

TABLE OF CONTENTS

| | |
|--|----|
| Welcome | 2 |
| Non-Discrimination Notice | 2 |
| Professional Ethics..... | 3 |
| Chain of Command..... | 4 |
| District Organizational Chart..... | 5 |
| Mission Statement..... | 6 |
| Goals of USD #218..... | 6 |
| Teacher Responsibilities | 7 |
| Teacher Conduct | 8 |
| Certificates and Transcripts | 9 |
| Grievance Procedure..... | 9 |
| Use of Student Assistants..... | 11 |
| Use of Office Copier..... | 11 |
| Crisis Plan..... | 11 |
| Emergency Procedure Intruder on Campus | 11 |
| Classroom Control..... | 12 |
| General Procedural Guidelines for Student Discipline | 12 |
| Detentions..... | 12 |
| Child Abuse | 12 |
| Corporal Punishment | 12 |
| Supervision of Corridors..... | 12 |
| Emergency Procedures..... | 13 |
| Building Security | 12 |
| Inventory..... | 13 |
| Textbooks | 13 |
| Substitute Teachers | 13 |
| Attendance | 14 |
| Admits..... | 14 |
| In-School Suspension | 14 |
| Rules for Make Up Work..... | 15 |
| Holding Students Late After Class..... | 15 |
| Lunch Supervision..... | 15 |
| Leave Requests | 15 |
| Reimbursement for College Hours..... | 15 |
| Pay Checks..... | 15 |
| Teacher Requests for a Student..... | 15 |
| Leaving Campus--Teachers..... | 15 |
| Student Out of Classes..... | 16 |
| Activity and Organizational Meetings | 16 |
| Lesson Plans | 16 |
| Keys | 16 |
| Grade Books | 16 |
| Evening Activities..... | 16 |
| Activity Funds..... | 16 |
| Purchase Orders | 16 |
| Instructional (Department) Budgets | 17 |
| Activity Trips and Transportation | 17 |
| Activity Trips - Sponsors | 17 |
| Alcohol, Drug Abuse, and Tobacco Use..... | 18 |
| Staff Meetings..... | 21 |
| Bulletins..... | 21 |
| Long Distance Calls | 21 |
| ITV Rooms | 21 |
| Work Day..... | 21 |
| Safety | 22 |
| Notice of Asbestos..... | 23 |
| Workman's Compensation | 24 |
| Student Health, Accidents and Injuries | 24 |
| Maintenance..... | 25 |
| Computer Related Problems..... | 25 |
| Fund Raising..... | 25 |
| Field Trips..... | 25 |
| Student Intervention Team | 26 |

**“Some people go into teaching because it is a job.
Some people go into teaching to make a difference.”
Harry Wong**

WELCOME BACK TO EHS!!!

Welcome back for the 2010-2011 school year. I am excited about the opportunities and challenges that have been brought forth to me for the upcoming year. I hope you had a great summer and have come back ready to prepare our students for the greatest test of all; life.

Planning and organization are essential to the ultimate success of any project. The purpose of this handbook is to familiarize teachers and staff with regulations, procedures, policies, rules and in general to help you plan and prepare for a great year. Please keep this handbook available for reference throughout the school year.

The student handbook will be separate from the teacher's. It is the teacher's responsibility to read and be familiar with rules for students.

You will receive supplemental information at the beginning of the school year such as: school calendar, evaluation schedule, lunch duty, budget of accounts, etc.

Remember "EVERY CHILD LEARNS"! Have a great year.

NOTICE OF NON-DISCRIMINATION

Elkhart High School 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. If you have any questions regarding the above, please contact: Nancy Crowell, Superintendent (Title IX, Title VI and Section 504 coordinator). 150 Wildcat Ave. PO Box 999 Elkhart, KS 67950 (620)697-2195.

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 bad 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. When 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. All it ever does is make you appear to be a whiner.

STAFF – STUDENT RELATIONS

1. 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.

2. 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.

CHAIN OF COMMAND - Teachers and non-teaching personnel are not to take school problems to individual members of the Board of Education. The Board of Education is a corporate body having power to act only when meeting in a regular or special session when a quorum is present and minutes are kept. Individual members cannot ethically give answers to complaints concerning school problems but are bound by ethics to defer action until such time as the individuals who comprise the Board meet as a School Board and the problem is presented and discussed.

Problems concerning school matters should be taken to the principal. If the problem is not resolved - the teacher and the principal will discuss the matter with the superintendent. If the problem is still not resolved, it may be presented to the Board of Education for a final decision.

Please note the district organizational chart on Page 5.

**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 and creatively and 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.

TEACHER RESPONSIBILITIES

1. Teachers are directly responsible to the building principal.
2. The work day 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 work day ends at 3:50 p.m. These times shall prevail unless arrangements have been made with the building principal.
3. All teachers are expected to dress in a manner consistent with a professional, appropriate appearance.
4. When a substitute teacher is required, the building secretary should be notified prior to 7:00 a.m. so that she can secure an adequate replacement. The secretary's home phone is 697-592-2021. An employee's Absentee Report is to be filled out for each absence and signed by both the employee and the principal. Whenever possible, this form 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. Each teacher is required to prepare an emergency substitute teacher file.
5. Notify the building principal any time that a teacher or student must leave the school premises during the school day (excluding the noon hour).
6. Teachers are required to read the student handbook in order to familiarize themselves with its content.
7. Teachers are required to turn in lesson plans. The plans should be explicit enough that they can be followed by a substitute teacher. Lesson plans are due at the office each Friday for the following school week.
8. Teachers are not to leave students under their supervision unattended.
9. All materials and class plans should be prepared well in advance of each class session. Class time should not be used to prepare materials.
10. 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.
11. It shall be the duty of every teacher to supervise the orderly progression of students as they pass from room to room. Teachers are expected to be in the hallway outside their classrooms between classes.
12. Teachers should correct the misbehavior of students in the classroom, in the halls, on school grounds, and at school functions. This includes students at any level.
13. All teachers shall be provided with a planning period. It shall be their responsibility to use that period to the best advantage of the classes they teach.
14. Teachers will be asked to volunteer for various duties at High School activities/events.
15. Teachers will maintain each student's current grades on the computer on a weekly basis. Grades are expected to be updated each Monday morning before classes begin.
16. All teachers will follow a routine check-out 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. Teachers leaving the district will return all materials, supplies, equipment, this will include district curriculum guide, etc.
17. An approved student expectations plan must be on file with the principal before the first

day of school. The Expectation Plan must include the following information: Disciplinary Procedures, Grading Procedures, and the teacher's plan involving contacting parents.

18. Each teacher will create and follow an approved late work policy.

19. Each teacher will conduct semester finals at the end of both semesters.

TEACHER CONDUCT - Teachers are expected to conduct themselves at all times in the best interest of the school and that the welfare of the students comes first and that the prime purpose of the educational process is the development of the whole child.

Teachers are expected encouraged to take an interest in and contribute to the community life, and to develop interests outside the school and their profession.

CERTIFICATES AND TRANSCRIPTS - Copies of the teacher's transcripts and current certificate must be on file in the superintendent's office before the first check can be picked up.

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 of 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 personas 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.

USE OF STUDENT ASSISTANTS (AIDES) - Student assistants can be an effective addition to our teaching effort. Student assistants will not grade tests, post grades, etc. Teachers are responsible for supervising their student assistants. Student assistants that do not act responsibly may be reassigned to another class. In no case should a student assistant be allowed access to the teacher's grade book in any form. Federal law and district policy prohibit this.

USE OF THE OFFICE COPIER - An office copier is provided for teacher use. Students are not to use the office copier. A copier is provided in the library for student use. If the office copier malfunctions, please notify the office secretary. Teachers are not to make repairs.

CRISIS PLAN - USD 218 has adopted a crisis plan for specific emergency situations. Please refer to the district crisis plan for instructions on dealing with specific events.

EMERGENCY PROCEDURES-INTRUDER ON CAMPUS

The best emergency procedure is to prevent bad situations before they escalate into a major problem. To do this the following steps should be taken:

1. Be observant-Notice what is going on around the building and campus.
2. Greet and offer help to any visitor. (Direct visitors to the office)
3. Be visible. (Stand at your door in the hallway between classes)
4. Be alert to potentially dangerous situations at all times.

In the event an intruder is in the building or on the campus:

The goal is to remain calm and orderly and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary. Law enforcement officers will be called when any person poses a threat to the safety of the students or staff.

If the intruder is in the all, one or more staff members should escort the intruder to the office. If the intruder is in a classroom, a staff member should use the intercom to call the office for help. If shots are fired, the P.A. system will be used to evacuate students to the safest position away from the intruder.

Signals:

CODE YELLOW: Caution; drills

CODE RED: There is a definite problem; take appropriate action.

CODE GREEN: This code may follow CODE RED. Take appropriate evacuation plan, or go to your alternate location (see below)

Steps of action:

1. Give signal and call 911, if necessary. When calling 911, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Move students into a safe classroom and lock the door. Students and teachers are to remain in the locked safe area until an all-clear signal has been given or until they have been contacted by administration or law enforcement.
3. Move students away from doors and glass.
4. Check restrooms and vacant rooms.

Teachers:

1. Lock the door.
2. Turn off the lights.
3. Move students along the wall out of sight from the door.
4. Keep students calm.
5. Wait for further instructions through the computer or verbally from a school official.

Secretary:

1. Call Police or emergency services.
2. Notify Board Office.
3. Turn off bells.
4. If necessary to clear the building be prepared to bring student roll list with home phone numbers.

Administrators:

1. Announce warning signal and go to scene of incident. Ensure that all necessary doors are locked, and help with student evacuation if need.
2. Secure doors on the way.

Counselor:

1. Tell outside buildings to remain inside. (Both shop buildings and field house)
2. Assist in office and help coordinate movement of students.

CLASSROOM CONTROL - Most of what has been written about classroom control can be summarized in a few sentences. There is only one thing to remember: despite the different teaching styles we all have, there is no learning where there is no respect. Please turn in a copy of your discipline plan to the building principal for review and approval before the start of the school year.

GENERAL PROCEDURAL GUIDELINES FOR STUDENT DISCIPLINE BY CLASSROOM TEACHERS

KEEP PARENTS INFORMED AND INVOLVED IN THE DISCIPLINARY PROCESS

1. INITIAL BEHAVIOR PROBLEM: Most initial problems can be settled by a conference between the student and the teacher. The school counselor can also be of assistance. The

teacher is expected make a written record of the infraction for future use.

2. CONTINUATION OF THE PROBLEM: Disciplinary report to the principal and parent/s. Teacher may request that the principal, counselor, student, and perhaps the parent confer to reach a clear understanding.

3. CONTINUATION OF THE PROBLEM: Student is sent to the office and the principal will determine the course of corrective discipline at this point.

4. EXTREME DISRUPTION OR UNACCEPTABLE BEHAVIOR

In any case of extreme disruption or unacceptable behavior steps 1, 2, and 3 may be by-passed and the principal will determine the course of corrective discipline.

Most classroom discipline can and should be taken care of by the teacher. The principal should be kept informed.

DETENTIONS - Teachers may assign detentions as part of a disciplinary plan. Generally detentions can be very effective disciplinary tools. A teacher who assigns a detention must be responsible for administering it. The office will administer any detention given as a result of infractions against building policy; teachers should administer room infraction punishments.

If a detention is assigned, a 1 day period should be given, if needed, for the student to make arrangements.

CHILD ABUSE - School nurses, teachers, or other school personnel are to report evidence of suspected physical or mental abuse or neglect inflicted upon children to the principal.

CORPORAL PUNISHMENT - The following information is condensed from B.O.E. policy, JDA, adopted February 12, 1990. Teachers considering the use of corporal punishment should be thoroughly familiar with the appropriate sections on the circumstances and methods for administering such punishment.

Corporal punishment will not be used as a first line of discipline, but shall be used only after alternative disciplinary measures such as counseling with students and/or parents, detentions, or in-school and out-of-school suspensions have been used without success.

SUPERVISION OF CORRIDORS - Teachers are expected to be in the halls between classes except in those few times when needs prevent it. Everyone, including the principal, should help out during this time.

EMERGENCY PROCEDURES - Teachers will post emergency exit plans for fire and tornado in a visible location.

The fire alarm is broadcast over the PA and through the fire alarm system. Students should evacuate the building and move away from it at least fifty feet. Pass out of rooms in single file with no lines crossing; walk quickly and orderly to the exit. Teachers are to assist anyone needing help (handicapped, injured) to a safe place. Teachers are to be last to leave rooms and

are to close windows and doors when they leave. **Your grade book should be taken with you.**

For a tornado, the alarm will also be broadcast throughout the PA system. The shelter areas are the corridors in the main building. In the shop, students will take cover in the inside rooms. In the gym, students will take cover in the locker rooms in old gym. The locker rooms in the new gym may be used if needed.

Teachers are to be the last to leave the rooms. Teachers are to assist anyone needing help (handicapped, injured) to a safe place. **Your class rosters should be taken with you.**

Students are to go to their assigned areas in single file with no lines crossing, walking quickly and orderly. Be sure that the students are not close to any glass.

Instruct the students to sit on the floor, facing the wall or lockers with their heads down and their hands covering the top of their heads.

BUILDING SECURITY - One very important factor in the security system is carelessness and neglect. Be positive when you are the last to leave that ALL doors are securely latched and locked.

Teachers are responsible for room security. Check windows to be sure they are firmly latched; check doors to be sure they are locked.

INVENTORY - Room inventories are taken in the spring. A copy of each room's inventory must be on file in the office. These inventories must be reviewed and updated each year.

TEXTBOOKS - Teachers are to keep an accurate record of all textbooks checked out during the year. Students who lose or damage texts are to pay for them. Arrangements for payment are made in the office. It is not possible to assess a fine for damaged texts if accurate records of the condition of the texts are not kept.

SUBSTITUTE TEACHERS - The secretary is responsible for securing substitutes for teachers; the teacher is responsible for getting COMPLETE AND CLEAR plans to the school for the substitute. Teachers who find themselves unable to work in the morning call Shelby, 697-1135 before 7:00 am.

Most substitutes are competent to carry on the class activities. Therefore, it is your responsibility to plan enough material, both in volume and in content, to aid the substitute in doing a good job. It is also your responsibility that all materials, roll sheets, and books are readily available for the substitute. Plans should be clear.

Each teacher is expected to maintain an emergency substitute file. The following items should be included in the file: Lesson plans, class rosters, seating charts, daily bell schedules, and any other information deemed necessary. This folder must be put on file in the office.

Upon returning to school from a personal illness, teachers must complete an "Absentee Report" from the secretary.

ATTENDANCE - Part of every teacher's job is keeping accurate attendance records in the

Power School SIS program each hour, each day. If a student turns up missing or late, a notation should be made during that hour.

Teachers will be expected to contact parents when attendance is affecting academic performance.

Accurate records are also important for those students who exceed the limit of absences set by board policy.

For the first, second, and third tardy a student receives for any class in a nine-week grading period, the student will face disciplinary action from the teacher of that particular class. On the fourth tardy and for any subsequent tardies earned for a given class within the same nine-week grading period, the office will be notified of the situation and regular disciplinary procedures will be utilized.

The most effective way we can improve attendance is to let parents and students know that we are concerned, and one of the best ways to show concern is to communicate directly.

ADMITS TO CLASS - A student whose absence has not been posted in Power School as excused must present the teacher with an admit slip at the beginning of the hour in order to be admitted to class.

Although students should take care of this obligation on their own time, some students will show up without an admit slip. The teacher should send them to the office and count the student tardy.

The office will determine if an absence is excused or unexcused and it will be noted on the slip and/or posted in Power School. The teacher should initial the slip and return it to the student. The 7th period teacher should collect admits and send them the office.

IN-SCHOOL SUSPENSION - Students assigned an in-school suspension will be isolated from other students and will be expected to work on assignments provided by their teachers. When an in-school suspension is assigned, teachers will be asked to provide written assignments. The office will assist the teacher in making these assignments available to the students. Work done in an in-school suspension will count toward class credit and the absence is excused.

RULES FOR MAKE-UP WORK - All make-up work is the responsibility of the student. Students will contact teachers for their assignments and be allowed the number of days missed from school to complete their make-up work. Special arrangements for obtaining and completing assignments may be made at the discretion of the teacher.

HOLDING STUDENTS LATE AFTER CLASS - If on occasion, it is necessary to detain a student, you are expected to issue a note in ink explaining the reason for the delay. Please check later to be sure proper contact has been made.

LUNCH SUPERVISION - Each teacher will participate in lunchroom and lunch time supervision. A lunchroom supervision schedule and a lunchtime hallway supervision schedule

will be handed out at the first of the year. Teachers will be present in the lunchroom. In addition, the teacher is to be on duty in the halls upon returning to the high school building. When the teacher on duty is not able to be present, it is that teacher's responsibility to find a substitute.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND MENACING - These actions will be prohibited and are subject to appropriate discipline.

LEAVE REQUESTS - Each teacher is credited with 10 days of sick leave at the beginning of the year, cumulative to 60 days maximum.

Teachers should consult the negotiated agreement concerning personal and other types of leave.

All teachers are expected to complete necessary paperwork upon return from leave.

Flex Time on the last contract day:

- Must be pre-approved by building administration
- Must still have flex time available
- Time must be made up in advance since it is the last contract day
- All grades are finished and recorded with the building secretary
- All year-end reports are complete

A check-out date is set with the building administrator

REIMBURSEMENT FOR COLLEGE HOURS - Teachers may be reimbursed for college hours. Applications for reimbursement must be approved by the superintendent.

TEACHER REQUESTS FOR A STUDENT - Teachers are never to release a student to another room without a WRITTEN PASS SIGNED BY THE REQUESTING TEACHER IN ADVANCE. Teachers do not have to release a student just because a request is made.

LEAVING CAMPUS—TEACHERS - Planning periods are not free periods or lunch hours. This time should be spent in preparation and in completing paper work and grading.

Sometimes it is necessary to use the planning period for personal business. Staff members who need to leave the building during the day must personally notify the office.

STUDENTS OUT OF CLASSES - Students are in school to be in class, not to be visiting lockers or getting drinks. Sometimes, a need will arise that makes it necessary for a student to visit a locker, the restroom or even to get a drink. Students who are out of class are required to have signed hall passes.

ACTIVITY AND ORGANIZATIONAL MEETINGS - Meetings will be held during activity periods and before or after school. All meetings must be scheduled through the office and placed on the calendar within the allotted time limit. This means if you plan to have a meeting on Thursday, the office needs to be informed by Thursday the week before.

No meeting will ever be held without a sponsor being present. No announcements will be made or programs presented without the approval of the sponsor.

Direct Deposit

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

KEYS - A set of keys are checked out to each teacher. Take good care of them. The principal will have a record of all keys distributed. Don't leave your keys where students may use them. Under no conditions should keys be loaned to students to unlock room, storage areas, etc.

GRADE BOOKS - Grades and attendance will be recorded in the Power School electronic grade book. Teachers who wish to keep a hard copy grade book may request one from the office. Grade information should never be accessible to students. Keep grading information out of view.

EVENING ACTIVITIES - All practices and activities, unless otherwise approved, should not last past 10:00 p.m. All activities should be over by 6:30 p.m. on Wednesday, and no activities will be held on Sundays.

If an activity is scheduled, there must be a sponsor present for the entire time. No students are to be in the building without a sponsor present.

Activity sponsors are responsible for locking the doors and maintaining security.

ACTIVITY FUNDS - The following rules apply to the handling of activity funds:

1. All moneys collected should be deposited with the office by 2:00 p.m. each day.
2. No money should ever be left in the teacher's room or desk or taken home

PURCHASE ORDERS - Purchase orders are available on your computer and should be forwarded to the high school office on completion.

In all cases, the purchase orders must be signed by the principal. All athletic purchase orders will go through the AD and then come to the principal for signature.

This system is as simple as any, but it has times when it seems confusing to us all. Any problems can easily be taken care of in the office.

SUPPLIES/PURCHASES

If you purchase something with your own money for school and expect to be reimbursed, get permission from the principal before you make the purchase. Failure to authorize the purchase may result in you not being reimbursed.

REIMBURSEMENT OF SUPPLIES/PURCHASES

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

INSTRUCTIONAL (DEPARTMENTAL) BUDGETS - Instructional budgets are for the purchase of materials and teaching supplies necessary for teaching classes. Each department has available a fixed amount of money to use for the year.

Teachers are encouraged to keep track of their balances and to plan for a rainy day by having sufficient money for emergencies.

Teachers who want to know the balance available should check with the secretary.

A copy of the budget will be handed out at the first of the year.

ACTIVITY TRIPS AND TRANSPORTATION - All transportation for athletics and activities must be submitted to the principal. This should be done at least a week in advance. Requests involving an activity bus need to be placed with the online transportation request form.

Requests for School Car should also be done through the principal. Generally, teachers who are going to need a vehicle should plan on using the school's rather than using a personal one. All requests for a school vehicle should be placed on an "Activity Transportation Request" and given to the principal a week in advance.

ACTIVITY TRIPS—SPONSORS - All activity trips must be cleared through the principal at least a week in advance under most circumstances.

Whenever students are to be gone from the building during class time, sponsors will provide all teachers with a list of students who will be absent. Please submit a copy to the office for attendance purposes.

This list should be in the mailboxes at least 2 days in advance of the trip and should be alphabetized.

Sponsors are responsible for the students they take on a trip. All school rules remain in effect. Students must return from a school activity via school transportation unless they have a release in writing or through face to face contact with a parent.

Never release students to any one other than the legal guardian. No student will be dismissed from school transportation at any time without legal guardians personal knowledge and written consent. If parents elect to have their child ride home with anyone other than themselves, they must submit their request in writing and have approval of the building principal prior to the activity.

Sponsors must ride the bus with the students. It is important for sponsors to check students periodically and to monitor noise level and behavior. It is very hard to monitor when you sit in the front and don't move. Sponsors must file a seating chart with the bus driver and transportation department prior to boarding the bus.

Sponsors are responsible for the careful use of video equipment during activity trips. Students are not allowed to operate equipment or adjust any part of the system.

One important delegated responsibility of a bus sponsor and/or coach in this area regards bus clean-up. The transportation department takes great pride in providing your group with a clean bus. Cleanliness, in this case, has a proven direct correlation with passenger morale and safety.

All teachers and/or coaches are responsible for and expected to see that the buses or cars are clean before leaving the school. If the transportation director feels a bus is not clean enough, he is to call the principal.

ATTENDING COACHING CLINICS - Asst. coaches may attend only clinics chosen by head coaches. An asst. coach of a sport may not leave the duties of that sport to attend a clinic for another sport, unless he is the head coach of the upcoming sport.

ALCOHOL AND DRUG USE - USD 218 has in effect a policy on drug and alcohol use. This policy is applicable to both staff and students. A copy is found in the student handbook at Appendix A.

TOBACCO USE - Students, staff and visitors are prohibited from the use of tobacco and any tobacco related product in all buildings in the district and on all school vehicles by all persons at all times.

PROHIBITION OF TOBACCO PRODUCTS FOR STUDENT, STAFF, AND VISITORS

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 on 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.

ADOPTED BY THE BOARD OF EDUCATION AUGUST 10, 1987.

GAOA Drug Free Workplace (See LDD)

GAOA

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.

GAOA Drug Free Workplace GAOA-2

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.

GAOB Drug Free Schools (See JDDA and LDD) GAOB

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.

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.

GAOB Drug Free Schools

GAOB-2

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 employees

STAFF MEETINGS - Staff meetings are usually held on Wednesday mornings twice a month. All faculty members are to be present on time. An agenda is normally provided in advance to all teachers. Teachers are encouraged to be prepared to discuss those items which affect them directly. Teachers are encouraged to request that items be placed on the agenda as needed. Please contact the principal.

Other departmental meetings will be held as needed on a regular basis.

BULLETINS - Announcements will be given at the end of first hour and during the day as needed. Every effort will be made to minimize the impact announcements may have on instructional time. Teachers who have information to place on the bulletin should contact the high school office with that information well in advance. The bulletin will be available on the district web site as function of Power School. Changes will be posted on a daily basis. Please keep the students informed as to the events posted on the bulletin. This could take the form of reading the announcements, or posting a printed copy and referring students to it for information.

LONG DISTANCE CALLS - All long distance calls should be logged on the appropriate form. Please do not make any long distance personal calls.

INTERACTIVE TV ROOMS - Except for authorized teachers and staff who have permission to use the interactive T.V. labs, no other teachers are to be in this room or use the equipment, or allow students to be in the rooms for any reason.

WORK DAY - All teachers are to be the building by 7:40 A.M. each day. Dismissal is normally at 3:30 P.M. Failure to be in attendance the full working day, each day, except where prior approval has been granted, may result in a written reprimand from the principal and further disciplinary action if needed.

Try to make appointments so that you will not have to leave early.

SAFETY - Teachers in classes that regularly use mechanical equipment must review safety with all students at the beginning of the year. All students are to conform to safe use of equipment regarding the use of safety goggles, masks, gloves, etc. Safety is everyone's responsibility.

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

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.

Notice of Accidents

Employees must notify the employer within 10 working days of an accident or claim may be barred. Morton County Physicians are the designated district workman’s compensation doctor’s.

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.

STUDENT HEALTH / INJURYS / ACCIDENTS - If the student is ill but in no immediate danger, send him or her to the principal's office with a slip. If the student is dizzy or injured in any way, call the

office so help may be given in escorting the student to the office. If it is necessary for a student to go home because of illness, the principal will call the parents. In no case should a student be sent home until a parent is contacted.

When a student or faculty member incurs injury, the following procedure will be followed:

1. Notify the office at once.
2. The office, in turn, will contact the appropriate medical personnel.
3. If the parent or person to be called in case of emergency cannot be reached (facts listed on the student information cards), the principal will become responsible and assure proper medical aid is obtained.

MAINTENANCE - When there is some maintenance need within your classroom, gymnasium, etc., do not contact the custodial staff directly. If it is an emergency situation, contact the office immediately. If not, please fill out the maintenance need form and submit it to the office.

COMPUTER RELATED PROBLEMS - Use the computer maintenance sign-up sheet in the office. Technical support will be provided based on the order of requests, or prioritized on student needs.

FUND RAISING - All classes and school sponsored student organizations desiring to engage in fund raising activities shall be required to write a fund raising project for submission to the principal as described below.

These fund raising projects must be approved by the class or organization sponsor and the fund-raising committee; and be scheduled on the school building calendar no later than October 1 for the first semester, February 15 for the second semester, June 1 for the summer; priority for consideration shall be date of submission and class status (senior, junior, sophomore, freshman). Groups not submitting request on time may request directly to the Board. The fund raising projects may be limited to one activity per semester by the building principal. All money for field trips must be received 30 days prior to the trip or the trip will be canceled.

FIELD TRIPS - No Field Trips will be approved the last two (2) weeks of school.

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Teachers must demonstrate relevance to course content and state goals and objectives in their request. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse.

A Field trip is an activity involving a group of students departing from the school in a non competitive trip. All field trips within the school day require permission from the principal. All field trips extending beyond the school day will require board approval.

A statement shall be included in said form which will provide a waiver of the right to hold the district responsible in case of accident.

STUDENT IMPROVEMENT TEAM - The Student Intervention Team process is possible through the collaborative efforts of Students, parents, school administrators, teacher, counselors, school psychologists, nurses, Special Education teachers, and special support staff such as migrant and ESL teachers. The goal

of these teams is to expand the use of various resources and expertise in the schools and communities to address student needs. The process follows the indicated steps below:

1. The problem solving approach:
 - *teacher identifies a student concern
 - *teacher notifies parents, makes basic accommodations, and records interventions
 - *if student makes adequate progress--- continue program
 - *if concerns persist--- teacher completes request for assistance and an I-Team meeting is held including the teacher, administrator, special ed. teacher, counselor, and other involved staff members and parents. A plan is developed and implemented and data is recorded to monitor the effectiveness of the plan
 - *if the plan is successful in supporting the student, it stays in effect
 - *if concerns persist, the team either meets again to adjust the plan or the student is referred for a comprehensive evaluation.
2. The Evaluation Process:
 - *parent permission is obtained and due process rights are discussed
 - *student, parent, and teacher interviews are conducted
 - *previous records are examined
 - *classroom observations are conducted
 - *individual assessments are given to the student
 - *rating scales and checklists may be used
 - *student work samples are analyzed for errors
 - *all data collected is discussed
 - *focus on what the student can currently do, what the next steps are and what accommodations are needed to support further growth
3. Placement in Special Education:
 - *there are two criteria: student must exhibit a significant difference in ability than age level, and exhibit a curriculum need for something different than what the general education teacher can provide

Suggested Interventions for Struggling Students

- After school tutoring available Monday through Thursday 3:15 – 4:00.
- Supervised use of daily planner – teacher signing for assignments due, etc.
- Test taking in a quiet environment.
- Oral testing if appropriate.
- Increasing size of text for worksheets and tests.
- Preferential seating in classroom.
- Wildcat Instruction class focused on homework completion and study skills.
- Allowance of extended periods between classes to allow for limited movement.
- Limitation of number of classes.
- Collecting and returning class work through the office when student is absent for long periods of time.
- Allowance for make-up class work if SIT team considers appropriate.
- Extension of the semester to make-up class work after extended absences.
- Use of para-professional or student helper if student needs physical assistance to the classroom or hallways.
- Contact with parents through e-mail or telephone as needed.
- Written test reviews.
- Before and after school tutoring with teachers.
- Modification of grading procedures and/ or assignments.