

SUPPORT STAFF HANDBOOK

2026–2027

Building Capacity for Individual Success Through Partnerships

Key Terms — Defined Once Here

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

Board of Education (BOE) — the governing body of ANW Interlocal #603.

KPERS — Kansas Public Employees Retirement System.

FERPA — Family Educational Rights and Privacy Act.

IDEA — Individuals with Disabilities Education Act.

IEP — Individualized Education Program.

ESI — Emergency Safety Intervention.

CPI — Crisis Prevention Institute.

Skyward — the ANW timekeeping and employee-access system.

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WELCOME TO THE ANW FAMILY

ANW Special Education Interlocal Support Staff play a vital role in supporting students, teachers, and the overall learning environment. They work under the direction of certified teachers to provide academic, behavioral, social, and personal support for students, helping them participate successfully in classroom activities. Support Staff may assist with instruction, implement accommodations, reinforce skills, supervise students, collect data, and promote student independence while helping create a safe, positive, and inclusive school environment...

ANW Special Education Interlocal #603 Board of Education

The ANW Board of Education is made up of one representative from each of the eight school districts the Interlocal serves: Erie #101, Marmaton Valley #256, Iola #257, Humboldt #258, Altoona #387, Chanute #413, Crest #479, and Yates Center #366. Kansas law grants the BOE the power to govern and oversee the management of the Interlocal Agency. The Board is the policy-making body and has overall responsibility for the annual budget, the employment of the Director and Assistant Director, , Coordinators, other professional/licensed personnel, and support staff, and the maintenance of facilities and programming needs.

The Administration of ANW Special Education

Korenne Wolken	ANW Interlocal Director
Tara Glades	ANW Interlocal Assistant Director
Amy Welch	Coordinator
Emily Williams	Coordinator
Julie Defebaugh	Coordinator
Camille Kerr	Coordinator

SUPPORT STAFF IN SPECIAL EDUCATION

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

Support Staff Definition

To follow the intent of state law, a paraeducator is qualified to assist certified teachers in the instruction of exceptional children. At ANW Interlocal, paraprofessionals are referred to as Support Staff Members. The special education support staff member is a team member who works alongside the special education teacher. With differentiated responsibilities, they carry out the programs developed by the special education professionals.

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 a Paraeducator Assessment**

**ANW will cover the cost of the Paraeducator 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 beliefs, (6) intellectual capacity, (7) age, (8) physical disability, 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. It is the joint responsibility of the supervising teacher and the support staff member to ensure that inservice hours are completed in a timely fashion.

All inservice must 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 at www.anwcoop.com. Failure to complete mandatory inservice hours will result in non-renewal of employment.

Use the training log to document:

1. The Infinitec mandatory campaign — you will receive notification via email when the campaign is live. This training is completed prior to the beginning of the school year or, if hired after the start of the school year, prior to starting in your assigned building.
2. Inservice provided by your home district — All support staff have been approved to attend some in-services for their home district, including pre-service and early-out collaboration. Contact your supervising teacher to determine which day(s) you will attend. Any support staff member serving more than one district will be assigned a district to attend.

3. Inservice provided by ANW that is required for you to perform your job duties — including, but not limited to, CPR/First Aid, CPI, and medical training for students within your classroom.
4. Outside training — You will not be paid for training outside the Interlocal unless it is at Greenbush during the day. Attach any certificates of completion or evidence to your training log. Prior approval is required to attend Greenbush training.
5. Collaboration with your supervising teacher on student goals; discipline and behavior plans; student performance during inclusion class(es); changes with student programming, IEP team changes, or modifications; and building-wide new policies or changes to be implemented.

KPERS — KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

The Kansas Legislature created KPERS in 1962 to provide Kansans with careers in public service the opportunity to build a retirement nest egg. Besides retirement benefits, KPERS also provides life insurance, long-term disability benefits, and a death benefit for retirees. Membership 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 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 Human Resources Manager or to KPERS directly:

KPERS
kpers@kspers.gov
611 S. Kansas Avenue, Suite 100
Topeka KS 66603-3803
Toll-free: 1-888-275-5737
In-Topeka: 785-296-6166
Fax: 785-296-6638

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 to ensure the support staff member receives an accurate and fair evaluation.

Two evaluations are required per year — once each semester — for new support staff. Returning support staff are evaluated once per year. Additional evaluations can be held at any time to address specific issues. The supervising teacher is required to review the evaluation with the support staff member prior to submitting it 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 designed to facilitate professional growth.

AT-WILL AGREEMENT

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 a maximum of 40 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 students while conforming to the length-of-time requirements.

All classified staff will use the ANW timekeeping system, Skyward. It is the responsibility of the employee to clock in and out each day and submit all leave through the ANW Skyward system. This is the official record for auditing and payroll.

Important — Payroll

Each weekly time card MUST be approved by the supervisor.

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.

TRANSFER POLICIES

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 collaborate with the Coordinator regarding their concerns, and outline a plan for communicating with the support staff member. . Notification of this transfer request in Skyward must be completed when the decision is made. The coordinator and 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, ANW administration recommends that existing support staff members remain in their present position. Experienced support staff members in a classroom with a new teacher provide additional stability to the setting. When a new teacher requests a change in support staff, and provides a valid reason, 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

- The support staff member must first express their desire to transfer to their supervising teacher. All parties must be in agreement prior to the transfer (building principal, Coordinator, supervising teacher(s), and support staff member).
- The support staff member must submit the ANW Support Staff transfer request form to be considered for a transfer, directed to their Coordinator. This form is located in your Skyward Portal.
- 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.
- If there are greater student needs in another classroom, a support staff member may be transferred or reassigned at the discretion of the ANW administrative staff.

Support staff members shall follow all applicable 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.

Support staff lunch time will automatically be deducted from each day worked over 5 hours and does not require clocking out. If a support staff member leaves the building for lunch, they will need to clock out and then clock in no earlier than 30 minutes from the time they clocked out.

If during a typical school day the support staff member is unable to have a duty-free lunch, please notify your Coordinator. Loss of lunch will not be recorded when supervising students on field trips.

SUSPENSION OR TERMINATION

Non-certified employees may be suspended or terminated by the Director or Coordinator. Reasons for termination may 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; communicating with parents/guardians concerning students without permission from your supervising teacher; 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 submit a letter of resignation to Human Resources at hr@anwcoop.com at the ANW Interlocal office. Two (2) weeks' written notice is highly recommended.

RETURN OF EQUIPMENT

Employees leaving the Interlocal because of resignation or termination must return all Interlocal equipment and name badges. District badges, keys, and other equipment must also be returned. Employees who are leaving the interlocal/district who fail to surrender their badges, keys, or other equipment may be assessed fees.

TRAVEL AND MILEAGE REIMBURSEMENT

Support staff members will be reimbursed for travel and mileage required as part of their job. This does not include daily travel to your assigned building. Travel must be part of the employee's regular job responsibilities and must be approved by the Coordinator.

Mileage must be submitted by the 20th of each month in order to be approved by the BOE and paid after the BOE meeting. Mileage submitted more than 30 days late will NOT be reimbursed. The final mileage reimbursement request must be submitted no later than teacher checkout for your assigned district 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 the Board Clerk, Kristi Houston (khouston@anwcoop.com). The non-certified staff must clock out prior to performing district-contracted services.

USE OF TOBACCO PRODUCTS AND ALCOHOL

Policy

The use of tobacco products, alcohol, and vaping in any form is prohibited in any school or ANW vehicle, school or ANW building, and on school or ANW property.

COMPLAINT PROCEDURE

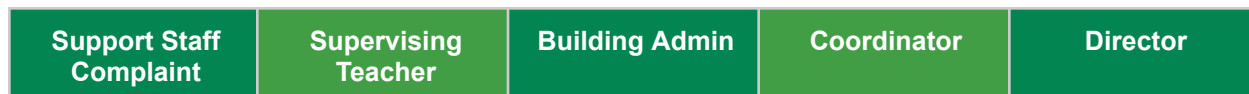
Every school system has grievances and complaints. If allowed to go unresolved, they have a damaging effect on teaching efficiency. They normally arise from misunderstanding or miscommunication rather than from bad intentions. The purpose of this procedure is to secure, at the lowest possible level, 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.

Confidentiality Required

Administration and employees shall maintain confidentiality at all levels and at all times. Any breach of confidentiality can be subject to disciplinary action.

- 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 protecting employees from verbal and physical abuse or public defamation.
- 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 placing the formal written complaint in the employee's file shall be made by the ANW administration.

Chain of Command — Complaint Regarding a Non-Certified Professional



Chain of Command — 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 exceptionalities.

State law requires the Board of Education and any school district to adopt a policy in accordance with applicable federal laws and regulations to protect the right of privacy of any student and their 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 may be released without parental signatures. A full explanation of why a signature needs to be obtained and what the release of information signifies should be afforded to each parent. The support staff's first line of contact for confidentiality issues is the supervising special education teacher. If there is doubt about the appropriateness of any procedure, contact the ANW Director or Coordinator at 620-473-2257.

A significant federal education law addressing confidentiality is the Family Educational Rights and Privacy Act (FERPA), which went into effect in 1974. The Individuals with Disabilities Education Act (IDEA) expands the confidentiality provisions 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. You should defer any comment and recommend that the person contact your supervisor if they have a need to know about a child or teacher. Protect that child's privacy at all times. Staff must conduct themselves as professionals at all times.

- Keep student information private.
- Don't speak about students to friends, family, or in front of other students.
- Don't speak about students to other teachers — refer to the supervising teacher.
- 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.
- Communication with parents/guardians is in violation of ANW policy unless specifically authorized by the supervising teacher and Coordinator. All authorized communication will include the supervising teacher. The use of an app like Remind or Class Dojo is recommended when parent communication is authorized.

Failure to comply with confidentiality expectations will result in disciplinary action or termination.

ETHICAL GUIDELINES

Important ethical principles for the Support Staff role:

- Maintain a respectful demeanor.
- Behave professionally by remaining calm, using appropriate language, and not acting sarcastic — even if others involved do not.
- Maintain confidentiality. Keep student information private. This principle is easy to violate — be careful.
- Contribute to positive school-community relations. Convey a positive attitude about your school by focusing on its strengths and positive characteristics.
- Show a good work ethic. It reflects positively on you and your school.

Ethical Considerations for Behavior Management

- Behavior management should be viewed as an opportunity for teaching, not an opportunity for punishment.
- Avoid embarrassing students; 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.

SEXUAL HARASSMENT

ANW is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment may include but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

No district employee shall be sexually harassed by an employee or non-employee, or permit sexual harassment of an employee or student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including possible termination. Violation also includes any supervisor's failure to follow the policy or to investigate complaints. Complaints should be written and submitted to the ANW Title IX Coordinator.

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. Follow the policy for the district in which you work. Appropriate dress and personal grooming are an individual responsibility.

Clothing shall be appropriate for the job, in good repair, and clean. Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district you are working in is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to their immediate supervisor for a conference and asked to change prior to returning to work.

SUPPORT STAFF / STUDENT RELATIONSHIPS

Support staff members shall maintain professional relationships with students conducive to an effective educational environment. Support staff members should not give any kind of gift to individual students. 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.

SOCIAL MEDIA USE

Support staff members shall not post anything on social media about students, classrooms, teachers, or school district employees in a way that discredits professionalism or violates confidentiality. Photos of students should never be posted. Cyberbullying and inappropriate social media relationships are strictly prohibited and will result in disciplinary action or termination. There is to be no communication with students via social media platforms of any kind.

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 is owned by the employee or provided by the district.

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

- There is an emergency;
- The use is necessary to the performance of an employment-related duty at that particular time and cannot be avoided; or
- 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 USE

Check Your Interlocal Email Daily

Interlocal email is the main form of communication the Central Office uses to disseminate information. You are expected to check it every working day.

ANW staff should have no expectation of privacy when using district email or other official communication 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 Workers' Compensation Insurance as required by current statute. 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. Failure to do so will or could result in all benefits under sick leave ending and those benefits under workers' compensation being restricted as provided by current statute.

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 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 coordinator as soon as possible following the incident.

Questions? Contact workcomp@anwcoop.com

GUIDE TO PAYROLL POLICIES FOR SUPPORT STAFF

This guide was designed to help you understand the payroll policies in place. Please familiarize yourself with these policies and keep this guide available throughout the school year.

Key Contacts

Payroll & Timekeeping	Kristi Houston — payroll@anwcoop.com
Support Staff Contracts	Human Resources — hr@anwcoop.com
Section 125 / Benefits	Human Resources — hr@anwcoop.com
Workers' Compensation	Workman's Comp — workcomp@anwcoop.com
Central Office Phone	620-473-2257

Payroll Changes (direct deposit, W-2, K-4) should be completed in your Skyward Employee Access Portal. Paper checks are no longer an option; Payroll Debit Cards are available if you don't have a bank account or don't wish to use direct deposit.

Timesheets

- Hours worked are recorded in the ANW timekeeping system, Skyward.
- If you forget or are unable to clock in or out, check the ANW website for How-To guides, communicate with your supervising teacher, or submit an IT ticket at www.anwcoop.com.
- Supervising staff must approve their support staff's time at the end of each week.
- DO NOT approve your own timesheet without your supervising staff. ALL time-off requests must be approved PRIOR to submitting your timesheet.
- Back pay is not permitted. Verify your hours each month in order to be paid for the hours you worked.

Payroll Schedule

- Payroll cut-off is ALWAYS the last Friday of each month; hours will be paid on the following 15th of the next month.
- Timesheet corrections must be completed NO LATER than the 7th of the month following the last Friday.
- If the 15th falls on a weekend or holiday, you will be paid on the preceding business day, typically Friday.

Sick Leave

- Support staff receive up to 63 hours per year of sick leave depending on hire date.
- Sick leave is available for the personal illness of the employee or illness of the employee's family members (spouse, child, grandchild, parent, or the parent or child of the employee's spouse).

- Sick leave must be requested through Skyward and can be taken in as small as 15-minute increments.
- 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 in your bank, you will not receive those hours on your paycheck.
- Leave will accumulate to a maximum of 60 days (420 hours).
- The Director and/or Coordinator reserve the right to request verification of any illness or disability requiring more than three (3) days of leave.
- Bereavement leave can be taken in the event of the death of any employee's family member. This leave is limited to 3 days per occurrence and will be deducted from the staff member's available paid leave.

Personal Leave

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

- You are given up to 14 hours of personal leave per school year depending on hire date.
- Requests for personal leave must be given to the employee's supervisor at least three (3) school days in advance, through Skyward. Coordinators have final approval.
- Personal leave is limited to two (2) days (14 hours) per fiscal year, and may be requested on an hourly basis with a minimum of 15 minutes.
- 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 (LWOP)

Leave without pay is recorded when all sick and personal time has been exhausted.

Classified staff will be paid for unused sick leave time after retirement or voluntary resignation after 10 consecutive years of employment with ANW. A two-week notice is required and must be worked by the employee. Payment for unused leave time is at a rate of \$30/day for 10–14 years of service or \$40/day for 15 or more years of service.

The employee has the responsibility to accurately record all leave on the ANW timekeeping system in a timely manner. Knowingly recording false information will result in disciplinary action, which could include termination. In cases where absenteeism is determined to be unwarranted and excessive, disciplinary action may result in reprimands, suspensions, and possible termination.

Time Card Checklist

- Submit Paid Time Off requests (sick, personal) as soon as possible. Leave must be submitted before the correction deadline (7th day of the following month).
- Check to make sure all time entries are accurate and correct before approving your time.
- If you have requested sick leave and do not have enough in your bank, request LWOP — Leave Without Pay — for the remaining time in that day.

- Make sure your supervising teacher is verifying and approving your time card weekly. Any hours missed will result in forfeiture of payment as back pay is not permitted.
- If you forget to clock in when you arrive, clock in as soon as you become aware and your supervisor will adjust the clock-in time when able.
- If you have problems clocking in or out, submit a tech ticket at www.anwcoop.com under Technology Resources → Tech Help Desk.

CHILD ABUSE / MANDATORY REPORTING

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, or emotional abuse or neglect or sexual abuse shall report the matter promptly to the local DCF office.

How to Report

When DCF is not open for business, call the Child Abuse Hotline: 1-800-922-5330
Or report online at the Kansas DCF website: www.dcf.ks.gov

Important

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 the school employee's responsibility to REPORT if they suspect abuse or neglect.

Failure to report will result in disciplinary action by administration.

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, support staff members help increase the quality of instruction and services provided to students in special education programs.

Responsibilities

The responsibilities of the support staff member are to follow the programs planned by the licensed professional. The professional assumes the primary responsibility for the instruction of the students.

A support staff member 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 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 a substitute special education 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.
- Responsible for doing lesson prep (making copies, laminating, cutting things out, etc.) when there are other students needing support in the building.

A 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 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 moved throughout the building to areas of need, including supporting students of various grade levels and programs.
- 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.

STUDENT BEHAVIOR AND EMERGENCY SAFETY INTERVENTIONS

Some Reasons for Student Misbehavior

Students may misbehave for many reasons — at times they misunderstand teacher expectations; they may be seeking attention or feeling powerless; they may be avoiding tasks that are too difficult; they may be upset by something happening at home; or they may be trying to fit in with their peers.

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.

Emergency Safety Interventions (ESI)

The ANW Board of Education 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 district policies for the district to which they are assigned. The ESI reporting forms are available in the school offices.

Important — Restraint

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
- Using 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

ACKNOWLEDGEMENT OF RECEIPT

By signing below, I confirm that I have received, read, and understand the 2026–2027 ANW Support Staff Handbook. I agree to abide by the policies, procedures, and standards described herein.

Questions?

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

Employee Printed Name

Employee District

Employee Signature

Trainer Printed Name

Date

Trainer Signature / Date

Return signed page to your Coordinator at ANW Interlocal.

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