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WELCOME TO THE ANW FAMILY

The special education Support Staff member has become an essential person in the expansion of programs for students with special needs at ANW Education Interlocal. Exceptional children and youth require smaller classes; therefore, more personnel are needed. In addition, more and more pupils who are in situational settings or were receiving no educational services at all are being admitted to public school programs. Support staff members can help overcome these obstacles and work towards the quality education that is necessary for exceptional students.

ANW Special Education Interlocal # 603 Board of Education

The ANW Board of Education is made up of one representative from the Boards of Education of each of the school districts we serve: Erie #101, Marmaton Valley #256, Iola #257, Humboldt #258, Altoona #387, Chanute #413 and Crest #479. Kansas law grants the BOE the power to govern and oversee the management of the Interlocal Agency. The Board is the policy-making body within the district and has overall responsibility for the annual budget, the employment of the Director and Regional Coordinators and other professional/licensed personnel, the employment of support staff, the maintenance of our facilities and programming needs.

The Administration of ANW Special Education

- **Korenne Wolken** - ANW Interlocal Director; Coordinator: Humboldt Virtual, Gifted
- **Amy Welch** - Coordinator: Humboldt, Marmaton Valley, Crest, Yates Center, and Altoona districts
- **Emily Williams** - Related Services Coordinator: OT, PT, SLP, Nursing, Adaptive PE, Social Workers, School Psychologists, Medicaid
- **Melissa Stiffler** - Coordinator: CTE Programs, Iola High School, Iola Middle School, Chanute High School
- **Julie Defebaugh** - Coordinator: Erie district, Royster Middle School, Lincoln Early Learning Center
- **Camille Kerr** - Coordinator: Iola Elementary School, Chanute Elementary School, Hope Academy

SUPPORT STAFF IN SPECIAL EDUCATION

The Characteristics of Effective Support Staff

- Lifelong learner
- Good interpersonal skills
- A positive attitude
- A desire for self-improvement
- Self-confidence
- Patience
- Empathy
- Concern for ALL children

Definition

To follow the intent of K.S.A. 72-962, a paraeducator is qualified *...to assist certified teachers in the instruction of exceptional children...*This individual, therefore, shall be referred to as an *instructional paraprofessional*. ***At ANW Interlocal, paraprofessionals will be referred to as Support Staff (Members).***

The special education support staff member is a team member who works alongside the special education teacher. She/he not only frees the teacher from the more routine tasks of the classroom, but also serves as an effective part of the educational team. With differentiated responsibilities, she/he carries out the programs developed by the special education professionals. The scope of the definition described here and in K.A.R. 91-12-61 in general focuses on the instructional paraprofessional who works with a specific teacher and is assigned to a particular classroom.

This definition also includes those support staff members located in a public institution or other private facility who are providing assistance to the special education teacher in an accredited special education program. The standards for program approval shall remain the same for these settings as for the public school programs.

Support Staff EMPLOYMENT STANDARDS

Qualifications to be employed as a Support Staff member:

- High school diploma or equivalent
- Demonstrate commitment to career development and lifelong learning
- Must meet “highly qualified” requirements (48 or more college credit hours or pass the ParaProfessional Assessment)

Discrimination Policy

ANW does not discriminate as it pertains to the relationship of school personnel to students in these specific areas: (1) racism, (2) sexism, (3) economics, (4) labeling, (5) religious, (6) intellectual capacity, (7) age, (8) physical handicap and (9) national origin.

Inservice and Training

Inservice and training is the joint responsibility of the supervising teacher and ANW administrative staff. Support staff members are required by Kansas State regulations to obtain a minimum of 20 clock hours of inservice for the first three years of employment, and 10 clock hours after completion of three (3) consecutive, full years of employment.

If a support staff member leaves prior to the end of the year, the above proration is also used to calculate the inservice hours for time worked as a support staff member. It is the joint responsibility of the supervising teacher and the support staff member to make certain the inservice hours are completed in a timely fashion.

It is recommended that all inservice be completed and documented no later than the end of the first semester of each school year for all returning support staff. A support staff training

log for all training documentation is provided on the ANW website. *Failure to complete mandatory inservice hours will result in non-renewal of employment.*

The training log was created for you to complete online after each inservice so you can receive credit.

The training log is located at www.anwcoop.com; Support Staff Training Log. You must complete all blanks. **You will need to attach the Certificate of Completion from Infnitec to each module.** You will be awarded points based upon the amount of time printed on the Certificate.

1. The Infnitec mandatory campaign – you will receive notification via email when the campaign is live.
2. Log in all inservice by completing this training log.
3. If you complete first aid and/or CPR outside of the interlocal provided training you can use it for inservice. You will complete the training log and attach a copy of your card showing you passed the class. You will not get paid for training outside the interlocal unless it is at Greenbush during the day. You will then attach any certificates of completion or copies of cards or evidence (if applicable) to your training log. Remember these files are open records for the KSDE auditor to review to confirm your documentation for these training sessions.
4. If you attend an interlocal CPI training, you will need to complete the training log after your training has been completed.
5. All support staff have been approved to attend some inservices for your home district. You will need to contact your supervising teacher to determine which day(s) you will attend with your supervisor. After attending that day, you will need to complete the training log. Any support staff member that serves more than one district will need to pick a district to attend. Your supervisor can assist you with this.

Other items which meet the criteria for Inservice (staff development)

1. CPR/First Aid and other types of structured classes can count for inservice.
2. ANW training; i.e. CPI training, all Infnitec courses. Your district inservices (with prior approval) or early out collaboration where you have had specialized instruction on how to carry out your job as a support staff member.
3. Collaboration with your supervising teacher on students; goals; discipline and behavior plans; student performance during inclusion class(s); changes with student programing or IEP team changes or modifications for students. Building wide new policies or changes to be implemented.
4. Medical training for students within your classroom/supervision.

KPERS (Kansas Public Employee Retirement System)

The Kansas Legislature created KPERS in 1962 to provide Kansans with careers in public service the opportunity to build a nest egg for retirement that would last a lifetime. Besides retirement benefits, KPERS also provides life insurance, long-term disability benefits and a death benefit for retirees. Because the Retirement Act requires the State of Kansas participate, the membership in the System is mandatory for all state employees. During your employment at ANW interlocal, a portion of your monthly gross income will be deducted from your salary and transmitted to KPERS. Kansas will match that contribution. You can only withdraw your KPERS contributions if you leave employment. If you withdraw funds from your KPERS account prior to being vested you will lose the state match, but will be eligible to withdraw your contributions, plus any interest accrued. Questions regarding KPERS, should be directed to the ANW Board Clerk, ANW Financial Clerk or KPERS, 611 S. Kansas Avenue, Suite 100, Topeka, KS 66603-3803.

Evaluations of Support Staff

The primary responsibility for support staff evaluations rests with the supervising teacher. The supervising teacher is encouraged to seek the opinions of the building principal or other professional staff members so the support staff member can be offered an accurate and fair evaluation. Two evaluations are required per year, once each semester, for new support staff, and once per year for returning support staff. Additional evaluations can be held at any time to address specific issues. The supervising teacher is required to review the evaluation with their support staff member prior to submitting the evaluation to the interlocal Central Office for the support staff personnel file. If concerns arise, the support staff member will be placed on a plan of improvement with target goals and dates for review. The evaluation process is an ongoing process to facilitate professional growth.

Length of "At-Will-Agreement"

All support staff will be paid on an hourly basis according to hours worked each month. The pay period ends the last Friday of each month, for the following 15th payday. Each "at-will-agreement" is good for one year only. The amount of hours worked will be the length of the home district up to the maximum of 35 hours per week or as assigned by the ANW Director or Coordinator. The length of the school day will vary depending upon the length of the school day for the home district. It is the joint responsibility of the support staff member and the supervising teacher to maintain a well-balanced time schedule that best meets the needs of the special education students while conforming to the length of time requirements.

All classified staff will use META which is the ANW time keeping system. It is the responsibility of the employee to clock in and out each day using the time clock station in the assigned building and submit all leave through the META system. This is the official record for auditing and payroll. **Each pay period the time card MUST be approved by the employee and their supervisor. If errors are found, employees must email timeclock@anwcoop.com at the ANW interlocal office and report those META errors so those errors can be corrected prior to approving time.** Once payroll has been completed on

the last Friday of each month, corrections and/or submitting sick or personal leave cannot be made which could result in loss of pay for the support staff member. **Back pay is not permitted.**

Recommendations for a new “At-Will-Agreement”

Teachers recommending employment for their support staff the following school year must notify the personnel clerk and Coordinator in writing by completing the online support staff evaluation and returning the form sent to them in a timely fashion. Every effort will be made to accommodate these requests. Exceptions will be based on current caseload and the individual needs of students being served. If a greater student need exists in another classroom a support staff member may be transferred or re-assigned at the discretion of the ANW Administrative staff.

Support Staff Transfers

Teachers requesting a different Support Staff Member

Teachers with concerns regarding satisfactory performance of their support staff member need to notify the Coordinator when a concern arises. The support staff member must be notified of the concern immediately and a written plan of improvement documented. Every effort to assist with the improvement plan will be afforded the support staff member.

If a teacher requests a different support staff member, it is the responsibility of the supervising teacher to inform the support staff member in question and the Coordinator of their decision. Notification of this request must be made when the decision is made. The supervising teacher must document the conference with the support staff member.

Teacher transfers/new teachers

When a teacher transfers to a new position or a new teacher moves into the classroom it is the recommendation of ANW administration for existing support staff members to remain in their present position. It is ANW philosophy that experienced support staff members in a classroom with a new teacher will provide additional stability to the setting. When a new teacher requests a change in support staff, and provides a valid reason for the change, the request may be granted. Unassigned support staff members with excellent previous evaluations will be recommended to teachers seeking a support staff member.

Support Staff requesting a transfer policy

- The support staff member must first express their desire to transfer to their supervising teacher. All parties must be in agreement of the change of placement prior to the transfer (all parties are defined by building principal, coordinator, supervising teacher(s), and support staff member).
- The support staff member must submit ANW Support Staff transfer request form to be considered for a transfer and direct that request to their Coordinator. This form is located at www.anwcoop.com.
- Once a replacement for the leaving support staff member has been found and all training has occurred, only then, will the transferring support staff member be allowed to make the transfer.

- The ANW administration does reserve the right to move or reassign all staff as it deems necessary to provide for student services.

Support Staff members shall follow all applicable ANW interlocal policies, rules and regulations and shall be under the general supervision of the interlocal administration. The Administration reserves the right to assign, reassign, or transfer all non-certified employees.

Support Staff Lunch

Support staff members shall have a 30 minute duty-free lunch each day. It is the responsibility of all ANW employees to pay in full their district lunch accounts prior to the last day of the school year, each year. Leaving unpaid lunch balance(s) can result in termination of employment.

Suspension or Termination

Non-certified employees may be suspended or terminated by the Director or Coordinator. Reasons for termination could include: excessive absences, not completing mandatory trainings, not completing the required 10 or 20 hours of inservice training, inappropriate behavior including but not limited to: use of profanity in the school setting; failure to communicate with your supervisor when absent; inappropriate use of social media; illegal activities; breaking confidentiality rules; inappropriate touching of a student; untrue statements (lying) on your application or other reasons as determined by the administration.

Punctuality

Chronic lateness will be monitored closely as it can damage the effectiveness of the classroom program. Support staff members are expected to arrive at work on time and to remain at work until the end of the work day, unless an individual schedule dictates otherwise. Support staff members who are consistently late to work face the possibility of disciplinary action and/or termination.

Resignation

Non-certified employees may resign from their jobs in accordance with the employment agreement and board policies. Staff are required to write or email a letter of resignation to the Director, Korenne Wolken kwolken@anwcoop.com at the ANW interlocal office.

Return of Equipment

Employees leaving the interlocal because of resignation or termination must return all interlocal equipment and name badges. Failure to do so will result in the cost of the equipment being deducted from the final paycheck or the check being held until the equipment is returned.

Travel/Mileage Reimbursement

Support staff members will be reimbursed for travel/mileage required as part of their job. **This travel must be part of the employee's regular job responsibilities and must be prior approved by the supervising teacher.** Mileage must be turned in by the 20th of each month

in order to be approved by the BOE and paid after the BOE meeting each month. Mileage turned in more than 30 days delinquent will **NOT** be reimbursed. All mileage must be turned in by teacher checkout in May.

Non-school employment

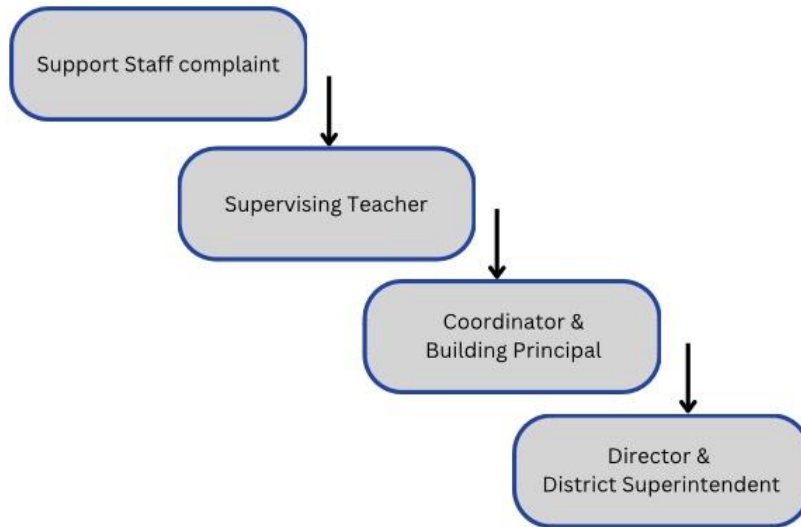
Non-certified employees shall not be excused during their regularly assigned time schedule to perform outside work. Non-certified employees shall engage in no outside employment which, by nature or duration, will impair the effectiveness of their assigned duties. If the non-certified employee is coaching for a district, the employee shall provide a copy of the contract and a schedule of times/dates and coaching duties for all sports. This must be sent to Korenne Wolken (kwolken@anwcoop.com). The non-certified staff must clock out prior to performing district contracted services.

Complaint Procedure

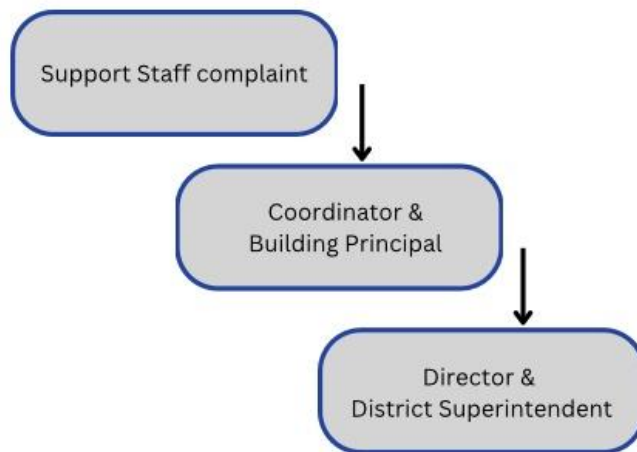
Every school system has grievances and complaints. If allowed to go unresolved, they have a damaging effect on teaching efficiency. They normally arise from misunderstanding or miscommunication rather than from bad intentions. A good procedure for resolving them is of extreme value to this interlocal and to the communities it serves. The purpose of this procedure is to secure, at the lowest possible level, clarification of and equitable solutions to problems. Problems can be approached through informal and/or formal procedures. No reprisals of any kind will be taken against an employee as a result of positive participation in the process of resolving concerns. ADMINISTRATION AND THE EMPLOYEES SHALL MAINTAIN CONFIDENTIALITY AT ALL LEVELS AND AT ALL TIMES. Any breach of confidentiality can be subject to disciplinary action.

- 1) If you register an unwritten complaint regarding an employee of ANW, the complaint is considered to be informal. Every effort shall be made by the ANW administration to resolve the complaint quickly and with the least amount of disruption while at the same time, protecting employees as much as possible from verbal and physical abuse or public defamation.
- 2) If you desire to file a formal complaint regarding an 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 putting the formal, written complaint in the employee's file shall be made by the ANW administration.

Chain of Command for support staff Complaint Regarding a Non-Certified Professional



Chain of Command for support staff Complaint Regarding a Certified Professional



Confidentiality

The Kansas State Board of Education ensures the protection of the confidentiality of any personally identifiable data collected or maintained pursuant to the identification and evaluation of students for purposes of placement in special education and pursuant to the provision of special education and related services for students with exceptionality shall be responsible for ensuring confidentiality.

Under K.A.S. 72-6214, the State Board of Education and the board of education of any school district must adopt a policy in accordance with applicable Federal laws and regulations to protect the right of privacy of any student and his or her lawful custodians regarding personally identifiable records, files and data directly related to such student.

In regard to ANW interlocal procedures, no referral or dissemination of information obtained may be released without parental signatures. A full explanation of why a signature needs to be obtained and what ramifications that release of information signifies should be afforded to each and every parent. The support staff's first line of contact for confidentiality issues is the supervising special education teacher.

If there is doubt as to the appropriateness of your elected procedure contact the ANW Education interlocal, Director or Coordinator at 620-473-2257.

A significant Federal education law addressing confidentiality is the Family Education Rights and Privacy Act (FERPA) which went into effect in 1974. The Act, with its subsequent amendments and regulations, set forth the access and privacy rights to personal school records for all the nation's students and their lawful custodians. In 1975, congress passed 20 USC 1400 et seq., Education for all Handicapped Children Act now titled the Individuals with Disabilities Education Act (IDEA). This Act and its regulations expand the confidentiality provision in FERPA for students with disabilities.

No child, parent or case history is to be discussed outside of the school setting and only within staffing and orientation sessions. At times a parent, your spouse or a friend asks you questions at home or within the community. You should defer any comment and recommend that the person contact your supervisor if he/she has a need to know about a child or teacher. Do not let yourself be trapped into responding. You should let your supervisor know that the person had a question. The foremost issue should be to protect that child's privacy and any information regarding that child's history. Staff must conduct themselves as professionals at all times.

- Keep Student information private.
- Don't speak about students to friends, family, or to or in front of other students.
- Don't speak about students to other teachers, refer to supervising teachers.
- If anyone in the school or community asks you for specific information about a student's disability, refer them to the supervising teacher.
- Don't point out or label children in public.
- Be careful not to distort, exaggerate or confuse information.
- Never use student information as gossip or a joke.

- Focus comments on student strengths and always be positive.

Failure to comply with the expectations of confidentiality will result in disciplinary action or termination by the administration.

Ethical Guidelines

Important Ethical Principles for the Support Staff Role:

- Maintain a respectful demeanor.
- Behave professionally by remaining calm, using appropriate language, not acting sarcastic, etc.
- Behave professionally even if everyone else involved isn't (parent, student, teacher)
- Maintain confidentiality- Keep student information private! Don't speak about it to other professionals (except need to know basis), to your friends, or family, or to (or in front of) students. This principle is easy to violate- BE CAREFUL!
- Contribute to positive school-community relations. Convey to community members a positive attitude about your school by focusing on its strengths and positive characteristics.
- Show a good work ethic, it will reflect positively on you and your school.

Dress Code

All employees are required to present a positive image to the public. Each employee will dress in a manner that will bring credit to them and the district in which they work. You should follow the policy for the district in which you work.

Support Staff/Student Relations

Support staff members shall maintain professional relationships with students conducive to an effective educational environment. Support staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent. Violation of this policy will result in disciplinary action or termination.

Facebook/ Social Media Use

Support staff members shall not post identifying things on social media about students, classrooms, teachers or school district employees in a way that discredits professionalism or violates confidentiality. Cyber bullying and inappropriate social media relationships are strictly prohibited and will result in disciplinary action or termination.

General Cell Phone Use

The interlocal prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the

cell phone used is owned by the employee or provided by the district.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use a cell phone when they are responsible for supervising students unless any of the following conditions occurs:

1. There is an emergency.
2. The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided.
3. The employee has received specific and direct permission from a supervisor. Supervisors shall limit such permission to unusual circumstances such as communication regarding a family birth or surgery.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

If an employee loses an interlocal issued cell phone, they will be responsible for the cost of a replacement phone.

Email Usage

Support staff members must check their interlocal email daily. That is the main form of communication that the Central Office uses to disseminate information.

ANW staff should have no expectation of privacy when using district email or other official communications systems. Any email or computer application or information in district or interlocal computers or computer systems is subject to monitoring by the administration.

You May NOT:

- Send or forward emails containing libelous, defamatory, offensive, racist, or obscene remarks or terrorist threats. If you receive an email of this nature, you must promptly notify your supervisor.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending emails.

Workers Compensation

ANW interlocal employees are covered through our Workers Compensation Insurance coverage 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 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 employers

workers compensation staff a written doctor's release to return to work. Failure to do so, will or could result in all benefits under sick leave ending and those benefits under workers compensation shall be restricted as provided by the current statute. IF YOU ARE INJURED WHILE ON THE JOB, you should immediately report your injury to your immediate supervisor or building principal. **The ANW interlocal office must be called** and they will give you the Alaris Nurse Call Line number. The nurse call line is set up with a group of Triage nurses that can evaluate the injury and see if an actual doctor's visit is required. You must complete an accident report and seek medical treatment as appropriate or advised. The accident report should be submitted to the designated workers compensation staff, as soon as possible, following the incident.

If you have any questions, please contact Tessa Morris, tmorris@anwcoop.com.

GUIDE TO PAYROLL POLICIES FOR SUPPORT STAFF

META, PAYROLL, CONTRACT, SECTION 125 QUESTIONS:

- timeclock@anwcoop.com – META Time Changes (missing punch, clock in/out), Leave Requests
- Shelley Stuber: sstuber@anwcoop.com – Payroll Changes (Direct Deposit – Withholdings)
- Kristi Houston: khouston@anwcoop.com – Board Clerk and Personnel, para contracts
- Tessa Morris: tmorris@anwcoop.com – Benefits Coordinator, Workman's Comp

*If you have questions regarding any of the above listed topics, please contact the individuals above by phone or email. The Central Office phone number is **620-473-2257**.*

This guide was designed for the purpose of helping you have a better understanding of the payroll policies we follow. Please familiarize yourself with the policies and keep this guide in a safe place for you to review as needed throughout the school year.

TIMESHEETS:

- Hours worked are kept on the META computer software system.
- If you forget or are unable to clock in or out of META, please send an email to timeclock@anwcoop.com as soon as possible with the correct information of the punch that was missed. We prefer you email in place of calling so there is a record for us to use and for yourself as well.
- Staff will need to approve their time at the end of the pay period.
- **DO NOT APPROVE TIMESHEET IF IT IS NOT CORRECT.** Please contact the [interlocal](#) to make the changes FIRST. Then, after it has been corrected, you may approve it.
- **Back Pay is not permitted. Please verify your hours each month in order to get paid for the hours you worked.**

PAYROLL:

- Payroll cut-off is ALWAYS the last Friday of each month; hours will be paid the following 15th of the next month.
- If the 15th falls on a weekend or a holiday, you will be paid on the business day before, typically on a Friday.

SICK LEAVE:

- Support staff will receive up to 63 hours per year of sick leave depending on their hire date
- Sick leave is requested through the META time system and can be taken in as small as 15 minute increments.
- Any unused leave at the end of the school year will carry over as sick leave to the next school year.
- Unused sick leave will not be paid out upon termination of employment.
- If you don't have enough sick leave hours built up in your bank, you will not receive those hours on your paycheck.
- Leave without pay is not authorized

PERSONAL LEAVE

- You are given up to 14 hours of personal leave per school year depending on your hire date.
- Personal leave cannot be taken to extend any type of school holiday.
- Any unused personal leave hours will roll over into sick leave for the following year.
- Leave without pay is not authorized

CHANGE OF ADDRESS:

- If you move, complete the change of address form located on the ANW website at www.anwcoop.com , "Change of Address". This needs to be completed as soon as you know a change of information. We need this to be up to date at all times so that W-2's and all other correspondence are not delayed.

DIRECT DEPOSIT:

- If you are signed up for direct deposit and change bank accounts, please notify the payroll clerk, Shelley Stuber, sstuber@anwcoop.com ASAP.

- You may direct deposit into more than one account either checking and/or savings as well as different banks.
- As paper checks are no longer an option, Payroll Debit Cards are available if you don't have a bank account or you don't wish to use your bank account for direct deposit.

META- Managing Employees Time and Attendance

The purpose of this guide is to teach you the most common functions of META Timecard, as an Employee, so that you can start using your new system right away. For more detailed instructions, click Help in the upper right hand corner of any screen. Clicking on Show will open the comprehensive Help system.

ALL employees using META to clock in/out must use the ANW time clock station located at each building. Clocking in/out from personal devices, such as an iPad or cell phone, is not permitted.

Timeclock IN / OUT - Web

<https://usd603.m-e-t-a.net/META>

1. Employee will enter their assigned clock id.
2. Click **Clock In** or **Clock Out**.
 - a. If clocking in as a different (non-primary) position, choose that position from the drop down position options.
3. A confirmation will appear confirming the action was successful.
4. Click **OK**.

Manage Employee Time Attendance

Employee Name: META USER

Clock ID: 1111

Last Clock In:

Last Clock Out:

View My Account

Current Position:

Build: 9.0.0-192

META © 1996-2017 Southeast Kansas Education Service Center

NOTE

All employees imported from MAPP will have an initial clock id of the employee's last name (in lowercase). The employee's password will be their last name followed by "@1".

i.e. :

Name: Meta User

Clock Id: user

Password: user@1

Timeclock IN / OUT

1. Employee will enter their assigned 4 digit clock id.
2. Click the 'In' or 'Out' or the non-primary position (under transfer) depending on the needed action.
3. A window will appear confirming the recorded punch.
4. Click OK.



Employee Requesting Leave

To request leave, the user will follow the instructions below from:

<https://usd603.m-e-t-a.net/META/>

1. Enter assigned clock id.
2. Click **View My Account**.
3. Enter password.
4. Click **View My Account**.
5. Choose the **Leave Request** tab.
6. Enter the Start Date of the leave request.
7. Enter the End Date of the leave request.
8. Select Leave Type from the dropdown list provided.
 - a. Sick, Vacation, etc.
9. Enter the number of Hours per Day the user is requesting to be away from work.
10. Select the Reason for leave requested from the dropdown list provided. *optional*
11. Enter Employee Comments describing the leave request. *optional*
12. Click **Submit** to submit leave to supervisor for approval.
13. The leave requested will appear in the table to the right.

Note: A user can request a span of corresponding leave by adjusting the start date and end date as necessary. The weekend will not be included if the employee's work week does not include weekend hours.

Request Date	Hours	Status	Leave Type	Reason
5/16/2017	8.00	WAITING	VACATION	PTO
5/17/2017	8.00	WAITING	VACATION	PTO
5/22/2017	8.00	WAITING	VACATION	PTO
5/23/2017	8.00	WAITING	VACATION	PTO
5/16/2017	8.00	WAITING	JURY	1 SICK
5/17/2017	1.00	WAITING	SICK	1 SICK

Employee Requesting Leave

To request leave of any type offered by the organization, the user will follow the instructions below.

1. Choose the **Leave Request** tab.
2. Enter the Start Date of the leave request.
3. Enter the End Date of the leave request.
4. Select Leave Type from the dropdown list provided.
 - Sick, Vacation, etc.
5. Enter the number of Hours per Day the user is requesting to be away from work.
6. Select the Reason for leave requested from the dropdown list provided.
7. *Optional* Enter Employee Comments describing the leave request.
8. Click **Submit** to submit leave to supervisor for approval.
9. The leave requested will appear in the table to the right.

Note: A user can request a span of corresponding leave by adjusting the start date and end date as necessary. The weekend will not be included if the employee's work week does not include weekend hours.

Manage Employee Time Attendance

Approvals My Leave **Leave Request** Time Card Reports Profile Check In / Out Log out

META USER

Clear Submit Show Accrual Balance Delete Multiple Request

Start Date: 5/18/2017
End Date: 5/23/2017
Leave Type: VACATION
Hours per Day: 8
Reason: PTO

Request Date	Hours	Status	Leave Type	Reason
5/18/2017	8.00	WAITING	VACATION	PTO
5/19/2017	8.00	WAITING	VACATION	PTO
5/22/2017	8.00	WAITING	VACATION	PTO
5/23/2017	8.00	WAITING	VACATION	PTO
5/10/2017	8.00	WAITING	JURY	1 SICK
5/4/2017	1.00	WAITING	SICK	1 SICK

Employee Comments
FOUR DAYS VACATION (32 HOURS) TH, F, S, T

Supervisor Comments

Supervisor Approving Leave

1. Click **Approvals** in the left column of the screen. Review to make sure that the displayed date range is correct period to view select leave requests.
2. Double click on the select employee/date (on the right side of the screen) to approve.
3. A new window will open with the options to Approve or Deny the selected leave request.
4. Choose either **Approve** or **Deny**.
5. Click **Save**.
6. The user will be returned to the approval screen where the request will no longer show because the status has changed to something other than "WAITING."
7. The user will follow the above steps to approve/deny an additional leave requests.

Manage Employee Time Attendance - USD999

My Approvals | My Time Card | My Leave Request | My Reports | My Profile | Click to

Approvals | Date Range From: 12/01/2017 To: 12/31/2017 | Help

Employee List | Time Card Approvals | Pay Period: MONTHLY | Leave Requests

Approval Status: ALL | Leave Approval Status: WAITING

Employee Name	Week of	Hours	Card Status	Employee Name	Request Date	Status	Leave Type	Reason
christy brummitt				christy brummitt	10/16/2017	WAITING	SICK	SICK LE...
christy brummitt				christy brummitt	10/17/2017	WAITING	BREAVE...	PTO
christy brummitt				christy brummitt	10/19/2017	WAITING	PERSO...	PTO
christy brummitt				christy brummitt	12/26/2017	WAITING	VACATI...	PTO
christy brummitt				christy brummitt	12/27/2017	WAITING	VACATI...	PTO
christy brummitt				christy brummitt	12/28/2017	WAITING	VACATI...	PTO
christy brummitt				christy brummitt	12/29/2017	WAITING	VACATI...	PTO

Close | Save

Name: christy brummitt APPROVE

Start Date: 12/22/2017 DENY

End Date: 12/29/2017 WAITING (CAN RESET BACK FOR EDITING)

Request Date: 12/28/2017 Approved By: _____

Leave Type: VACATION Supervisor Comments: _____

Reason: PTO

Hours: 8:00 to 5:30

Current Accrual Balance in Hours

Leave Type	Beginning B...	Leave Earned	Leave Used	Leave Pendi...	Current Bal...
JURY	0.00	0.00	3.25	0.00	-3.25
PERS	0.00	0.00	26.05	0.00	-26.05
SICK	24.00	8.00	5.25	0.00	26.75
VAC	15.00	8.00	23.80	16.00	-16.80
VAC	15.00	8.00	23.80	16.00	-16.80

Lunch Breaks

If staff choose to leave the building on their lunch breaks, they are required to clock out. If they return and still have time left on their lunch break, they should not clock back in until their lunch break is up UNLESS they have prior approval from their Building Administrator. Clocking in too early could cause issues towards the end of the school year.

If issues arise, we may require certain staff to clock in and out for lunch whether they are leaving the building or not, it will be on a case by case basis requested by Administration.

If staff work over 4 hours in a day they are **required** to take a 30 minute lunch break. It will automatically be deducted from their work time on META.

If you have any questions, concerns or problems, please do not hesitate to email timeclock@anwcoop.com.

Leave

Good attendance at work by employees is essential to the appropriate provision of services for our students. Sick leave coverage is provided to cover typical illness that an employee might encounter with the intent that most employees will be able to accumulate unused sick leave days to assist in covering potential long-term illness related issues. Sick leave days may not be used for personal leave and or vacation. It is the employee's responsibility to notify their supervisor of any sick leave absence, in a timely manner (call the building and/or supervisor as soon as they determine they will need to be gone but no later than the time their work day starts).

Paid Leave

Classified employees will have a total of 9 days (63 hours) of sick leave for the year. For employees hired after the school year begins, the number of sick leave days will be prorated based upon the date of hire.

Leave will be accumulated to a maximum of 60 days (420 hours).

Sick leave is available for the personal illness of the employee or the illness of the employee's family members defined as: spouse, child, grandchild, parent, or the parent or child of the employee's spouse. The Director shall have the right to receive verification of any illness or disability. Sick leave may be requested on an hourly basis; the minimum request will be fifteen (15) minutes. Sick leave **MUST** be requested through META upon returning to work.

Bereavement leave is paid leave in the event of the death of any employee's family members as defined by sick leave.

Bereavement leave is limited to 3 days per occurrence.

Bereavement leave will be deducted from available paid leave.

Bereavement leave may be requested on a daily basis; the minimum request of bereavement leave is one day.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the work day.

Personal leave is limited to two (2) days (14) hours per fiscal year. Requests for personal

leave must be given to the employee's supervisor at least one week in advance of the period of leave.

Personal leave may be requested on an hourly basis; the minimum request will be fifteen (15) minutes.

Personal leave may not be used to extend vacation or holiday time.

If the employee leaves the employment of ANW Interlocal for any reason, no payment will be made for unused sick leave.

The employee has the responsibility to accurately record all leave on the META payroll system in a timely manner. Knowingly recording false information will result in disciplinary action, which could include termination, by administration.

All contract hours must be shown on the META system as hours worked, sick leave or personal leave.

If an employee accumulates more than three consecutive days of absence, a doctor's statement may be required. In cases where the absenteeism is determined to be unwarranted and excessive disciplinary action will be taken which can result in reprimands, suspensions and possible termination from their position.

Time Card Checklist for Support Staff

If you have problems clocking in or out, you or your Supervising Teacher must contact timeclock@anwcoop.com with the date and time that needs to be entered.

When requesting leave, make sure you click **Submit**.

Remember to submit your sick leave requests immediately upon your return to work. (Leave must be submitted before the deadline for corrections *see below*)

Check to make sure all time entries are accurate and correct before approving your time. (The deadline for corrections to the current pay period is the 7th day of the following month.)

If you've submitted leave and it is not showing up on your timecard, please contact timeclock@anwcoop.com.

(If you have requested sick leave and you do not have enough in your built up sick time to cover the hours requested, you will see 'LWOP' in the misc. box below your time for that day.)

Make sure you are verifying and approving your time card at the end of each pay period. Any hours missed will result in forfeiture of payment as back pay is not permitted.

If the support staff member or teacher continuously neglect to approve time, it could result in the support staff member being terminated.

All Personal Leave must be submitted through META at least 3 school days prior to taking the leave. When the request has been received in META, your supervising teacher will receive an email asking for their approval. Once they reply with the approval, your leave will be approved in META. If you need to take an emergency Personal Leave day then you must call the Central Office and get verbal approval before taking the day.

If you forget to clock in when you arrive to work, you can still clock out when you leave for the day or vice versa.

If you experience problems with META, please email timeclock@anwcoop.com

Child Abuse: As required by law, any employee of the school district who has reason to know or suspect a child has been injured as a result of physical, mental, emotional abuse or neglect or sexual abuse shall report the matter promptly to the local DCF office. When the department is not open for business, employees can call the Child Abuse Hotline (1-800-922-5330), or goto the [Kansas DCF website](#).

School employees will 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 the school employee to prove the child has been abused or neglected. It is simply the school employees' responsibility to report if they suspect abuse or neglect. Failure to do so will result in disciplinary action by administration.

SPECIAL EDUCATION INSTRUCTIONAL SUPPORT STAFF ROLE, RESPONSIBILITY AND SUPERVISION

Role

The support staff member's role is primarily to assist in the instruction of exceptional students while being directly supervised by a certified professional. This frees the professional from some of the more "routine tasks" and allows them to use their professional skills and knowledge for diagnostic assessment, program planning and implementation. By fulfilling their role, the support staff members will help increase the quality of instruction and services provided to the students in the special education programs.

Responsibilities

The responsibilities of the support staff members are to follow the programs planned by the licensed professional. The professional assumes the primary responsibility for the instruction of the students. Many times the support staff member and the professional will have responsibilities that are comparable and overlap.

Support staff members must work under supervision from a professional, therefore a support staff **MUST NOT BE:**

- Solely responsible for a special education instructional or related service.
- Responsible for selecting or administering formal diagnostic or psychological instruments or interpreting the results of those instruments.
- Responsible for selecting, programming, or prescribing educational activities or materials for the students without the supervision and guidance of the *special education teacher and / or a designated supervisor*.
- Assigned to implement the IEP for students with exceptionalities without direct supervision and involvement from the professional.
- Employed in lieu of certified or licensed special education personnel.
- Used as *substitute special teacher* unless the support staff possesses the appropriate Kansas certification or license.
- Performing nursing procedures or administering medications without appropriate supervision from an approved health care professional.

The support staff member MAY:

- Be left alone in the classroom for short periods of time when the supervising teacher is away. The supervising teacher remains responsible for the classroom at all times and must remain accessible.
- Work with individuals or groups of students without direct supervision.
- Have specific instructional and management responsibilities for the students.
- Be involved in student staffing's, if warranted.
- Be used to support the integration of exceptional students into regular classes by tutoring these students in regular class assignments and giving tests orally, etc.
- Be assigned record keeping tasks relevant to the classroom assignment.
- Assist the supervising teacher in supervising assemblies and group field trips.
- Take individual students on job related activities, job interviews, curriculum-based recreation and shopping.

SUPERVISION AND ASSIGNMENTS:

Support staff may work with and supervise pupils in the classroom, hall, restroom, therapy area, gymnasium, on the playground, and in other specified instructional areas on campus under the supervision of the professional to whom they are assigned.

A supervising professional may leave the class under the supervision of a support staff member. The length of time the professional is out of the classroom should be kept to a minimum. If the supervising teacher or assigned special education teacher is not present or in the building, another professional on campus should be designated as the supervisor of the class. The designated professional may be the principal or a licensed special or regular education staff member.

Off-campus activities, such as homebound assignments, work-study placements and community programming, may be supervised by support staff members. The support staff member may also accompany small groups of students on shopping trips and other such instructional activities without the supervising professional being present.

Some Reasons for Student Misbehavior

Students may misbehave for many reasons, at times they misunderstand teacher expectations.

Students may be seeking attention or feeling powerless and have the need to try to create their own power.

Students may be avoiding tasks and/or are frustrated because tasks are too difficult and they don't fully understand how to ask for assistance.

Not all of our students have safe home lives and they may be upset by something unrelated to school, but rather something going on at home.

Many times students are trying to fit in with their peers by misbehaving and showing off.

The ability to appreciate diversity is just one aspect of interpersonal skills or knowing how to get along with others. It has to do with how we view and treat people who are different from us. Today's public schools are made up of a diverse group of people. Support staff who take an active interest in understanding how their students are different will better understand those students' behavior and interact with them in ways that will help them learn. Having a positive attitude toward diversity means ignoring differences and not holding negative attitudes about those differences.

Ethical Considerations for behavior management

- Behavior management should be viewed as an opportunity for teaching and not an opportunity for punishment.
- Avoid embarrassing students and offer suggestions in private in the form of constructive criticism.

- NEVER engage in a power struggle. Strive always for a win/win situation.
- Don't touch students who are upset, and don't hesitate to get help from another teacher if you need it.
- Keep your supervising teacher informed of all behaviors.

Emergency Safety Interventions

The ANW BOE is committed to limiting the use of Emergency Safety Interventions (ESI), such as seclusion and restraint, with all students. The BOE encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

All employees are required to follow the ESI Districts Policies for which they are assigned. The ESI reporting forms are available in the school offices.

Only employees trained through the CPI Nonviolent Crisis Intervention program will be allowed to use physical restraints and only as a last resort.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students.

- Using face down (prone) physical restraint
- Using face-up (supine) physical restraint
- Using physical restraint that obstructs the student's airway
- Using physical restraint that impacts a student's primary mode of communication
- Using chemical restraint, except as prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue such treatments
- Use of mechanical restraint, EXCEPT;
- Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device; any device used by a certified law enforcement officer to carry out law enforcement duties, or seatbelts and other safety equipment when used to secure students during transportation

Guidelines for Mask Wear by ANW Employees

ANW BOE Policy

EBB Safety

The interlocal shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

The director and staff shall develop necessary rules and regulations for student safety in school and at school activities.

Level 1: If the student has the cognitive ability to social distance or maintain appropriate wear of mask (if directed by local officials), ANW staff will follow district and local policies on mask wear.

example: A deaf High School student needing an interpreter.

Level 2: The student has the cognitive ability to social distance or maintain appropriate wear of mask (if directed by local officials) and the student is High Risk for infection or immuno-compromised, ANW staff will follow any recommendations from the Individual Health Care Plan per ANW RN including intensive sanitation protocols and **WILL WEAR A MASK AT ALL TIMES WITH THE STUDENT.**

example: A high school student with Cerebral Palsy

Level 3: The student **DOES NOT HAVE** the cognitive ability to social distance or maintain appropriate wear of mask (if directed by local officials), **ANW STAFF WILL WEAR A MASK AT ALL TIMES WITH THE STUDENT.**

example: an Intellectually disabled elementary student

Level 4: The student **DOES NOT HAVE** the cognitive ability to social distance or maintain appropriate wear of mask (if directed by local officials) and the student is High Risk for infection or immuno-compromised, ANW staff will follow any recommendations from the Individual Health Care Plan per ANW RN including intensive sanitation protocols and **WILL WEAR A MASK AT ALL TIMES WITH THE STUDENT.**

example: an elementary student with Severe Multiple Disabilities

THE WEAR OF THE MASK BY ANW STAFF IN LEVEL 2, 3, and 4 is not optional and may not be refused by the parent.

NOTES:

Acknowledgement of reading and understanding the 2023/2024 ANW Support Staff Handbook

I have read and understand this document.

Employee Printed Name _____

Signature _____

Date _____

Supervisor Printed Name _____

Signature _____

Date _____

Return this page to your coordinator at the interlocal.

