

ELKHART MIDDLE SCHOOL FACULTY HANDBOOK 2011-2012

MISSION STATEMENT

The mission of Elkhart Middle School is to provide the opportunities for all students to achieve excellence. The knowledge, skills, behaviors, and motivation provided will enable them to become responsible decision-makers and life-long learners, in order to succeed in their future endeavors.

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 District #218 compliance with regulations implementing Title VI, Title IX, or Section 504 is directed to contact Nancy Crowell, Superintendent, Box 999, Elkhart, Kansas 67950, (620) 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, and Section 504.

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ABSENCES

- The building secretary/principal needs to be notified no later than 6:30 A.M. on the day of an absence. Teachers need to call Mrs. Gonzalez (620-360-0220) or Mrs. Finn (620-592-4292). Emergencies do arise, so call as soon as possible if you have to be out.
- Absentee Reports: The secretary will provide forms for you to sign when you return from an absence.
- Long-Range Planned Absences: Please notify the secretary and principal as soon as you know you will be out. We line up substitutes months in advance. If your plans change, we can always cancel a substitute, but it is not always easy to find one. Leave request forms for this type of leave (professional development, personal, professional appointments) are available electronically.
- Flex Time on the last contract day must be pre-approved by building administration. Time must be made up in advance since it is the last contract day. All grades are to be completed and recorded with the building secretary. All year-end reports need to be completed. Please set a check-out date with the building administrator

ACCIDENTS AND ILLNESS

First aid supplies are in the office for minor accidents. Teachers are to take precautions to protect themselves from blood-borne pathogens. Gloves are available and are to be used. There is a first aid kit in the cafeteria for playground accidents.

NOTICE OF ACCIDENTS

See Workmens' Compensation on p.

ACTIVITY TRIPS

Coaches and sponsors are to be sure that students behave on the buses. If a student cannot behave on a bus, the student should be referred to the principal for discipline. Students need to be reminded of this and that they represent our school wherever they go.

The athletic director will set up transportation for sports events. Coaches are to be sure that the AD knows your needs and that you discuss leave times for events. All other activities (Scholarship, Math, Science, Art, Band etc. must fill out a transportation request with the principal.)

Coaches/sponsors will keep secretary and principal aware of time of departure.

Coaches/sponsors are to check eligibility lists and be sure that students are eligible to participate in events. Athletic eligibility is run weekly during each season. Sponsors for Art, Band, Vocal, Science, Math, Scholarship, etc. are to submit a list of students going to the event to the office one week before the event so a check can be made on grades.

Activity buses will not make unscheduled stops. Coaches/sponsors are to notify businesses if our buses will be stopping at their establishment. Lunches prepared by our cafeteria can be eaten on the buses if necessary. Coaches/sponsors are responsible for supervising clean up. Coaches/sponsors need to submit practice schedules to the secretary and principal before each sports season.

OVERNIGHT TRIPS

All overnight trips must be pre-approved by the board of education. All necessary paperwork should be prepared well in advanced in order for prior board approval for the overnight trip.

ATTENDANCE DUTIES

Attendance is taken and turned in twice a day via PowerSchool. Attendance is taken during 1st and 5th periods. Lunch count is also turned in during 1st period. Names of students who are tardy to class need to be submitted each class period. An attendance report will be provided each day. Teachers are to notify the office when mistakes/discrepancies are noted throughout the day.

Students who have been absent are to report to the office and get an admit slip. The student will present this slip to each teacher. Any student who arrives to class without an admit slip needs to be sent to the office immediately.

Students who need to leave the building during the day will be given a permit to do so by the office. Teachers are to check these before a student is sent to the office to sign out.

CHECK OUT PROCEDURES

A checklist will be provided to you at least two weeks before the last day of school. All areas must be cleared before you leave. Maintenance requests for summer must be turned in. Inventory lists must be up-to-date and turned in.

COACHING CLINICS

Assistant coaches may attend only clinics chosen by head coaches. An assistant 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.

CRISIS PLAN

At certain times events will occur beyond the control of school personnel, which may create an emergency or crisis. These events will require immediate decisions. When such decisions must be made, the Superintendent of Schools or the person acting in his stead shall make both the determination and the announcement. The following events may require such decision-making:

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- Death of a student. (accident or suicide)*
- Death of a staff member. *
- Serious injury of student or staff.
- Natural disaster. (Fire, tornado, etc.)
- Terrorism.

STEP 1 - The district crisis team will be called together. The team will consist of the Superintendent, Board President, and Building Principals. Meeting place for the team will be the Board of Education room or the office of the Principal in the building where the crisis occurred.

STEP 2 - Team will implement plans and determine involvement of law enforcement agencies. An information blackout will be imposed at the building level with all inquiries, news releases, and releases of information to be handled through the office of the Superintendent

STEP 3 - If a need is determined; a crisis intervention team of trained mental health workers will be called to work with students, staff, and parents. Available sources are area counselors and/or the Southwest Guidance Center (1-620-624-8171).

STEP 4 - A general announcement will be prepared for students, staff, parents, and the public. Staff meetings will be called immediately at each building level and support level for informational purposes. Schools will remain open and as normal as possible with parents invited into the school involved.

STEP 5 - Insurance agency will be contacted if needed. Channels of communications will be kept open, especially with team members and key personnel to eliminate overlap of news releases, etc.

SPECIAL CONSIDERATIONS - In cases of suicide, auto accidents, etc., the crisis plan will be followed with special effort placed on informing the media and working with parents, families and spouses in trying to keep school as normal as possible, i.e. if the auditorium is requested for a funeral it will be encouraged that services be after school hours.

DAILY ANNOUNCEMENTS

All announcements will be included in the weekly staff bulletin. Staff will be responsible for reading pertinent announcements to the students daily after the Pledge of Allegiance to the Flag. The intercom will be used only due to unforeseen events requiring announcement.

DISCIPLINE

In the 2005-06 school year we developed our building-wide expectations for student behavior. The intent was to develop consistency for our students in grades 5th through 8th through our unified message to our students. The Phases represent a procedure for face-to-face communication and action for all parties involved. We will learn and grow together as we develop effective techniques to resolve our concern for our students. Meaningful change in human behavior must involve ownership of the problem and solution for students, parents, and staff alike through developing proactive relationships.

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BEHAVIORAL EXPECTATIONS

- 1 Come to class ON TIME and PREPARED to learn.**
 - Be in your seat and ready to work before class begins.
 - Have completed assignments, books, materials, and a positive attitude daily.
 - Protect our learning environment from interruption.
 - Give your best effort daily in all that you do.

- 2 Be RESPECTFUL in both ACTIONS and WORDS.**
 - Keep hands, feet, and objects to yourself.
 - No putdowns, cruel teasing, unacceptable language, or rude gestures.

- 3 ACCEPT your consequences.**
 - Offer no excuses for being non-compliant.
 - Offer no argumentative comments back to adults in authority.

- 4 FOLLOW the DIRECTIONS of all ADULTS in authority.**
 - Principal, Teachers, Substitute Teachers, Paraprofessionals, Secretary, Custodians, and Bus Drivers

PROCEDURES FOR VIOLATIONS OF SCHOOL BEHAVIORAL EXPECTATIONS

- Phase I The adult in authority will address concerns with those who do not meet expectations.
- Phase II The adult in authority will contact parents when phase I is not successful.
- Phase III A conference with the principal, the adult in authority, and the student will be scheduled when Phase II has not been successful.
- Phase IV A conference with the parent(s), principal, staff member and student will be scheduled when Phase III has not been successful.
- Phase V The principal will take the necessary action deemed appropriate to resolve non-compliance when previous interventions have not been successful.

SEVERE CLAUSE: Incidences of fighting, sexual harassment, property damage, possession of controlled items (weapons, drugs, tobacco products, and alcohol), or any student being a distraction to the learning environment in the classroom will be referred to the principal

immediately.

POSSIBLE DISCIPLINARY ACTIONS

COUNSELING: Teachers, school counselors, and/or the principal will counsel with students when chronic infractions of behavioral expectations have been noted.

AFTER SCHOOL DETENTION: Teachers may detain students for rule infractions. When a student is assigned detention, his/her obligation is to the school. The student may lose time from sports, jobs, or other activities, but the detention takes precedence over other activities.

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IN-SCHOOL DETENTION: The student is placed in Isolated School Learning Environment (ISLE) by the principal. The student is placed in a designated area, isolated from other students and activities. The student does class work for the day. Students in ISD are not eligible on those days for extracurricular activities.

OUT-OF-SCHOOL SUSPENSION: For serious behavior infractions the student may be dismissed from school for a period of one to five days by the principal. All work missed can be made up at full grade value. Before a student is allowed to return to school, a conference with the principal and the parent must be held. When a student receives an OSS, all work is due the day the student returns to classes. Work not turned in that day will be given zeros. Students in OSS will not be eligible for extracurricular activities while suspended.

LONG-TERM SUSPENSION: Students whose behaviors cannot be controlled by the above mentioned methods would be subject to long-term suspension from school for the remainder of the term or school year. A due process hearing will be set within 5 school days of the suspension to determine the length of the suspension.

EXPULSION: Students whose behaviors cannot be controlled by the above mentioned methods would be subject to expulsion from school for the remainder of the school year. A due process hearing will be held within 5 school days of the suspension to determine the length of expulsion and to set up an educational plan for the student.

DUTIES

- **HALL DUTY** – Teachers are to supervise the students in the hallways by their classroom doors when students are passing.
- **RESTROOM** – Teachers are to check student restrooms periodically when students are in the halls.
- **ACTIVITY SUPERVISION** – Teachers will be asked to volunteer to help run and supervise activities. Those helping will be paid \$10.00 per hour for each event in which they help. Extra duty pay forms are electronic and must be submitted monthly.
- **Employees will pay stop payment fees if their checks are lost. We will waive the fee if they sign up for Direct Deposit.**

- WORKROOM – Coffee drinkers are asked to keep the cups and coffee maker clean. Please help keep the work area clean and neat. Make sure you take out left over foods from the refrigerator before they spoil.
- LUNCH/RECESS – Teachers (5/6 & 7/8) will need to develop and submit a lunch/playground duty rotation schedule before the first day of school. Please make arrangements for someone to cover your duty if you are unable to do so.

All staff should correct misbehavior of students in classrooms, hallways, on school grounds, and at school functions. This includes students at any grade level.

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FACULTY MEETINGS

Faculty meetings will be held every other week.

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 a lot of planning and time for the sponsors. The grade level teachers may plan one or two major field trips each year.

The principal and sometimes the BOE 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.

Transportation requests are necessary for buses/suburban. 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. Each bus driver and suburban driver will be provided accurate roster of riders and the itinerary for the trip. Drivers will not make unscheduled stops.

Parent permission forms are required for each trip. These should include all itinerary information and emergency information. Since fieldtrips are an integral part of a class, all students are expected to attend, unless otherwise determined by the principal.

FIRE DRILLS

A fire drill will be held each month. The first drill will be announced. All others may be unannounced. All occupants in the building are to exit during drills and report to the designated staging area to the north of the bus lane on the west side of the building. Please communicate to

the students the need for no talking during the drill, as instructions will be given at the staging area and we must have effective communication among staff members.

Exit procedures:

Stauffer/Henderson
D. Brown/Johnson
Williams
Cayton
Walls
Eiland/Library
Ambrosier/Comp. Lab.
Frownfelter
Tevebaugh
Bane/Frownfelter

West door (left side)
West door (right side)
Outside entrance to science room
Outside entrance to home ec. Room
Northwest exit (left side)
Northwest exit (right side)
Northwest exit (right side)
Northeast exit (left side)
Northeast exit (right side)
East door (right side)

GRADING

Grades are to be submitted in a % form at the end of a grading period unless otherwise noted such as in music. The following scale will be used:

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
F	-----	59 or below

Report cards go out each 9 weeks using PowerGrade. Progress reports go out the 5th week of each grading period.

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.

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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.

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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

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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.

HOMEWORK POLICY

Homework is typically school assignments that were not completed during class time during the

school day. Seldom will work be given strictly as homework. Teachers will notify students when assignments are due. Our teachers will grade the work submitted, even if the assignment is incomplete. Late work will not be accepted unless due to excused absences from school.

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:

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

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

As quickly as possible contact the office through the intercom, e-mail, or a note. An acknowledgement will be sent to the teacher. If the office determines an emergency exists, the following message will be sent over the intercom: **“Code W”**

Teacher Responsibilities:

- Make sure the door is locked.
- Turn off the lights.
- Move students along the wall out of sight from the door.
- Keep students calm.
- Wait for further instructions through the computer or verbally from a school official.
- An “all clear” will be made by canceling the “Code W.”
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Secretary Responsibility:

- Call police or emergency services.
- Notify Board Office.
- Notify School Nurse.
- Turn off bells.
- If necessary to clear the building prepare to bring a roll listing of students.

Administrator Responsibility:

- Go to scene of incident.
- Secure doors on the way.

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

LESSON PLANS

Lesson plans are essential to good instruction. It is expected that you will assume your professional responsibility and keep your plans up to date. Please have your plans available for review at all times. A copy of your weekly lesson plans will be turned into the principal by 4:00 on the Friday prior

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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:

- 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. Anything else is unprofessional and gossip.
- 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.
- When there is a problem accepting an administrative decision, the source of the decision is the best place to go to voice opinions. Teachers are advised that it is best to discuss problems and situations with the principal first. If the problem is not resolved at this level there are procedures to follow to resolve conflict.
- 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, another administrator or teacher will be designated to be in charge. This person will be the one to decide to call the superintendent for help with situations that cannot be resolved.

REMEDATION/RETENTION POLICY

To address the concern of administrators, teachers, and parents over the problem of promoting students who have not mastered grade level curricular objectives, the Elkhart Middle School will be implementing a new retention policy. This policy will focus on the following four core subjects: Math, Language Arts, Science, and Social Studies. Mastery of objectives means students will meet the following grade level criteria:

- Mastery of curricular objectives (checklists)

- Score a 60% or above on semester tests
- Grade average of 60% or above
- Grade level Team recommendation

If a student is having difficulties in achieving grade level criteria in any of their core classes, they will be immediately referred to the Intervention Team for possible placement in a remediation program. Programs will be offered at each grade level. Students may be placed in one of these programs based on the following student performance data:

- State Assessment scores that fall below proficiency
- Poor student performance in one or more core classes
- Non-mastery of curricular objectives
- Grade level Team recommendation

Parents will receive written notification if their child receives a 69% or below at the end of the first semester in the core subjects of math, reading/language arts, science, or social studies. It will be

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recommended in the notification that the student, parent, and staff meet to formulate a plan of action to resolve the academic concern. Follow-up meetings will be recommended until the concern is remedied.

Students failing one of the core classes at the end of the second semester will be recommended to attend Summer School. Students enrolled in summer school must compete the academic standards established by the core class teacher to successfully complete summer school. In addition, the student may not miss more than four days of summer school. Students not meeting the criteria for Summer School will be placed in Refresher Class opportunities for the following school year.

Any student failing two or more of the core subjects of math, reading/language arts, science, and/or social studies will be retained at grade level for the following school year.

SUBSTITUTE FOLDERS

All teachers are required to have a completed substitute folder prepared by the end of the first week of school.

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,

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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.

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.

STUDENT MEDICATIONS

Students are not to be dismissed or sent home alone. Parents are to be called to come get the students or make arrangements for them to sign out. Students are to sign out before leaving the building. Serious accidents do occur. The secretary or principal is to be notified immediately so that parents can be called. It is not advised that we move injured students unless the injury is stabilized. In the event that parents cannot be contacted, the office will call emergency numbers and get assistance. As a last resort, the principal will get the student transported to the doctor or hospital.

SUPPLIES/ORDERING/REIMBURSEMENTS

Supplies are ordered at the end of the year for the following school term. Request for purchases may be made during the school year, as well. Forms are included in your Forms Handbook. The secretary will help you with the ordering. All supplies are to be purchased by PO. Phone orders also require PO# and approval. You will not be reimbursed for purchases made without going through the procedures.

TELEPHONE USE

Students are to have written permission from the teacher to use the phone during classes. Students will not be called to the phone unless it is an emergency. Teachers will be notified immediately if the call is an emergency. We will leave you messages about other calls. Teachers are to log all long-distance phone calls on the record sheets located next to each phone.

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TORNADO DRILLS

Tornado drills will be held three times a year. Students need to face the wall kneeling in a protective position just outside each classroom. Caution should be given to staying away from glassed areas. Students in the ESL/SpEd room will go to the room at the east end of the hall. Please communicate the need for no talking during the drill, as instructions will be given in the hallway and to ensure effective communication among staff members.

SAFETY PROCEDURES AND EXITS ARE POSTED IN EACH ROOM FOR BOTH DRILLS

WORKDAY

The workday is from 7:40 A.M. to 3:50 P.M. unless otherwise stated or arranged. Staff who are arriving late or need to leave early are to notify the principal. Leave a note if necessary. Lunch is open. Staff who need to leave the building during the day must personally notify the principal.

WORKERS COMPENSATION

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 MortonCounty Medical Clinic (**Dr. Perido is not part of MCMC**). Failure to see the district physician could result in the employee paying the medical fees.

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.

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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 the participating in the activity.

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.

19

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.

Approved: 4-14-2008**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.

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.

Approved: 4-14-2008

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.

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.

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 instructions 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

21-3755 (Con't.)

(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: _____