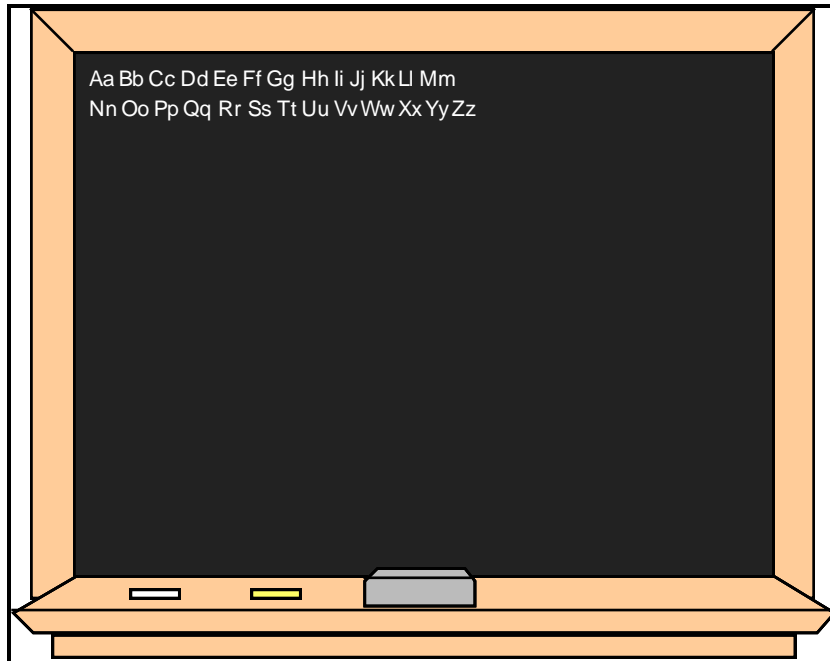


ELKHART ELEMENTARY SCHOOL



TEACHER HANDBOOK 2011-2012

ELEMENTARY FACULTY

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**ELKHART ELEMENTARY SCHOOL
MISSION STATEMENT**

The mission of Elkhart Elementary School is to provide quality instruction to all students. We share with students, parents and our community the responsibility that all students obtain the basic skills needed for Life Long Learning.

“Every Child Learns”

**ELKHART PUBLIC SCHOOLS
MISSION STATEMENT**

COMMITTED TO EXCELLENCE

Elkhart schools are committed to excellence in teaching and learning for all students, thereby providing an opportunity for each student to reach his own maximum potential. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world. We will all work together to assure that every child feels important and that "Every Child Learns".

E ELKHART
L LEADERSHIP
K KNOWLEDGE
H HERITAGE
A ACCOUNTABILITY
R RESPONSIBILITY
T TECHNOLOGY

**GOALS OF USD #218
ELKHART, KS**

In defining the curriculum of study for students during each year of the district's educational program, the board subscribes to the following goals:

1. Development of Academic Skills and Knowledge: Students will grow intellectually, creatively, and to think rationally, and evaluate critically.
2. Development of Desirable Qualities and Citizenship: Students will use knowledge and skills to perpetuate and improve a democratic society and will develop a respect for the rights, opinions, values and property of others so that they may live as responsible functioning members of the community.
3. Development of Physical and Mental Fitness: Students will develop healthy minds and bodies and acquire knowledge of beneficial leisure time activities for adulthood.
4. Development of Life Skills: Students will learn basic life skills and engage in career exploration courses.
5. Development of Cultural Awareness: Students will develop an awareness of and respect for the traditions and customs of various cultures.
6. Development of Self-worth and Dignity: Students will develop a feeling of self-worth, dignity, and the skills for developing positive inter-personal relationships.

These goals are based on the belief that, "Every Child Learns", and that upon graduation from the Elkhart Schools, every student will have acquired an ability to function in our society.

PURPOSE

These pages were reproduced to give us a common fund of procedures for use in conducting a smooth school operation. Few of the ideas contained herein are original, but they have been compiled from a number of sources that we have used in the past.

This booklet is not all-inclusive nor is it to be considered final in anyway. In fact, we sincerely hope the mistakes so obvious by their absence will inspire us to work out a better teachers' handbook each year for the teachers of the Grade School.

I strongly recommend that all teachers read this handbook carefully before entering upon their duties. Jot down any questions that come to mind as you read it and bring them to our faculty meetings for discussion -- the lack of dissent usually means assent.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 218 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District #218 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Nancy J. Crowell, Superintendent, Box 999, Elkhart, KS 67950, 316-697-2195. Mrs. Nancy Crowell has been designated by Unified School District #218 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX or Section 504.

Teacher Responsibilities

1. Teachers are directly responsible to the building principal.
2. The workday begins at 7:40 a.m. each school day. Teachers are required to be in their rooms by 7:50 a.m. If it is apparent that the teacher is going to be unable to report to the school by 7:40 a.m., the principal should be contacted and made aware of the late arrival. The workday ends at 3:50 p.m. These times shall prevail unless arrangements have been made with the building principal.
3. When a substitute teacher is required, call or fill out the proper form. If it is past 7:30 the building principal should be notified so that he can secure an adequate replacement. The principal's home phone is 697-4217, office phone 697-2133. An employee's Absentee Report is to be filled out for absences that do not have prior approval and signed by both the employee and the principal. Whenever possible, **leave requests** should be filled out in advance. Plan your work so that a substitute can step in with a minimum of disruption in the educational process.
4. Staff must notify the building principal and check out at the office any time that a teacher must leave the school premises during the school day.
5. The teacher is required to read the student handbook in order to familiarize themselves with its contents.
6. Teachers are required to turn in lesson plans. The plans should be explicit enough that a substitute teacher can follow them. Lesson plans are due at the office each Monday morning at 8:00 of that week.
7. Each teacher shall have a sub folder. It will be placed with your lesson plans. The Sub Folder should include: Daily Schedule, Current seating chart, List of students with special schedules-when, where, Class schedule/routine, Emergency information, Rules for classroom and playground,

Lunchroom and playground supervision schedules, Teacher handbook, Extra work just in case, Anything that might be helpful

8. Teachers are not to leave children under their supervision unattended.

9. Teachers should familiarize themselves with subject manuals, available A-V materials, the school library and all other available educational tools that may serve as valuable learning aids.

10. It shall be the duty of every teacher to supervise in the orderly progression of students as they pass from room to room.

11. Teachers should correct the misbehavior of pupils in the classroom, in the halls, on school grounds, and at school functions. This includes pupils at any level.

12. All teachers shall be provided with planning time. It shall be their responsibility to use that period to the best advantage of the classes they teach. Class time should not be used to prepare materials.

13. Teachers will be assigned various duties at the Elementary School.

14. **Turn in all test scores.** Turn in a copy of teacher made tests and student scores for them. Make sure that the standards tested are on the tests so I can monitor student progress.

15. Accept all students at their present level of achievement without being critical of their former teachers and progress.

16. Provide for each individual at his achievement level so that he may progress from where he is. Each teacher is responsible for the success of all students in their classroom.

17. Supervise study while children work through assignments. Avoid grading papers, or working on lesson plans, or use the Internet when children are under your supervision.

18. Teachers shall post each pupil's grades on Power School a minimum by Monday morning (8:00) of each week.

19. All teachers are responsible to help all students and parents with any and all resources possible.

20. Classroom Expectation Plans must be on file and approved with the principal before the first day of school. The expectation plan must include Disciplinary Procedures, Grading procedures, and Parent Contact Plan.

21. Teaching is a profession, and we should dress in a manner that becomes a professional.

22. All teachers will follow a routine checkout procedure at the end of the school year. A part of this procedure will include the compilation of a year-end classroom inventory and the filling out of requisition sheets for the next school year, and turning in the curriculum guide.

23. NOTICE OF ACCIDENTS: Reporting: In case of an injury while you are on school duty, the following steps are to be taken for Workers' Compensation.

1. Report the injury immediately to your principal or supervisor; if they are not readily available, then report to the Clerk or to the Superintendent. This includes injury over the weekend due to school activities.

2. Principal/Supervisor will give the employee the forms to complete and return to the Clerk. The clerk will then file the claim with the district Workers' Compensation carrier.

3. The designated USD 218 Workers' Compensation Doctor is Morton County Medical Clinic (Dr. Perido is not part of MCMC). Failure to see the district physician could result in the employee paying the medical fees.

24. STAFF & STUDENT RELATIONS - BOE Policy GAF: Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

Social Media

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person.

Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid
- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration [may/shall] periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

25. Use of Trained Dogs to Search. At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

26. Lost Checks. Employees will pay stop payment fees if their checks are lost. We will waive the fee if they sign up for Direct Deposit.

Professional Ethics

The relationship of teachers with one another is an important factor in the morale of the building. It definitely is a factor in the overall effectiveness of each teacher. The following points should be kept in mind

1. No teacher should discuss another teacher in any manner to anyone other than that teacher. If you have something to say about another teacher, say it to them face to face or let it go. Anything else is unprofessional and is gossip.
2. It is poor practice to criticize or discuss any student in the presence of another student, patron, or teacher other than in a professional conference. If other people do not have a need to know, then you have no right to tell.

3. If there is a problem accepting an administrative decision, the source of the decision is the best place to go to voice opinions. The door to the principal's office is open. If the problem does not get solved at this point, there is an accepted procedure to resolve the conflict. Not very many problems ever get solved by complaining to those who have no real power to provide solutions. **BE PROFESSIONAL. IF IT DOESN'T CONCERN YOU, KEEP QUIET!!**

Teachers should be advised of and follow the chain of command in the building. The building principal is the first place to go with problems. If the principal is out of the building, a teacher will be designated to be in charge. This teacher will be the one to decide to call the superintendent for help with situations that cannot be resolved.

Drug Free Workplace

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Drug Free Schools

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employee.

Use of Tobacco Products

It is the intention of Unified School District #218, Elkhart, Kansas, to provide a healthy, comfortable, and productive environment for students, staff, and citizens, and to follow the mandates of the Kansas Legislature in their declaration that all public areas are non-smoking areas. The Board of Education recognizes that the statute does make provisions for smoking areas, however it elects to ban the use of all tobacco products in all school buildings in the district and in all school vehicles by all persons at all times.

This ban extends to all students, employees, and patrons attending school-sponsored events and meetings. The ban extends to school-owned or operated vehicles and facilities. The Board issued this ban in a sincere appeal to all students, employees, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned.

Communications

Parent Communication: Parent/teacher communication is vital to effective education. Weekly, biweekly, or monthly newsletters, as well as **frequent telephone** contact is suggested. Copies of all communications with parents should be given to the principal and the secretary so that the office will be aware. The ALL SCHOOL NEWSLETTER will be published the first of the month.

Staff Communication: Keeping staff informed of upcoming events, policy/procedure changes, curriculum information, etc. is also vital. Weekly bulletins will be e-mailed to each staff member.

Room and Building Duties

The Board of Education of U.S.D. #218 attempts to provide the necessary physical facilities for the education of our youth; yet in the final analysis the responsibility for providing a neat, attractive, cheerful classroom, conducive to learning, lies with the teacher.

Classrooms, that attract the most attention, are those that are well ventilated, well lighted, neatly arranged, and presided over by a neat and interesting teacher.

Teachers are expected to take frequent note of the temperature and ventilation of their rooms and to report promptly any unsatisfactory conditions that may exist to the Principal or Janitor.

Perhaps the focal point of any classroom is its bulletin boards. These attract the attention of student and visitor alike and should be used advantageously at all times to promote learning, create interest, and display children's work.

Classroom Teacher's and Student's Responsibilities:

1. Please have your students clear the floor of all papers, pencils, etc.
2. Have students place their chairs on top of their desks.
3. Please have students clean their desks occasionally (once a week suggested), so the desks can be moved for sweeping without the contents spilling.
4. Erase boards on Friday afternoon so that the custodian can clean the chalkboards. Label any areas of the boards you do not want erased/cleaned.
5. Recess duty teachers should be sure to have students clean their shoes before entering the building during muddy weather. Use south hall doors.
6. Please keep coat area neat. Coat areas should be checked weekly for lost items. Lunch boxes/bags should be removed daily.
7. **Report any excessive soiling of the carpets, etc. to the office immediately so the custodian can take care of the problem.**
8. Please be sure to clean wet areas after use.
9. Please store glue outside of student desks.
10. Please have the students remove tape, stickers, glue etc. from desk periodically during the year and the last day of school.
11. Candles are not to be burned in the building.

Your cooperation regarding the maintenance of the school building and school grounds is appreciated.

Teachers leaving the building after 4:30 p.m. should make sure the door they go out locks after them. Many times the door does not close enough to secure the lock and for all practical purposes the door is unlocked. Be sure lights are out, windows are closed, copiers and laminators are turned off.

When entering the building after hours, one should lock the door behind them to prevent the entry of undesirables who might use the occasion to enter the building while you are working.

Mail Boxes

Each teacher will be assigned a mailbox in the teachers' lounge for receiving incoming mail and other communications that do not necessitate a faculty meeting. Boxes should be checked at least daily to be aware of current events, notices, and matters that need attention.

Arrival and Departure of Students

The building will be open to general student use from 7:40 to 3:50 Monday through Friday. Children should not arrive at school earlier than 7:40 A.M. Students wishing to eat breakfast may arrive at 7:40 A.M. Any student who, because of special circumstances, must be at school before 7:40 A.M. is to make special arrangements with the teacher or building principal.

Upon dismissal children should promptly and quietly leave the building. Children should go directly home from school or wherever directed by their parents. Students should not be in the building after 3:35 unless arrangements are made and the children are under direct supervision of a teacher or are attending the C.A.T.'s Afterschool program.

Except in extreme weather, children who are waiting for fellow students should be expected to wait out of doors rather than in doorways and hallways.

Attendance

Teachers are to keep an accurate attendance record of each student. All absent or tardy students are to be listed on PowerSchool at the beginning of each morning and afternoon session. Morning attendance should contain the number of students planning to eat in the lunchroom for that day.

Children riding the bus should not be counted tardy if the bus is late nor should they be counted absent if the buses do not run, which rarely happens.

Accidents and Illness

First aid supplies are available for minor accidents - cuts, scratches, and abrasions. Teachers are to take precautions to protect themselves from blood-borne pathogens. Gloves are available-use them. However, teachers should give no medication, particularly aspirin, to students. (See Student Handbook Medication).

No child shall be dismissed or sent home alone because of illness. Parents should be notified in case of sickness and asked to pick up their child. In the event that the parents can not be reached by telephone, the Principal shall be responsible for getting the child to his parents.

When and if serious accidents occur that may require the services of a doctor, the principal should be notified immediately so that he can assist in notifying the parents and in transporting the injured to the doctor. Accident forms must be filled out on major injuries.

Rest Rooms

Normally all students in a class should be given restroom privileges as a group. At recess, before or after music and P.E., and before and after lunch - so that they can be supervised by their teacher. This should also help reduce the number of individuals who use the restroom as an excuse to escape the classroom.

Insist that children use soap and water after using the restroom and encourage them to assume responsibility for keeping the restrooms neat and clean.

Discipline

Each teacher will develop a discipline plan for his or her classroom. At the beginning of the school year children will be informed of the plan which will detail the penalties for various and repeated misbehavior in the classroom. This plan must be on file and approved with the principal. The teacher will contact parents of children who are continually disobedient. Students who severely disrupt the educational process will be referred to the principal for counseling and/or punishment. (See Student Handbook Discipline)

Grading - Report Cards

Parents will be furnished their child's grades following the end of each quarter. Grades given in content subjects will be percent grades while satisfactory (S) or unsatisfactory (U) will be awarded

in other areas depending upon each child's ability and effort. Teachers must have enough grades to accurately and fairly assess the student's progress.

To promote and insure conformity in determining grades, teachers will use the following scale to convert percentages to letter grades:

Grading Scale

A+	100
A	95-99
A-	90-94
B+	88-89
B	85-87
B-	80-84
C+	78-79
C	75-77
C-	70-74
D+	68-69
D	65-67
D-	60-64
U	below 60
S	Satisfactory for ability
U	Unsatisfactory for ability

Graded work shall be returned to students so that they may be fully aware of their standing.

The parents of students who are failing or who are working below their ability level shall be informed at mid-week of each quarter. I encourage you to contact parents at the earliest possible time. We will use PowerSchool to print the reports however; there are other forms available from the principal's office. We will mail these to parents when they are completed.

Honor Roll

Academic Honors will be given to 3rd & 4th Grade students who qualify. There will be two honor rolls:

All A Honor roll - Students must have all A's, no B's, C's, S-, or U's.

A & B Honor Roll - Students must have A's & B's, No S-, or U's.

Goals

1. Each teacher will meet with the principal at the beginning of each school year and write goals for the year. Professional development requests should be tied to accomplishing these goals.
2. Each teacher will go over the goals noting progress and accomplishment.

Bus Students - Busing to Events

All bus students will load on the north side of the building immediately after dismissal. The bus will wait approximately 5 minutes after **ending bell** before departing for the high school area. Each teacher, especially first grade teachers, should see that their students get on the bus the first several days of school.

Rules For Riding Buses

Please observe the following rules at all times:

1. The bus driver is responsible to see that you are safe at all times. He shall report any violations to the teacher and if necessary to the building Principal.

2. The teacher/sponsor is responsible for the students' behavior on the bus. The bus driver is responsible for student's behavior on normal routes. Violations should be handled immediately and if repeated a report made to the building principal.
3. Keep hands, arms, and head inside bus at all times after entering bus.
4. Riders must remain seated facing the front while bus is in motion.
5. Do not throw anything out of the bus whether in motion or at a stop.
6. Absolute quiet when approaching a railroad crossing and while stopped.
7. Look before crossing in front of any bus stop.

For assemblies the Grade School will usually be bused to the high school auditorium. When such conditions exist, it will make things more pleasant for all if we use the following guides: (1) when loading, go to the rear of the bus (2) unless it is exceptionally cold, leave coats at the building (3) try to be ready to load when the time comes (4) load as quickly and quietly as possible and (5) if necessary seat three youngsters to a seat.

EMERGENCY PROCEDURES

Fire Drills

1. A fire drill will be held once each month of school. After a practice one at the beginning of school, these will be unannounced.
2. All Principals shall provide their teachers with a plan for exiting their building.
3. When the signal is given, all persons will quietly leave the building in single file. Teachers should be the last to leave their room and make sure all doors and windows are closed.
4. Students are expected to remain in line throughout the drill, to move rapidly without running, dawdling, or cutting lines and refrain from talking.
5. After your students have left the building, they must move out far enough along the walks so that every student using the same exit will be at least thirty feet from the building at the end of the drill. See that a clear passage is maintained for firemen who might enter the building in case of actual fire.
6. When a teacher has a handicap student in their room it is the responsibility of the teacher to see that the student is evacuated in a proper manner. If problems occur the teacher should call the office for additional help.
7. Teachers shall then account for each pupil within their authority

Tornado Drills

1. Schools are required to hold at least three tornado drills during the school year. The "yelping" siren in the office will be the signal for teachers to evacuate their rooms and have children take cover.
2. A practice drill will be held each fall when teachers and students can review good procedures to follow:
 - (a) Pre-K 3 will go to Sp Ed, Pre-K4 will go to 3B, KA will go to 3A and KB to Sp Ed, 1A to office, 1B to Learning Lab, 2A to ESOL, 2B to PAT. 3A, 3B, 4A will remain in rooms 4B will go to 4A. Students will crouch on their knees with hands over head.
 - (b) Special teachers: Music, P.E. and Library will take children their areas as above.
 - (c) If you are caught outside and time permits, bring your children back into the building; otherwise; direct your class to lie flat on the playground.
3. Doors and windows should be closed.
4. Be prepared! Help keep children calm and receptive to instructions; particularly, during a tornado alert.

5. During a Weather Warning students are not to be dismissed from their areas. Parents are to make their requests through the office.

Child Abuse

School nurses, teachers, or other school personnel are to report promptly to the principal, evidence of physical or mental abuse or neglect inflicted upon children under the age of 16. He, then will report the possible child abuse to the proper authorities.

Workroom Responsibilities

It shall be the duty of each teacher to assist in keeping the workroom neat and orderly. Special attention should be given to discarding waste paper and pieces of laminating material, which are no longer useful.

Coffee drinkers should see that their own cup is washed and kept in its proper place. We shouldn't leave cups just sitting anywhere. Paper cups should be discarded after use.

Drinking the appropriate beverage in your classroom will be allowed as long as it is in an appropriate container.

Visitors

We should at all times welcome adult visitors to our school. We would like them to see the many interesting, educational activities that are taking place. Students will not bring siblings or friends to school for the purpose of visiting. Under special conditions the principal may allow visitors with prior permission.

Resource People

There are a number of people in the community and out who are always happy to come into the school and share their experiences and collections with children. We feel that such persons are a benefit and help enrich our programs, but we also feel that in the interest of good communication, teachers ought to inform the office of their coming.

Field Trips

Field trips are encouraged at all grade levels as long as the trip is tied to goals and objectives of the courses. Field trips involve timely planning for the sponsors. There are three levels of field trips:

1) Those field trips that are in the community. 2) Those field trips that are out of town. 3) Those field trips that are out of town and begin and/or end out of the school day. The following is a short list of things to do for a field trip; this list is not exhaustive or complete.

1. The principal and BOE (when starting before school time and/or finishing after school time) must give approval for field trips. The teachers sponsoring a trip will need to provide the principal with a written proposal for each trip. This proposal should include day, place, expenses, stops and how the trip ties to the curriculum.

2. Parent permission forms are required for each out of town trip; these should include all itinerary information and emergency information.

3. Transportation requests are necessary for buses. These need to be filled out as soon as a trip is planned and signed by the principal. Due to limited available transportation, sponsors need to be certain of their needs when the requests go in. It can be impossible to get extra buses to take overflow needs at later times.

4. Each bus driver will be provided accurate roster of riders and the itinerary for the trip. Drivers will not make unscheduled stops without written permission from the principal. So carefully plan all of your stops.
5. Teachers are to check the bus to make sure that at least one bus has a cellular phone on board and a school vehicle is accompanying the bus on each field trip.
6. **No Field trips will be approved the last two- (2) weeks of school.**

Parent-Teacher Conferences

Teachers should cordially extend an invitation to parents to confer with them at any time about their child's progress. Ordinarily though, teachers should see that this is done during planning periods or when the class is not directly under the teacher's supervision.

During the first and third nine-week periods conferences will be scheduled for all parents so that 1.) the teacher can become better acquainted with the home situation; 2.) the teacher can interpret the child's progress to parents.

Each teacher will need to draw up a schedule of conferences to send home for parents. Ideally, conferences should be 20 minutes in length and should focus upon each student's strengths. Teachers should plan carefully for meeting with parents and should attempt to convey their concern for good communication throughout the year.

Parties

Each room is permitted to have four (4) parties during the school term including the last day of school picnic. Such parties should normally be held thirty (30) minutes before dismissal time. A good procedure is to appoint room mothers early in the year to assist with them.

Parents who wish to recognize their child's birthday with treats for the classroom should be requested to do so during the last 10 minutes of the school day so that the educational process is disrupted as little as possible.

Lost and Found

Children should be encouraged to place all articles that have been found in the lost and found area. Then when a child loses something, he or she should be referred to that area rather than be allowed to go from room to room asking about lost articles. Children should be encouraged to check there rather frequently because articles left will be discarded after a few weeks.

Agents and Salesmen

Agents or salesmen will not be allowed to visit or contact teachers during school time unless they have permission from the Superintendent.

Please do not take care of personal business during school hours unless it is absolutely necessary. You are allowed two days of personal leave per year to care for these things.

Telephone Use

The use of the telephone demands rather close control so that it is available for business and emergency use. Students are not to use the telephone except by permission from their teacher then they should make arrangements to do so during recesses or breaks. No long distance calls are to be placed without permission from the Principal. Students and teachers will not be called to the phone from classes unless it is an emergency.

Ordering School Supplies

All needed supplies are usually requisitioned in the spring; however, each grade level has an instructional budget that may be used during the school year. Grade level requests must be approved by the principal and superintendent prior to purchase. After approval has been made

purchase orders will be issued and paid for by the district. Unless this procedure is followed the person who orders will be required to pay for items ordered.

Building Committees

Steering Committee

The Steering Committee will be made up of the chairpersons from each of the three NCA/QPA improvement committees and the Co-Chair of the Building Team. This group will meet with the principal during the school year to discuss: building goals, instructional materials, and the adoption of textbooks etc.

School Climate Committee

The School Climate will be in charge of activities to determine school improvement needs in school climate area, write a school improvement program, and activities to complete the NCA/QPA process.

Critical Thinking Committee

The Critical Thinking Committee will be in charge of activities to determine school improvement needs in Critical thinking skills (Math and Science), write a school improvement program in the critical thinking area, and develop activities to complete the NCA/QPA process.

Communication Committee

The Communication Committee will be in charge of activities to determine school improvement in the Communication area, write a school improvement program in the communication area, develop activities to complete the NCA/QPA process.

Social Committee

The members of the social committee will plan monthly activities to improve the building morale.

The Social Committee shall take care of courtesies extended the bereaved family of a teacher, or any courtesy that needs to be taken care of during the year. They will also be responsible to staff members unfortunate enough to have a stay in the hospital will receive a small plant. Immediate family of staff members will receive a balloon. All other district staff members as well as BOE members will receive a card or a balloon.

Floral arrangements will be sent to staff members who are unfortunate enough to have deaths in their immediate family (to include Mother and Father); bud vases will be sent upon return to school for brother, sisters, grandparent, or grandchildren. All other instances of bereavement will be acknowledged by card.

LIBRARY MEDIA CENTER PROCEDURES

The purpose of the library media center is to serve both teachers and students by providing materials - print, non print, and electronic - to enrich a curriculum that meets the varied needs of students of differing achievement levels. These procedures have been prepared to help you understand and use the library media center more effectively.

Check Out Procedure

All materials and equipment should be checked out when taken from the media center. Materials that do not have bar codes should be checked out at the library desk.

Students may have two books checked out at one time. If more time is needed, they may be rechecked. No fines are charged for overdue books, but the student must pay for lost books. Books are checked out on a weekly basis.

Teachers using the card attached may check out equipment. Television monitors and VCRs should not remain in classrooms except while being used unless other arrangements have been made. Other equipment can be checked out for as long as it is needed.

Return Procedure

All library materials and equipment should be returned to the library media after use. This is especially true of curriculum and holiday materials. When returning materials and equipment, place them on the counter so that they may be checked in before being put away.

The teacher should return large equipment such as video players with monitors since children risk severe injury when accidents occur.

Library Classes

Each class will have a scheduled library period in which the teacher does not have to be present unless he/she would like to listen to the lesson. Please feel free to send children anytime to the library if they need to check out. Also students are welcome to come to the library to read, browse, listen to a tape, use the computer, or work on assignments anytime you want them to do this. If an entire class needs to recheck, it would be helpful to have the teacher stay and help.

The library media center is here for your and the students use. If we can help in any way, just ask. In March, orders will be made for the coming year. Any suggestions for purchases are more than welcome.

LUNCHROOM PROCEDURE

1. Teachers will bring their class to the cafeteria in an orderly fashion.
2. Children will be received and seated by the supervisors on duty and they will be responsible for the behavior at each table. In addition they will attempt to encourage every child to drink his milk and to at least try each food on his tray.
3. As children finish eating, they should ask their supervisor for permission to be excused; then return their trays to the window and return to their seats until time to line up.
4. The duty teacher will take the children to the playground.
5. Following lunch all children will be expected to go to the playground unless they present a note to the principal from their parents. Then they will stay in the cafeteria or go to the office for supervision.
6. Children who are excessively noisy, messy, or uncooperative will be detained in the cafeteria for the remainder of the noon recess. The cafeteria aides should report students who are to be disciplined to the principal.
7. Teachers are expected to be back in the building 5 minutes prior to the noon take-up bell.

PLAYGROUND POLICIES

Playground Duty

Each teacher will be assigned playground duty at various times during the school year. The following regulations will make these times more beneficial for children and teachers as well, if each of us will observe them.

1. Always be punctual in getting to the playground.
2. Be active -- move about and watch for potential trouble.
3. See that soccer and other games are played in the areas designated for them.
4. See that each child or group is respectful as to materials, games, and areas for play.

General guidelines for outside activity suggest that children be outdoors every day except under conditions of extreme humidity, excessive precipitation, or wind chill temperatures below 15 degrees.

General Playground Procedures

All children should be encouraged to participate in the activities of the playground; either in some game or in use of the equipment. Good sportsmanship and fair play should be encouraged at all times while rough and undesirable play should not be permitted at any time.

In general, toys and sports equipment (skates, guns, bow & arrows, baseballs, gloves, etc.) should not be brought to school. However, should they arrive here, classroom teachers should see that they are not taken to the playground. Other dangerous play activities such as hard ball, tackle football, rock throwing, and snowballing should be stopped immediately. Children should understand the danger involved in these activities and that continued participation will result in their being taken to the office.

No child should leave the playground for any reason without permission from a supervising teacher. When the bell rings at the conclusion of the recess period, all play should stop immediately, and children should quickly and quietly form lines for entering the building without delay.

PLAYGROUND RULES

Play Structures

1. Only students in second grade and under are allowed to play on the smaller play structure.
2. Students are not allowed to climb on the outside of the tube slides or the slant window.
3. Students should climb up the Cozy Climber, but not slide down it.

Sand Area

1. Sand is to be kept inside the cement boundaries of the sand area.
2. No throwing, kicking, or wild digging of sand is allowed.
3. When students leave the sand area all holes should be filled in.
4. Students should not dig deeper than the sand layer into soil.

Slides (same rules for all slides)

1. Come down on backs or seats only.
2. Do not climb up slides backwards.
3. Do not stop at top, middle, or bottom of slide.
4. Do not chase or wait at bottom.
5. No trains.

Swings

1. Do not twist or spider in swings.
2. Do not bale out of swings.
3. Do not stand in swing.

Monkey Bars (including ones on play structures and dome-shaped)

1. Do not play tag or chase on the monkey bars.
2. Do not skip more than one bar.
3. Do not cradle.
4. Do not hang from the bars by the knees.
5. Do not crawl on top of the monkey bars.
6. Student in 3rd and 4th grade are allowed to cradle, hang from the bars by their knees crawl on top of the monkey bars.

Jump Ropes

1. Jump ropes are to be used for jumping only.
2. Ropes are to be used only on the cement.

General Rules

1. Students are not to play on the guide wire that extends into the sand area.
2. Students should play basketball and soccer by game rules.

3. Students are not to climb up any poles.
4. Students are to keep hands and feet to themselves (no kicking, shoving, tackling, pulling on clothing, etc.)
5. Students are to use appropriate language, which includes no name-calling.
6. Students are to remain in the playground area unless given permission. (Retrieving ball in streets.)
7. Students should ask permission to go into the building for any reason.
8. Students will keep wood chips on the ground. This is not play material.
9. When students are called at the end of recess, they must walk when they get to the cement or sidewalk.
10. The appearance of our playground is the responsibility of all students and staff. Please encourage students to pick up trash and deposit in the trash cans available on the playground.
11. Students who use the playground after school hours are encouraged to close and latch the playground gates.

Consequences:

1. Warning!
2. Minutes standing by the wall.
3. Severe Behavior: sent to the office.

BICYCLES

All bicycles ridden to school are kept in the racks provided at each entrance of the building. Bikes should be placed in the racks upon arrival at school and should not be taken from them until dismissal time. Students should not play or linger around the bike area, nor should they loan or borrow bikes at lunchtime. Children should be reminded that the school cannot be responsible for bikes that are forgotten and left after school.

SKATEBOARDS/ROLLER BLADES/SCOOTER/CELL-PHONES

Skateboards, roller blades, and scooters may be ridden to and from school as a form of transportation. Teachers should have a place in the room to store these items. Skateboards, roller blades, and scooters will not be ridden at recess or during the school day. Roller blades must be taken off and put on outside of the school building. Cell-phones shall not be brought to school.

VIDEOS

VHS movies can be shown as a way to reinforce instruction and as reinforcement for a class goal. Videotapes must be in lesson plans and have objectives. Proper study guide and or assessments must be provided. VHS movies can only be used once a semester as class reinforcement for a class goal during the year. Only G-rated movies will be shown at Elkhart Elementary School. **ALL MOVIES WILL BE APPROVED BY THE BUILDING PRINCIPAL.**

CRISIS PLAN

See Crisis Intervention Plan Book

Student Privacy Rights

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

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an

educational purpose in connection with their duties and to authorized persons or agencies only in accordance with laws, district policies, and administrative rules.

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

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

Flex Time Last Contract Day

1. Must be pre-approved by building administrator (per negotiated agreement). **Submitted one week prior to the last day.**
2. Must have flex time still available
3. Time must be made up in advance since it is the last contract day (per negotiated agreement)
4. All grades are finished and reported to building secretary
5. All year-end reports are complete
6. Check out date has been set with building administrator

REIMBURSEMENT OF SUPPLIES/PURCHASES

NO purchase will be allowed unless district procedures have been followed. This includes cash expenditures and reimbursements.

GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure is to provide for the orderly and expedient adjustment of a grievance for the individual professional employees of the District.

B. Definitions

- (1) A "grievance" is a complaint by a professional employee or group of professional employees based on an alleged violation, or misapplication by the school system of a law, a state regulation having the effect of law, a written contract, or a written board policy.
- (2) "Professional employee" means any person employed by the Board in a position, which requires a certificate issued by the State of Education or employed in a professional education capacity, by the Board, except administrative employees.
- (3) "Administrative employee" means any professional employee who is employed by the Board in an administrative capacity.
- (4) "Grievance panel" shall be comprised of at least five (5) professional employees who shall be selected annually by the Association, and the names of the panel members shall be submitted to the Superintendent at the commencement of each school year.

GENERAL RULES:

- (1) Since the resolving of a grievance should be expedited as much as possible, the time limits of each step of the procedure shall be regarded as maximum, and every effort should be made to use fewer than the maximum number of days. Time limits, however, may be extended by mutual agreement when circumstances justify doing so. If, however, no extension of time has been mutually agreed to and the maximum in any given step of the procedure has expired and no action has been taken by the administrative employee as provided by this procedure, then in that event, the professional employee filing the grievance may consider the decision to be adverse to his position and may proceed to the next step as provided in this grievance procedure. If the professional employee filing the grievance fails to proceed to the next step of the procedure, as provided therein within the maximum time allowed, the grievance shall be deemed to be abandoned and the procedure set forth to be waived.
- (2) To be entitled to the benefits of the procedure hereinafter outlined the professional employee must submit the grievance as provided in Step 1 within ten (10) school days of the occurrence which has given rise to the grievance.
- (3) All documents, communications, and reports dealing with the processing of grievances shall be filed by the school system separately from the personnel files of the professional employees. The Superintendent or his designated agent or representative shall cooperate with the grievance panel in the investigation of any grievance before it and shall make available to said panel such information as the Superintendent judges to be pertinent to the issues under investigation.
- (4) Should the processing of any grievance require a teacher or his representative to be absent from his/her regular assignment, he/she shall be released without loss of pay or benefits.
- (5) Grievances filed toward the close of the school year shall be expedited insofar as reasonably possible, with the intention of completing the processing before the close of the school year. If completion cannot be accomplished, the processing will be re-established at the beginning of the new school year.
- (6) All issues and evidence upon which the professional employee intends to rely in connection with his/her grievance shall be presented to the grievance panel.

PROCEDURE:

Step 1: A professional employee having a grievance shall discuss it with his immediate supervisor or principal with the objective of resolving the matter informally.

Step 2: If the professional employee initiating the grievance is not satisfied with the decision at the conclusion of Step 1 and wishes to proceed further under this grievance procedure, the professional employee shall, within five (5) school days, present the grievance in writing to the grievance panel for its consideration.

All issues and evidence upon which the professional employee intends to rely in connection with the grievance shall be presented to the grievance panel in such written grievance. At the same time the written grievance is presented to the grievance panel, a copy thereof shall be delivered to the principal and the Superintendent.

Within ten (10) school days following receipt of the written grievance from the professional employee, the grievance panel shall render a decision that (1) the grievance is a valid grievance, or (2) the grievance is not valid; provided however,

that the panel may request additional information concerning the grievance and shall deliver to the employee, the principal and Superintendent a copy of such request and a copy of any and all information resulting from such a request. Only such information provided within five (5) school days following the request shall be considered.

Within ten (10) school days following the date of the requested information, the panel shall render its decision.

If the grievance panel determines that the professional employee has a valid grievance, the chairman shall so notify the employee in writing, with a copy being sent to the principal and Superintendent, and the aggrieved party may pursue his grievance by filing a written appeal of the decision at Step 1 with the principal and the Superintendent within five (5) school days after he/she has received notice of the decision of the grievance panel.

Should the grievance panel determine that the alleged grievance is not valid, the chairman should so notice the employee in writing, with a copy to the principal and the Superintendent, and this procedure is thereby terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

Step 3: If the matter is not resolved at Step 1 or Step 2, the grievant may state the grievance specifically in writing and present it to the supervisor or principal, and it will thereafter be considered as a formal grievance to be dealt with as hereinafter provided. Within (5) school days after the written grievance is presented to him/her, the supervisor or the principal shall render a decision thereon in writing and present it to the professional employee, with a copy being sent to the Superintendent.

If in the opinion of the supervisor or principal he/she feels he/she does not have the proper authority to render a decision on this matter, he/she shall state as much in his/her written response and thus let the grievance move to the next step of the grievance procedure.

Step 4: Within five (5) school days after receipt of the appeal filed by the professional employee at the conclusion of Step 3, the Superintendent or his/her duly authorized representative shall hold a closed hearing with the certified employee, and his/her representative, if any, and the chairman of the grievance panel. The Superintendent or his/her designated representative shall have the right to request the attendance at such hearing of any other persons he/she deems necessary to assure proper and expedient disposition of the grievance.

The Superintendent or his/her designated representative shall render a decision in writing to the professional employee and chairman of the grievance panel within five (5) school days after the conclusion of the hearing.

Step 5: Within ten (10) days after receiving the decision of the Superintendent an appeal from the decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of the decision at level four.

At the next regularly scheduled Board meeting or no later than thirty (30) days after receiving the appeal, the Board shall hold a hearing on the grievance. All those persons listed at level four have a right to participate at this level.

Within ten (10) days after the hearing, the Board shall communicate its decisions in writing to the employee.

Workers Compensation

Injuries Occurring When an Employee is “Under the Influence”

The Workers’ Compensation Law **clearly** states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer’s premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

ELKHART - UNIFIED SCHOOL DISTRICT 218

Dear Parents, Employees, and Patrons:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Elkhart USD 218 has had all our buildings inspected by Thompson Environmental Consultants from Liberal, Kansas. The contract with Thompson included planning, inspection, and the management plan. They have found asbestos at the elementary, the middle school, the high school, and the Fowler Field House.

The only asbestos in the elementary building is floor tile in the gym. This floor tile is classified as non-friable (cannot be easily crumbled) and therefore can be “managed” without removal.

The middle school has non-friable asbestos tile, which is covered by carpet and therefore can be “managed” without removal. The mudded joints to the broiler in the custodial room also contained non-friable asbestos. These have been wrapped and can also be “managed” without removal. This broiler is no longer in use.

The high school also has non-friable asbestos in the floor tile throughout the building, which is also covered by carpet and can be “managed” without removal. In the Industrial Arts woodshop the flex connector in the heating duct to control vibration also contains non-friable asbestos. This connector is wrapped and therefore can be “managed” without removal.

There are two areas in the Fowler Field House, which has non-friable asbestos. It was located in the entryway of the old gym and in the health room. These too can be “managed” without removal.

Our district has appointed Andy Bane to be our “designated person” for supervising, inspecting, and removing, if necessary, any asbestos within our buildings.

Each building and the district office have a copy of the “management plan”. This plan is available for your inspection should you feel any need to examine it. We intend to fully comply with all relevant EPA and OSHA regulations in order that our children and employees will not be endangered. We will also keep you advised of any actions we may take regarding asbestos in any of our school buildings. In the meantime, if you have any questions or concerns, please convey them to myself or Andy Bane at USD 218.

Respectfully,

Nancy Crowell, Superintendent

USD #218 Employee Technology Use Handbook

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term “technology” will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, iPods, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not.

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action.

Computers are provided for faculty to use to complete work-related duties. Therefore, personal computers should not be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

Children’s Internet Protection Act– The district shall implement the Children’s Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children’s Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal communication Commission forms as required.

DISCIPLINARY ACTION RELATED TO MISUSE OF TECHNOLOGY

Employee failure to abide by the Acceptable Use Policy may result in disciplinary action following disciplinary procedures established in the district with the following qualifications:

1. Employee misuse of the system is defined in the Acceptable Use Policy. The definitions therein are not exclusive. If an employee is clever enough to invent a new way of misusing technology, and it is reasonable that the employee would know what he/she is doing is improper, the employee may nonetheless be disciplined.
2. Employee use of the district’s technology is a privilege granted to employees by the district, not a legal right. Since it is a privilege, the district may restrict any employee’s use of technology or the net system if the employee abuses that privilege.

Disciplinary Action

Consequences for the violation of the Acceptable Use Policy will be determined by the employee’s supervisor and the superintendent, and may include, but are not limited to, a verbal warning, loss of technology privileges, or termination of employment.

TECHNOLOGY USE

Use of District and Personal Technology

Use of District Technology/Privacy Rights:

Computer systems are for educational and professional use by district employees only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright:

Software acquired by staff using either district or personal funds, and installed on district technology, must comply with copyright laws. Proof of purchase (copy or original) must be available upon request.

Installation:

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The network administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures.

Employees shall not install software on district computers or computer systems.

Hardware:

Employees shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

Use of Personal Technology

Computers are provided for employees to use to complete work-related duties. Therefore, personal computers should not be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

TECHNOLOGY USE Technology Materials

Audits:

The network administrator may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights:

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials:

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

“NETIQUETTE” ON THE INTERNET

All users of the USD #218 technology and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarity, or any inappropriate language.
3. Do not reveal your personal address or phone numbers or those of others.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should be assumed to be private

property which is subject to copyright laws.

6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (i.e., downloading very large files during prime time, sending mass e-mail messages).
9. Adult patrons, visitors, or other guests allowed network access are serving as ambassadors and representatives of the district. Conduct and message content on the network should positively reflect on the district's reputation.

POLICY FOR ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS

The following policy for acceptable use of technology and networks (including e-mail, all software, video and digital equipment, and the Internet) shall apply to all district administrators, faculty, staff, and students.

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks (except for authorized staff members).
2. The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not change any file that does not belong to the user.
5. The user shall not falsify his identity to others.
6. The user shall not use district school technology or networks for any non-instructional or non-administrative purpose (i.e., games or activities for personal use).
7. The user shall not use technology for unlawful purposes, such as illegal copying or installation of software.
8. The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.
9. The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan Horse, or similar name.
10. The user shall not deliberately use technology to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access, send or create any obscene or objectionable information, language, or images.
11. The user shall not intentionally damage the technology, the network system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
12. The user shall not tamper with computers, networks, printers, or other associated equipment, except as

directed by the teacher.

13. The user shall not circumvent security measures on school or remote computers or networks.
14. The user desiring to take home technology equipment (hardware or software) must first have an Acceptable Use agreement on file and signed agreeing to the terms. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
15. All information on any school or district network is considered property of USD #218 unless specified by law, students and staff shall have no expectation of privacy for any information created, stored, or used on any district computer system.
16. The user shall not use the technology or network in ways that violate federal, state, or local statutes.
17. While resources should be consulted for various assignments, words or ideas cannot be copied directly and they should be properly cited, with credit given to the original authors. Images taken from another source must also be cited properly. (Plagiarism)

KANSAS COMPUTER CRIME LAW

K.S.A. 21-3755. COMPUTER CRIME; CRIMINAL COMPUTER ACCESS.

(a) As used in this section, the following words and phrases shall have the meaning respectively ascribed thereto:

- (1) “**Access**” means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
- (2) “**Computer**” means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic, or communication and includes all input, output, processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
- (3) “**Computer Network**” means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
- (4) “**Computer Program**” means a series of instruction or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer systems.
- (5) “**Computer Software**” means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
- (6) “**Computer System**” means a set of related computer equipment or devices and computer software which may be connected or unconnected.
- (7) “**Financial Instrument**” means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.
- (8) “**Property**” includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.
- (9) “**Services**” includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system, or computer network to perform useful work.
- (10) “**Supporting Documentation**” includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs, or data.

COMPUTER CRIME IS:

(1) Intentionally, and without authorization, gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.

(2) Using a computer, computer system, computer network or any other property, for the use of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;

OR

(3) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.

(c)(1) Computer crime which causes a loss of the value of less than \$500 is a class A nonperson misdemeanor.

(2) Computer crime which causes a loss of the value of at least \$500, but less than \$25,000, is a severity level 9, nonperson felony.

(3) Computer crime which causes a loss of the value of \$25,000 or more is a severity level 7, nonperson felony.

(d) In any prosecution from computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title mead in good faith.

(e) Criminal computer access is intentionally, fraudulently, and without authorization, gaining or attempting to gain access to any computer, computer system, computer network, or to any computer software, program, documentation, data or property contained in a computer, computer system, or computer network. Criminal computer access is a class A nonperson misdemeanor.

(f) This section shall be part of, and supplemental to, the Kansas criminal code.

History: L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.

ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS
EMPLOYEE'S AGREEMENT

In order to make sure that all members of the district community understand and agree to these rules of conduct, the district asks that you as an employee sign the following:

Acceptable Use of Technology

I agree not to hold USD #218 Public Schools, or any of its employees, or any of the institutions or networks providing access to networks, responsible for the performance of the system or the content or costs of any material accessed through it.

As a district employee, I have read the terms and conditions for Elkhart Schools' technology use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Elkhart Schools responsible for materials acquired or sent via the network.

_____ I agree to abide by the Acceptable Use of Technology policies.

District Technology Checkout

I sign this form as a condition of checking out technology to take home as needed for academic and professional use. I assume responsibility for any damage to and responsibility for, the repair and/or replacement of the technology while it is in my custody. I assume responsibility for any unauthorized use of the technology while it is in my custody and will supervise its use to see that the technology is used only for academic and/or professional purposes. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware which may result from my use of the technology. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software which may result from a virus introduced as a result of my use of the technology. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws. I have reviewed the Kansas law included in the acceptable use policy.

_____ I agree to abide by the District Technology Checkout policy

Release of Material on the Internet

I hereby give my consent to, and authorize publication on the district computer system of any work product made by me or publication of any school photograph in which I may appear. I realize any person or persons may view the web site on which my work product or image may appear. By signing this form, I agree to release and forever discharge Elkhart school, its agents, servants and employees, members of the USD #218 School Board and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees growing out of, caused by, or arising in any manner out of the posting, publication, or use of my work product or image on the district's computer system.

_____ I agree to allow the publication of my work and/or image on the district computer system.

_____ I do NOT agree to allow the publication of my image on the district computer system.

Employee's Signature: _____

Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.

USD #218 Employee Technology Handbook (Last Updated: Thursday, October 11, 2007)
BOARD OF EDUCATION APPROVED Monday, October 8, 2007

RESOURCE INFORMATION

Kansas School Safety Hotline
1.877.626.8203 Toll Free
West Region Protection Center
1.800.264.3798 Toll Free

Websites to help in dealing with bullying situations:

www.safechild.org/bullies.htm
www.kidshealth.org/kid/feeling/emotion/poll_bullying.html
www.youngminds.org.uk/bullying/p2.php
www.childline.org.uk/Whydobulliesdoit.asp
www.evemouhths.org.uk/spotting_bullying.htm
www.besafeonline.org/English/bullying_online.htm
www.stopbullyingnow.com
www.nmha.org/pbedu/backtoschool/bullying.cfm
www.StopCyberbullying.org
www.wiresafety.org
www.teenangels.org
www.isafe.org
www.privacyright.org

Books about Bully

Bravemole by Lynne Jonell – Grades 1-3
Nobody Knew What to Do by Becky Ray McCain – Grades 1 - 3
Mean, Mean Maureen Green by Judy Cox – Grades 1 - 3
The Meanest Thing to Say by Bill Cosby – Grades 1 - 2
The Hundred Dresses by Eleanor Estes – Grades 2 - 3
Don't Feed the Bully by Brade Tallsell – Boys 10 - 14
The Parent's Book About Bullying by William Voors - Adults
Schools Where Everyone Belongs by Stan Davis - Adults
King of the Playground by Rhyllis Renold Naylor – Ages 4 - 8
Cliques, Phonies, and Other Baloney by Trevor Romain – Ages 9 - 12
Girl Wars: 12 Strategies That Will End Bullying by Cheryl Dellasega and Charisse Nixon - Teens
Odd Girl Out: The Hidden Culture of Aggression in Girls by Rachel Simmons – Ages - Teen
GirlWise: How to Be Confident, Capable, Cool and In Control by Julia Devillers

