

# TEACHER HANDBOOK



## ELL-SALINE USD 307 2019 - 2020

This handbook is also available on our district website ([www.ellsaline.org](http://www.ellsaline.org)).

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# **SECTION I**

## **INTRODUCTION**

### **GOALS AND OBJECTIVES**

The goals of the personnel policies set forth in this policy and rule section are to create the best possible educational climate for the students of the district. To this end, these personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to develop a climate of trust, responsibility and understanding the board earnestly seeks the involvement of all personnel in the development of policies affecting their positions. All personnel handbooks are to be approved by the board and adopted, by reference, as part of these policies and rules.

### **EQUAL OPPORTUNITY EMPLOYMENT**

The board will make every attempt to hire its employees on the basis of ability and the needs of the district.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Ell-Saline School District are hereby notified that this District 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 the Ell-Saline School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Brian Rowley, Superintendent of Schools, 412 E. Anderson, Brookville, Kansas, 785-225-6813, who has been designated by the Ell-Saline School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

### **ADA ACCESSIBILITY**

The Ell-Saline School District recognizes that becoming compliant with the Americans with Disabilities Act is an ongoing effort. Accessibility has been provided in each building in the areas of restrooms and entrances/exits.

### **ASBESTOS NOTICE**

In accordance with Federal Regulations as put forth in AHERA, USD 307 has filed a management plan with the State of Kansas on or before October 12, 1988. This report contains information about the location of all asbestos containing materials located within the buildings of the district. There were only a few areas of the building that contained any highly friable asbestos. By school, those areas are: ELL-SALINE ELEMENTARY -- Pipe insulation elbows in custodial room and pipe chase. ELL-SALINE MIDDLE/HIGH SCHOOL -- no highly friable asbestos.

Non-friable asbestos containing materials have been identified in both buildings. All entrances to areas where friable asbestos is identified, as well as specific spot notices for workers will be

marked. All suspected asbestos containing materials are monitored on a regular basis and should they become hazardous, will be properly removed. Inspections occur as per the requirements of the regulations.

As long as the asbestos is monitored properly and is not disturbed unless by properly trained personnel, there is no safety risk. A copy of all inspection reports and results is on file in each building as well as the central office. This information is available to all interested parties within a reasonable amount of time after a request. If you should have any questions about asbestos in our district, please do not hesitate to call the superintendent of schools.

## **RADON TESTS**

The Ell-Saline School District has conducted radon tests in both buildings. The results of the tests were negative, and testing will be continued as recommended.

## **COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT**

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedure: The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

## **GRIEVANCE PROCEDURES**

The Board of Education has adopted the following resolution relating to grievance procedures of mandated programs:

1. The Local Education Agency (Ell-Saline USD 307) recognizes the right of employees and students to express their grievances and to seek a solution concerning disagreements arising from working conditions, employment practices, or differences of interpretation of policy which might arise between the LEA and its employees.
2. The procedures for processing grievances shall be as follows:
  - a) Should a grievant or the representative feel, after oral discussion with the supervisor, that the grievant's rights under LEA Policy have been violated, they may originate a grievance. The grievant and/or the representative shall, within 180 days of the date the grievance occurred, present the facts, in writing, to the proper supervisor, department head or a designated representative of the LEA. The decision of such official shall be made, in writing, to the grievant within ten (10) working days.
  - b) Should the grievant decide that the reply of the supervisor, department head or representative is unsatisfactory, the grievant shall, within ten (10) working days, submit an appeal to the chief school officer. The decision of the chief school officer shall be made, in writing, to the grievant or the representative within ten (10) days.
  - c) Should the grievant decide that the reply of the chief school officer is unsatisfactory; the matter may be appealed, within ten (10) working days, to a Grievance Committee, which shall be established as follows:
    - 1) The grievant or the representative may designate one (1) member.
    - 2) The chief school officer or the representative shall appoint one (1) member.
    - 3) The two members appointed, as provided in a) and b) above shall agree upon a third member.
    - 4) In the event the grievant representative and the LEA representative cannot agree upon a third member of the Grievance Committee within a period of ten (10) working days, the President of the local board shall designate a third member.
    - 5) The Grievance Committee, as provided in "3" shall meet within a period of ten (10) working days after the appointment of the third member of the Committee and set the matter for hearing and shall render its decision as promptly as possible. A decision of the Grievance Committee may be reached upon the concurrence of any two (2) of the three members.
    - 6) The Grievance Committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the chief school officer and shall be available to the grievant; the grievant's representative or the LEA's representative.
  - d) In the event the decision of the Grievance Committee is unsatisfactory either the grievant or the chief school officer, either may, within ten (10) days after receipt

- of the decision of the Grievance Committee, file a written notice of appeal to the local Board of Education.
- e) Upon receipt of the notice of appeal, the President of the local board shall cause the transcript of the hearing before the Grievance Committee to be filed with the local Board of Education who shall review such record. The decision of the local Board of Education, upon such review, shall be final.
  - f) If the decision is deemed unsatisfactory by the complainant(s), a complaint of alleged discrimination may be filed with the:

Equal Employment Opportunity Commission  
400 State Ave., 9th Floor  
Kansas City, KS 66101

Kansas Human Rights Commission  
900 SW Jackson, 568-S  
Topeka, KS 66612-1258

United States Department of Education  
Office for Civil Rights  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, Missouri 64106

## **FAMILY AND MEDICAL LEAVE**

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child within a 12-month period.

Leave is available for the following:

1. the birth of a son or daughter of the employee and to care for the newborn child;
2. the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
3. to allow the employee to care for the employee's spouse, son, daughter or parent with a serious health condition;
4. a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.



(Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child.)

This leave shall normally be unpaid leave. However, if the employee has any paid leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the treasurer on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

**Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:**

- a. whether or not the employee is eligible for FMLA leave; the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job, and
- f. any employer required fitness-for duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

**The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.**

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

- ◆ the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the least two (2) weeks of a semester, or
- ◆ the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.
- ◆

## **WORKERS COMPENSATION**

### **WHAT TO DO IF AN ACCIDENT OCCURS ON THE JOB**

Notify your supervisor immediately. A written report must be filed by the injured employee within 10 days of the accident. Injuries occurring during the day should be seen by a physician at **Occupational Health Partners, 1101 E. Republic, Salina**. If a serious injury occurs during an evening or on a weekend, see the physician on call at the hospital emergency room and the hospital should notify Occupational Health Partners at 823-8381. The employee should contact the Superintendent and Occupational Health Partners the next business day to arrange care.

### **MEDICAL BENEFITS**

An employer is required to furnish all necessary medical treatment and has the right to designate the treating clinic. **The designated clinic for EII-Saline USD 307 is Dr. Jon O'Neal, Occupational Health Partners**. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.

### **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.

### **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.

## **WEEKLY BENEFITS**

Benefits are paid by the employer's workers compensation insurance carrier. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 2/3% of his average weekly wage up to a maximum of 75% of the state's average weekly wage. These benefits are subject to legislative changes and for the latest information on benefit levels, please contact the division at the address and phone number below. If the injury results in permanent disability, the Kansas compensation law provides for additional benefits.

According to district policy Section EBAA Workers Compensation, an employee using temporary leave or other available leave in combination with workers compensation will be charged one full day of leave for each day of absence until the employee's leave benefits are exhausted. If the employee is the recipient of workers compensation benefits for absences resulting from the injury, the salary of the employee will be reduced by the amount the employee receives in workers compensation benefits. The amount of workers compensation benefits and leave benefits shall not exceed the regular daily rate of pay.

## **WHERE TO GET HELP OR INFORMATION ON YOUR CLAIM**

Contact the Claims Advisory Section at the Kansas Division of Workers Compensation (DWC) immediately if you do not receive compensation in a timely manner. The DWC has full-time personnel who specialize in aiding injured workers with claim problems. DWC can be reached at - Kansas Department of Human Resources, DWC, 800 S.W. Jackson, Suite 600, Topeka, KS 66612-1227, (785)296-2996. DWC can give information on what benefits an injured worker is entitled to receive. Such problems as benefits not being paid on time, unpaid medical bills, questions in regard to proper settlement amounts, etc. should be brought to the attention of the Division's Claims Advisory Section. Current claims are being administered by AmTrust North America, 800 Superior Avenue East, 21<sup>st</sup> Floor, Cleveland, OH 44114.

For further information contact the district office at 785-225-6813.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or 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 School and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the superintendent and approved by the board.

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 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 all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

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.

## **SUPERVISION OF PERSONNEL**

The superintendent has the responsibility to supervise principals and office staff. The responsibility for the immediate supervision of faculty members rests with each building principal. The superintendent also has the responsibility to supervise faculty members at regular intervals during the school year.

## **STATE STANDARDS**

Each teacher shall meet all standards set by school law of the State of Kansas and abide by them.

## **TEACHER INFORMATION ON FILE**

The following information should be on file in the office of the superintendent: copy of social security card, driver's license, W-4 and K-4 income tax withholding forms, an Employment Eligibility Verification form, contract(s), official copies of all college transcripts, and health certificate for first-time district employment. Employees must have on file certification of any name change.

Certified staff must have a current teaching license on file. A paycheck will not be issued to any certified staff member whose teaching license is not current. Application for license renewal is the responsibility of the certified employee, not the principal or secretary.

All address changes must be made with the clerk/payroll office before the end of the pay period in which the changes took place.

## **PERSONNEL RECORDS**

Personnel files maintained by the district at district expense pertaining to district employees are not public records and must not be made available to the general public.

Personnel files kept by the district concerning district employees shall be under custodianship of the appropriate building principal and/or the superintendent. All employees have the right to inspect their files upon reasonable notice.

Release of any personnel record to a third party shall be in writing and submitted to the appropriate supervisor or record custodian for disposition as required by law.

## **EMPLOYEE EXIT SURVEY**

In an effort to develop and maintain a high quality certified and classified staff, the Ell-Saline USD 307 Board of Education directs that each and every departing employee of the district complete an "exit survey". This exit survey will be conducted by the superintendent of schools prior to the departing employee receiving his or her final paycheck. The survey will become a part of the employee's personnel file and will be utilized only to improve the conditions of employment for the personnel of the district.

## **SALARY SCHEDULE PLACEMENT**

Refer to the negotiated agreement.

## **OPENING OF SCHOOL YEAR**

In advance of the opening of the school year, the central office and the building administrators will compile a schedule for the activities for the inservice week. This schedule will contain all activities that the teachers will be expected to attend as well as the date, time, and plans for the district appreciation meal sponsored by the Board of Education. This information will be sent to the teachers during the first week of August.

## **INSERVICE EDUCATION**

While contracts with all teachers and administrators call for a certain number of days of teaching and/or administrative work nevertheless, it is understood that every staff member is to attend any and all meetings called for on the annual school calendar as approved by the Board of Education. Reasons that would be considered valid for absences are the same as those provided for in temporary leave or for professional duties that would be allowed during the regular school year. The signing of a contract automatically includes the above-listed professional obligations.

Workshops, seminars, and similar programs may utilize all or a portion of the workday. On occasion these programs may be combined with regular staff meetings.

All teachers are to have on file in the building and district offices a professional development plan. All inservice requested by individuals must be listed on the personal, building or district plan. All teachers will document annual progress toward their professional goal.

## **BOARD COMMUNICATIONS**

Communications by employees to the board concerning school business as well as from the board to employees shall be made through the superintendent of schools.

## **SCHOOL CALENDAR**

Refer to the negotiated agreement.

## **POLITICAL ACTIVITY**

No partisan political activity or agitation shall be permitted on the part of any school employee at any time during regular school hours.

## **MEDICATION**

Diagnosis and treatment of illness and the administering of medication is never the responsibility of the public school. The district, or any employee of the district, will not provide over-the-counter or prescription medication for any student.

## **PROFESSIONAL DEVELOPMENT PLAN**

Refer to the negotiated agreement (Agreement 18 and Agreement 5 #12).

## **INSURANCE**

The USD 307 Ell-Saline BOE will fund a medical benefit for KPERS-covered employees not to exceed the cost of a single health plan, on a take-it-or-leave basis. Employees covered by their spouse's insurance but not covered for dental may use this benefit to purchase a single or family dental plan from the district carrier.

Eligible retirees may participate in the district total health and dental insurance plans. The premium anniversary date coincides with the school calendar. Premium increases that affect the retired employee must be paid before the premium is due. Notice will be sent by the district office of amount and date of payment. The employee will be responsible for the payment of premiums by the due date; failure to do so may terminate insurance coverage. The option to maintain health or dental insurance shall automatically terminate following the end of the benefit plan year in which the employee reaches 65 or upon the death of the employee. Retiree/dependents must be on the medical and dental plans for at least 12 consecutive months prior to retirement to be eligible for these benefits upon retirement.

Retirees, from the pool of all eligible staff, will not be eligible to participate in Plan 125. However, eligible retirees may still participate in the district's total health and dental insurance

plans providing they have been employed by the district for a minimum of ten (10) consecutive years and have been enrolled in the insurance plan for a minimum of twelve (12) months prior to retirement. The premium anniversary date coincides with the school calendar. Premium increases that affect the retiree must be paid before the premium is due. Notice will be sent by the district office of amount and date of payment. The retiree will be responsible for the payment of premiums by the due date; failure to do so may terminate insurance coverage. The option to maintain health and dental insurance shall automatically terminate following the end of the benefit plan year in which the retiree reaches 65 or upon the death of the retiree.

## **SECTION II**

### **DUTIES, RESPONSIBILITIES AND PROCEDURES**

#### **JOB DESCRIPTION**

Employees shall be familiar with the generic teacher job description for Ell-Saline USD 307 teachers which is included as 'Appendix J'.

#### **POLICIES AND HANDBOOKS**

Employees shall be familiar with and follow all policies and regulations established by the Board of Education.

All certified staff shall read, be familiar with, and enforce the rules and regulations established in the student handbook(s).

#### **WORK LOAD**

The Board of Education expects all teachers to be on duty at 8:00 a.m., before the official opening of the school day, and until 4:00 p.m. Each teacher is to be in or supervising near the assigned classroom for a period of five minutes immediately prior to the start of the morning session. Permission to leave early on occasion may be granted by the building principal. It is the consensus of the board that on nights when there are school activities in which teachers must return, they may leave the school as soon as the buses have departed.

#### **STAFF MEETINGS**

Staff meetings will be held for the purposes of providing information, of solving problems involved in building-level operations, and of implementing district-wide policies.

#### **PLANNING PERIODS**

All teachers will have daily planning periods as provided in the negotiated agreement. The elementary teachers planning periods will be scheduled to coincide with music, art, and/or physical education, and/or recess.

#### **SHARED RESPONSIBILITY**

All teachers share in the responsibility for keeping the building and grounds neat and clean, for the discipline of students in the building and on the grounds, and for the proper use of school property.



## CLASSROOM RESPONSIBILITY

A teacher's personality in the classroom is vital to teaching. It is important that teachers not develop a fixed pattern. A teacher must be an adult, friendly, yet dignified, so that all pupils will freely accord the respect necessary for a successful classroom situation.

Teachers shall not dismiss pupils earlier than the regularly scheduled time without permission from the principal.

### **TEACHERS SHOULD NEVER LEAVE THEIR CLASSROOMS UNSUPERVISED.**

In emergency cases, the teacher should make arrangements with another teacher to supervise the students. School districts and their employees are no longer immune from liability suits. Pupils must be supervised at all times when in the building or on the school grounds during school hours. Parents have faith in teachers' abilities to supervise and protect their children.

Instructors shall not take nor permit pupils to be taken from the library or their classes to prepare for extra-curricular activities unless first approved by the administration.

Care of the building and school property is the job of every teacher whether in the classroom or any other part of the building. Extreme care should be followed in affixing anything to woodwork or walls. Nails or screws will not be used unless first approved by the administration. Teachers must not allow pupils to sit on the tops of desks or tables or to mutilate property, especially tops of desks and tables. Spot checks should be made as well as a thorough check of the room after classes. Equipment should be checked regularly and kept in a safe place. Also, equipment should be returned to its proper storage after being used.

Students should not be given permission to leave the building. If, however, a pupil must leave the building at anytime school is in session, a permit must be obtained from the office to leave the building. It must be signed by the teacher and returned to the office before the student leaves the building. **AT NO TIME WILL A STUDENT BE PERMITTED TO LEAVE THE SCHOOL OR SCHOOL GROUNDS TO RUN AN ERRAND FOR A TEACHER.**

Teachers shall exercise reasonable care for all school property entrusted to them. All requisitions for repairs and supplies should be submitted to the building principal.

Teachers shall be responsible for the proper care of all district-owned books, supplies, equipment, machines, and furniture entrusted to them.

## LESSON PLANS

Research has indicated a very high correlation between teacher effectiveness and lesson plans. Teachers who plan well and follow their plans have higher achieving students and fewer discipline problems. Activities, whether inside or outside the classroom, must correlate highly with the lesson and curricular objective(s) being taught. Well-planned lessons will utilize the levels as described in Bloom's taxonomy.

Teachers must have lesson plans in their plan books that contain at least the objectives of the lessons, the procedures to be followed, what the assignments will be, and how the lessons will

be evaluated. Plans must be completed for the upcoming week and a copy will be available upon request. If a teacher is absent, a copy of the day's lesson plans will be submitted to the office of the principal.

## **RESPONSIBILITY WHEN ABSENT FROM WORK**

When a teacher is unable to discharge assigned duties due to illness or other leave, a substitute will be obtained through the principal's office. The substitute will be responsible for all the duties of the regular teacher including grading and supervising.

It is the teacher's responsibility to have lesson plans for the substitute to follow. Permission to make any major changes in the plans must be received from the principal.

The superintendent shall be responsible for compiling a list of competent substitute teachers and shall make this list available to all principals. Each principal shall make suitable arrangements for securing necessary substitutes. Whenever a teacher is to be absent, such teacher shall notify the principal at a time determined by the building principal, or shall arrange to have some other responsible person notify the principal as early as possible of the teacher's inability to report for work. Whenever a teacher must miss part of the instructional day, the office must be notified of the need to be absent so that arrangements can be made to cover for the teacher.

Substitute teachers are always employed by the administration and paid by the Board of Education, never by the teacher who is absent. The board shall establish the rate of pay for substitutes.

## **PREPARATIONS FOR TEACHER ABSENCES**

Substitute teachers have a difficult role to play in schools. In order to make their days more effective, teachers must have adequate lesson plans and instructions for them to follow. Inside the front page of the lesson plan book is a page to be completed by teachers of grades 7-12 with instructions for substitutes, giving such information as the location of teacher edition texts, lunch count procedures, and forms and records to be completed. Teachers of grades K-6 must complete the substitute folder.

At the end of the day, the substitute will complete a sheet to help the regular teacher better prepare for the next absence. This sheet is to be filled out at the end of the day and left with the building principal, who will then give it to the teacher whom was absent.

Teachers are responsible for obtaining someone to cover assigned duties (recess or lunchroom) for them when they will be gone on field trips or any other activity.

## USE OF FILMS AND VIDEO CASSETTES

Films and videos that contribute more to a class than the teacher is able to cover in an equal amount of time or that offer reinforcement of information or concepts covered in class are strongly recommended. Films or videocassettes must be approved by the building administrator before showing. ***At the elementary school any video with a rating of PG requires parent permission for viewing. PG 13 videos are not to be shown in class.***

## COPYRIGHT REGULATIONS

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

- \* **The purpose and character of the use.** The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom, but would not allow a school system or an institution to do so.
- \* **The nature of the copyrighted work.** Copying portions of a news article may fall under fair use, but not copying from a workbook designed for a course of study.
- \* **The amount and substantiality of the portion used.** Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.
- \* **The effect of the use upon the potential market for or value of the copyrighted work.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.
- \* **Prohibited practice.** A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.
- \* **Permitted practice.** A teacher may – for use in scholarly research, in teaching or in preparation for teaching a class – a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an

excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

- \* **Guidelines for off-air recording of broadcast programming for education purposes.** A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. "School days" are school session days – not counting weekends, holidays, vacations, examination periods or other scheduled interruptions – within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

- \* **Computer software.** District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

Illegal copies of copyrighted programs shall not be made or used on school equipment.

## FIELD TRIPS

Students can benefit educationally from well-planned and carried-out field trips. Such trips must offer students experiences for knowledge and understanding that would be difficult to teach in the classroom.

The following guidelines will be followed and will be strictly adhered to:

- a. All field trips must be directly related to instructional objectives presently being taught as a part of the regular school curriculum.
- b. Field trips should be scheduled evenly throughout the school year and must be completed by April 30.
- c. In grades K-6, only one field trip will be allowed out of Saline-Ellsworth counties per teacher per year. In grades 7-12, field trips will be limited to one per class and two per teacher per year. The attendance center building principal may make exceptions to the above if it is deemed that such additional trips are needed to meet educational objectives or outcomes.
- d. A field trip request form shall be filled out and submitted to the building principal for approval before field trip information is sent home with students. Forms may be obtained from the building principal.
- e. When planning field trips that require students to pay for admissions, it is wise to consider if the benefit of the trip will outweigh the cost to parents and students.
- f. Notification is to be given to students and parents informing them about the planned trip and what the students will need for the trip.
- g. Parental consent forms are to be distributed and returned with parent signatures. The teacher will collect and submit them to the school office on or before the day of the field trip. Students without permission will not go on the trip. In grades 7-12, assignment sheets are to accompany consent forms. All student work is to be completed prior to the trip.
- h. Field trip requests are to be handed in to the building principals by the 3<sup>rd</sup> Monday of the month.
- i. Teachers are required to accompany and supervise their students on field trips. Safety of students is of great importance when away from the ordinary school setting. Teachers should be acutely aware of dangers and realize that permission from parents to take students on a trip does not release them from responsibility for the students' safety and well being.
- j. USD 307 will pay the cost of admission, if any, for the teacher(s) and bus driver(s) on field trips. However, the district will not be responsible for the cost of parent sponsors.

- k. Any out-of-state field trip must have prior approval from the USD 307 Board of Education.

## **GUIDELINES FOR ACTIVITY TRIPS**

- All activity trips will provide transportation for students to and from Ell-Saline Middle/High School. Buses will stop at Quality Inn (formerly Red Coach) when the route to and from activities allows.
- Buses will arrive at least 15 minutes before the scheduled departure time.
- Prior to, and after the completion of the trip, discipline on the bus is the driver's responsibility. The driver will review the rules and expectations with sponsor and riders prior to departure. During the trip, the coach/sponsor is in charge of student behavior. Once the trip is in progress, the driver will inform the coach or sponsor if student behavior is not within the driver's expectations. The coach or sponsor will then take the necessary action. If the problem is not resolved, the driver should notify the transportation director the next working day. If the sponsor has concerns, he/she should notify the building administrator on the next school or working day.
- Consumption of food and beverage during the trip will be determined by the bus driver. Seeds and nuts with shells are not to be eaten on the bus.
- At least one coach or sponsor will be provided for the entire activity trip, unless all students are off the bus before it returns to school. If an emergency situation develops where a sponsor is not available, the principal will contact the bus driver and inform them as far in advance as possible.
- Unless arranged in advance through school administration, the only people returning on the bus will be those that went to the event on the bus. If the bus needs to take students to eat or other places while on the trip, only students who rode on the bus will be transported on the bus. Students will not change buses for the return trip unless arranged through the administration or sponsors in advance.
- No jam boxes will be allowed on the trips. Electronic devices may be taken and used on the bus with bus driver permission. Loss/damage is the student's responsibility.
- The back door will be used for unloading only in emergency situations. Equipment only may be loaded on the bus through the back door. NO student will enter or exit the back door except in an emergency situation.
- All students and sponsors will ride in their seats for the entire trip. No one can stand in the aisle or sit on the steps while the bus is in motion.
- ABSOLUTELY no glass containers on the bus.

**\*\*ANY CHANGE OR VARIANCE FROM THESE GUIDELINES MUST BE APPROVED IN ADVANCE BY THE SUPERINTENDENT.\*\***

## **STAFF USE OF CELLULAR TELEPHONES IN SCHOOL**

Staff members are discouraged from using a cellular phone/paging device during the regular school day, unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization. Cellular phone use to deal with personal matters is permissible only during planning time.

## **GRADING SCALES**

Uniform scales of grading have been adopted for use in the classrooms for grading student work. Transcripts and teacher registers will not carry a plus or minus sign after letter grades. These signs will be used only for the purposes of explaining grades and their variations to parents.

The following are the scales that are to be used in reflecting student progress on daily work and tests.

Elementary Primary (K, 1, 2)

Instructional objectives checklist will be completed each nine weeks demonstrating each student's level of mastery on each objective. A final copy of the objectives checklist will be placed in each student's cumulative folder.

Elementary Intermediate (Grades 3, 4, 5, 6), Middle School (Grades 7, 8), and High School (Grades 9, 10, 11, 12) (Grade averages that fall between letter-grade breaks will be rounded (.50 up and .49 down).

A = Excellent (90-100%)	N = Needs Improvement
B = Above Average (80-89%)	S = Satisfactory
C = Average (70-79%)	U = Unsatisfactory
D = Below Average (60-69%)	I = Incomplete
F = Failing (59% and below)	

## **SECONDARY HONOR ROLL AND CLASSIFICATION**

There are two different types of semester honor rolls at Ell-Saline Middle/High School.

- 1) The "B" honor roll lists those students whose semester grade point average is between 3.0 and 3.49, based upon a four-point scale of D=1; C=2; B=3; A=4.
- 2) The "A" honor roll lists those students whose semester grade point average is between 3.50 and 4.0.

Note: a student having a “D” or “F” during any semester grading period automatically is ineligible for either honor roll, regardless of the overall grade point average.

At the secondary level, units of credit earned prior to the opening of each school term will determine each student's grade classification. Each student must meet all state and local requirements before receiving a diploma.

For the purpose of classification of high school students the following will apply:

Sophomore credits	5
Junior credits	10
Senior credits	17

Scholarship and grading scale – the following POINT SYSTEM for determining scholastic achievement will be used:

- A= 4 points
- B= 3 points
- C= 2 points
- D= 1 point
- F= 0 points

The PERCENTAGE BREAKDOWN for each letter grade is as follows:

- A= 90-100
- B= 80-89
- C= 70-79
- D= 60-69
- F= 59 and below

## **PROMOTION AND RETENTION**

The Board of Education acknowledges that the awarding of marks and decisions relative to promotion or retention are the responsibility of each teacher. It is the board's policy to support the professional staff in this duty. The board feels that the professional staff should be expected to make all decisions in the best interest of the students; however, the board considers it very important to establish good relations.

In arriving at a decision for acceleration, promotion, or retention of a student, the teacher will consider the viewpoints of the counselor, principal, and parents. Teachers grades K-6 who have a concern about a student which may lead to acceleration, retention, or referral must place that child in the building team process immediately upon recognition of a problem. Parents will be notified of possible retention or acceleration at or before the third quarter parent-teacher conference. The final decision in any case pertaining to acceleration, promotion, or retention shall rest with the appropriate building principal.

## **ACADEMIC DISHONESTY**

Academic dishonesty is not acceptable. Cheating, defined as copying another student's work and claiming it is your own, and plagiarism, defined as the use of another person's original



ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures up to and including suspension or expulsion.

## **INVENTORIES**

All teachers are required to keep inventories of supplies and equipment on a form prescribed by the superintendent. The inventories are to be brought up to date and turned into the office of the superintendent annually.

## **RECORDS**

Each teacher will accurately keep all records required by the superintendent, building principal, and the Board of Education and will be held responsible for the security of student files and records and protect them against inspection or copying by unauthorized individuals.

Teachers who maintain and compile student files for their personal use are cautioned not to include any material in the files which is libelous or slanderous. Records kept by teachers on students will be locked in a secure place.

## **EMPLOYEE CONFIDENTIALITY**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release.

## **TEXTBOOK SELECTIONS**

Textbooks will be evaluated and recommended by the teachers involved, according to the plan of adoption as approved by the principal and superintendent.

## **SUPPLIES**

The superintendent is the sole purchasing agent for the district. Requests for supplies must first be approved by the building principal for materials needed for the classroom, special departments, or groups.

The teacher may buy supplies at the school's expense only when special permission is given by the office. The school assumes no responsibility for purchases made without permission from the administration.

A teacher shall not act as an agent or accept commissions or royalties for any school materials selected or purchased at school expense.

## **PROCEDURES FOR PURCHASING**

All requests for supplies and equipment shall be submitted on requisition forms regardless of the amount of the purchase, including items shipped on approval.

Requisitions are to be completed by the teacher, including the complete name and address of the vending company. The original requisition is to be forwarded to the superintendent's office via the principal who serves in an advisory capacity on requisitions and who may ask for additional clarification above that contained on the requisition.

A separate set of requisitions is to be used by each teacher for each source of supply. Requisitions are not to be combined into a single requisition for requests from more than one teacher even though several teachers may want the same article from the same source.

The superintendent is charged with the responsibility of approving, disapproving, or adjusting all requisitions submitted by staff members. When a request is approved, the requisition will be forwarded to the central office for processing. If the request is denied, the person making the request will be so informed.

Teachers are asked, when possible, to purchase items through the district office so that a tax exempt status can be utilized. Reimbursement of tax on items purchased will be made only if the district office confirms that a tax exempt status was not possible. All reimbursements must be made within 60 days of purchase.

It is the responsibility of the staff member to make requests far enough in advance so that ample time is allowed for ordering and shipping supplies and equipment. End-of-year requests should be made for the ensuing year.

If purchases are to be paid from the high school activity funds, requisitions are to be submitted to and approved by the principal.

## **USE OF SCHOOL PROPERTY**

No school property shall be taken from the school buildings without the permission of the appropriate building principal or the superintendent of schools.

## **USE OF DISTRICT POSTAGE**

District postage is to be used for Ell-Saline USD 307 official business only (i.e. report cards, eligibility letters, paying bills, board agenda packets, good news notes, etc.). Mail of a personal nature (i.e. thank you notes, student birthday cards, etc.) are not to be sent using Ell-Saline USD 307 district postage.

## **APPROPRIATE TEACHER DRESS**

Since educators are professionals and are role models for students of all ages, it is recommended that careful thought be given to wearing appropriate dress to school. The way one dresses sends a message to others about how much respect a person has for oneself and

for one's work. Research has shown that teachers who take pride in the way they dress have fewer classroom control problems and refer fewer students to the office.

## **COMMITTEES**

In the course of the school year, teachers may be asked to serve on committees for the improvement of some phase of the school program.

## **KEYS**

Keys shall be assigned to teachers by administrators, as necessary. Keys shall not be duplicated without approval from the superintendent of schools.

Those employees entering or leaving a school building which has been properly closed are responsible for seeing that the building is secured.

## **MAILBOXES & E-MAIL**

E-mail and Mailboxes are issued to teachers in all buildings to aid in the distribution of deliveries and messages. Teachers will check their mailbox, as well as e-mail messages, several times during the day. Mailboxes should not be used as storage bins. E-mail messages should remain appropriate for a school setting and on a professional level.

## **E-MAIL MESSAGES**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only 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 up to and including termination.

## **TELEPHONE MESSAGES**

Teachers will not be called from class to take a phone call except in an emergency. When a call is not an emergency, a message will be placed on the teacher's e-mail or in their mailbox. The message will contain the date and time of the call and other appropriate information.

## **USE OF TOBACCO PRODUCTS**

The use of tobacco products in any form is prohibited in any school building, or property owned, leased, or rented by the district. No employee shall use tobacco products during the workday or when accompanying or sponsoring students away from the school or school grounds.

### **FIRE DRILLS**

Fire drills will be conducted according to the following guidelines: There shall be two fire exit drills in the first two weeks of the school year, with eight additional drills being conducted during the balance of the year. Students will leave the building through the nearest exit designated on the building evacuation plan. It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are not blocked or obstructed. It is the duty of each teacher to instruct the students on fire drills during the first week of school and periodically thereafter.

Any handicapped student will be assisted in his/her evacuation from the building during a fire drill or during an actual fire. If need be, arrangements will be made during the first week of each school year for other employees to assist the classroom teacher(s) in evacuating handicapped students.

### **TORNADO DRILLS**

Each school building shall conduct three tornado drills during the school year. The first drill will occur as early in the year as possible and the last two drills being conducted in the first two weeks of March. Tornado drills will be conducted with a long blast on an air horn. Students will go to the areas designated in the tornado alert plan. Teachers should review these plans with students at the beginning of the year and periodically thereafter. It is the duty of each teacher to insure that all students know where to go in case of a tornado.

Any handicapped student will be assisted in his/her evacuation from the building during a tornado drill or during an actual tornado. If need be, arrangements will be made during the first week of each school year for other employees to assist the classroom teacher(s) in evacuating handicapped students.

## **CHILD ABUSE OR NEGLECT**

Kansas Statutes Annotated (KSA 38-1522) states in part, "When any of the following persons has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect, or sexual abuse, the person shall report the matter promptly . . . to the State Department of Social and Rehabilitation Services (Salina area telephone 825-8111). When the Department is not open for business, the report shall be made to the appropriate law enforcement agency (Saline County Sheriff telephone 826-6500). The reports may be made orally or, on request of the Department, in writing."

Persons required to make reports are ". . . teachers, school administrators, or other employees of a school which the child is attending . . ."

Willful and knowing failure to make a report required by this section is a Class B misdemeanor. Preventing or interfering with, with the intent to prevent, the making of a report by this section is a Class B misdemeanor."

## **SEXUAL HARASSMENT**

The primary goal of American public education is to prepare its young citizens for the full exercise of citizenship rights and responsibilities. If students are to develop the attitudes and behavior identified with effective citizenship, the school itself by precept and example should create a democratic atmosphere gradually expanding the opportunities for student participation in school decision-making as students demonstrate their capacity for accepting greater responsibility. It shall be the policy of the board to foster and encourage the development of procedures through which students may be effectively involved in establishing goals and objectives for their lives, insofar as these goals may properly be developed in the school setting.

In order for this to be possible, schools must operate in a fashion that allows all students and employees to function free from discrimination. Court decisions have clarified what sexual harassment is and the problems that it creates in the workplace and school. The board recognizes that sexual harassment of students or employees creates a stressful situation that makes working or learning extremely difficult.

The board prohibits any and all forms of sexual harassment against any student or employee. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature are sexual harassment when:

- A. submission to such conduct is made implicitly or explicitly a term or condition of employment;
- B. submission to or rejection of such conduct is used as a basis for employment decisions; or
- C. the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Should a person wish to file a sexual harassment complaint against an individual or group, that person would need to notify the building principal or superintendent in writing of the charges. All charges will be investigated and handled as discretely as possible. A written report will be prepared for the offended party. No retaliatory measures will be permitted nor tolerated against the person filing the complaint. Persons found to be in violation of the policy will have disciplinary measures applied, which may include suspension or dismissal from employment with the district.

## **EMPLOYEE TECHNOLOGY USE**

USD 307 may provide access to district information retrieval systems for students and employees. Information retrieval systems is a phrase which includes all existing technologies related to computers, e-mail and the Internet as well as services or equipment to be developed in the future.

Access and use of district information retrieval systems is a privilege, not a right and inappropriate use may result in the cancellation of the privilege and/or disciplinary action.

Employees shall have no expectation of privacy when using district e-mail, Internet or other district information retrieval systems. Use of district information retrieval systems is subject to monitoring and review or access of stored records or messages.

Employees will be expected to sign and abide by the Employee Technology Use form. This form will be filed with the building principal.

### **Prohibited Conduct**

1. To access, upload, download or distribute pornographic, obscene or sexually explicit material;
2. To transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
3. To use another's password or allow the use of one's own password (the district technology facilitator shall be exempt from this provision);
4. To intentionally introduce malicious code or viruses into any computer resource;
5. To use the district network for personal commercial purposes, including but not limited to Internet gambling, solicitation or advertising;
6. To knowingly violate any local, state or federal statute;
7. To disseminate personally identifiable student records or information when such records are protected by law, including KSA 6214, the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act;
8. To vandalize, damage or disable the property of another individual or organization;
9. To install, copy or remove software on district-owned computers without prior authorization;
10. To access another individual's or organization's materials, information or files without permission;
11. To violate copyright or otherwise use the intellectual property of another without permission; and
12. To intentionally disclose, modify or destroy information contained on the file servers without prior authorization.

### **EMPLOYEE FRAUD**

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

When district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

Wrongful conduct of any kind by employees will not be tolerated, and could result in disciplinary action being taken against the employee, including termination.

The term “wrongful conduct” shall be defined to include (but may not be limited to):

- Theft of district money, property, or resources;
- Abuse of district property;
- Unapproved use of district premises/property;
- Fraud or fraudulent activities;
- Violations of applicable federal and state laws and regulations;
- Unauthorized possession of firearm or other dangerous weapons while on school district property;
- Consumption, use, possession, selling, distribution, or being under the influence of illegal drugs, alcohol, or other controlled substances unless prescribed by a physician, while on duty or on school district premises/property;
- Divulging confidential information relating to a student or employee;
- Physical assault/battery on another employee, a student, or a visitor;
- Serious violations of district policy, regulation, and/or procedure.

## **SALE OF ITEMS TO STUDENTS**

District employees are not to sell items to students. This does not prohibit EII-Saline Fundraisers, shop project materials, instrumental music supplies, etc.

## **SECTION III**

### **ELEMENTARY GUIDELINES**

#### **STUDENT ATTENDANCE**

Elementary teachers must record classroom attendance and turn in absences and tardies to the office each day. Written excuses or phone calls are required for absences and tardiness in accordance with the following board policy:

- a. If a student is not in school before 12:30 PM a full absence is recorded regardless of the reason.
- b. Tardiness is considered as such up to 9:30 AM or 1:30 PM.
- c. A student will not be considered absent if such absence is for a dental or doctor appointment that does not exceed two hours and a student brings an appointment card or verification to school.
- d. Excessive student absences will be reported to the building principal.

Should school employees gain information that a situation is occurring, it is appropriate and expected for the school employee to contact the building principal and for the building principal to contact appropriate law enforcement officials. The current policy on drug and alcohol violations at school or school functions is to contact parents and then the law enforcement officials. This is done because the student will be detained while law enforcement is enroute. The risk of a student that is “under the influence” is eliminated.

#### **CUMULATIVE RECORDS**

Cumulative records are kept in the school office. Classroom teachers are responsible for keeping student cumulative records updated. This includes hearing tests, vision tests, height, weight, standardized test scores, grades, and comments to the next year teachers. Negative, subjective comments must be avoided in the cumulative records.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice during the school year, two days in the fall and two days in the spring as per negotiated agreement. Other conferences may be scheduled upon the request of a parent or a teacher as needed.

#### **DISTRICT-WIDE GRADE CARD PROCEDURES**

Report cards, grade sheets, and absentee reports are to be completed and submitted to the building secretary by 4:00 PM on Monday following the close of each nine weeks except for the fourth and then by noon on the last teacher workday. Teachers should make sure that the number of absences for each student is recorded in the appropriate place on the report card.



## **PARTNERS ACHIEVING LEARNING SUCCESS**

P.A.L.S. is the after-school assistance program offered to K-6 students who are struggling academically. The program is offered at Ell-Saline Elementary School four nights a week from 3:45-4:45. Teachers initially identify students who may be in need of P.A.L.S. These students should then be referred to the Building Team where the final decision is made. If the Building Team qualifies a student for P.A.L.S., a plan of improvement is written for the child listing those skills needing additional work.

### **BUILDING TEAM**

The Building Team consists of the classroom teacher, Title I reading teacher, school psychologist, learning disabled teacher, school counselor, the principal, and the gifted teacher and speech/language therapist when appropriate. The classroom teacher makes the initial referral to the building principal for a student to be placed on the building team. It is the responsibility of the classroom teacher to refer any student that is not academically succeeding or appears to be very advanced to the Building Team. Intervention strategies will be discussed and tried in the classroom, with a follow-up meeting to discuss the student's progress. Any student being considered for promotion, retention, referral (including gifted), or P.A.L.S. must be placed on the Building Team process.

### **STUDENT ABSENCES**

Absences due to illness, family illness or death, doctor or dental appointments, court proceedings, religious observance, and school activities are deemed excused and students will be allowed the number of days absent plus one day to make up the work missed. Any other absences are deemed unexcused and teachers are not required to issue the students a grade on missed assignments. Two school days for each individual case of head lice will be excused. Any absences beyond these two will be unexcused.

Parents may notify the principal, in writing, of an upcoming event that will require their children to be absent from school. The principal may then classify this absence as excused. The student will need to obtain any assignments that will be missed from the teacher. These assignments are due the day the student returns to school.

### **SCHOOL-WIDE DISCIPLINE PLAN**

The elementary staff has developed a discipline plan for Ell-Saline Elementary. It was the intention of the committee to develop a plan that promoted appropriate behavior, while holding the students responsible for inappropriate behavior. Each classroom teacher begins the school year by teaching the students what is expected of them in regards to behavior. This includes the expectations in the classroom, in special classrooms, the lunchroom, and the playground.

A series of formal warnings and consequences is used to help the child remember where s/he is in the continuum of the plan.

- ◆ Every child begins the day in good standing in regards to the plan.
- ◆ When given a formal warning the student is given notice further misbehaviors during the day will result in a consequence.
- ◆ The second formal behavior incident will result in an office referral which will explain the misbehavior and be signed by the student, teacher, principal, and the parent. If the referral is not signed by the parent, a phone call will be made by the student to the parent the following day.
- ◆ The third formal behavior incident requires a 30-minute detention to be served immediately after school and will require the parent to pick up the student following this detention period.
- ◆ A fourth incident will require the student to remain in the office for the remainder of the day.
- ◆ In addition to the above should a student receive 3 office referrals during a nine week period, a parent conference will be required in order to develop a plan to better serve the student's needs.

Malicious harm to another student, defiant, disruptive outbursts, or other outrageous behaviors will result in the student's immediate removal from the classroom and parents will be consulted regarding consequences.

It is our intent for each student to start each day with no repercussions from any past incident. It is also our intent to have parents input and assistance in our attempt to maintain a safe, positive learning environment for all of our students. If you have any questions, please feel free to contact your child's teacher or the school principal. We appreciate your support.

-----  
**ELEMENTARY SCHOOL-WIDE DISCIPLINE PLAN**  
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Student's Name: \_\_\_\_\_

I have read and understand the elementary school discipline plan.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **SECTION IV**

## **MIDDLE SCHOOL/HIGH SCHOOL GUIDELINES**

### **ATTENDANCE RECORDS**

Teachers will keep daily attendance on all students for each class. At the end of each nine-week period, the number of absences during that class will be written on the grade report. Students that are absent or tardy from class for any reason are to be counted as absent or tardy. If they are participating in a school activity, they will not be absent from school but will be absent from class.

Absence and tardy reports for the school day will be completed at the first of each class period. The first class period report will be included with the lunch count. The office will compile a list of absentees from this report. This list will be given to all teachers. If a student is absent from class and was not reported as absent from first period, a note will be sent immediately to the office, and the whereabouts of the student determined.

Should school employees gain information that a situation is occurring, it is appropriate and expected for the school employee to contact the building principal and for the building principal to contact appropriate law enforcement officials. The current policy on drug and alcohol violations at school or school functions is to contact parents and then the law enforcement officials. This is done because the student will be detained while law enforcement is enroute. The risk of a student that is “under the influence” is eliminated.

### **DISCIPLINE**

In most student discipline situations, the teacher is expected to visit with the student individually, outside of the regular classroom setting. It is acceptable for a teacher to use the conference period to pull a student from class at this time and visit with the student. If, after visiting with the student, the situation has not improved, the teacher is then expected to contact the parent for support. In most cases, parents will be supportive of the teacher's efforts. If the problem persists the building principal should be notified of the situation via a disciplinary referral. NOTE: there are specific prescribed incidents, such as fighting, tobacco/drug use or possession thereof, etc. that calls for immediate office intervention.

### **SUSPENSION AND EXPULSION PROCEDURES**

A student may be suspended, or expelled for reasons set forth in Kansas Law, by the following certified personnel: Principal or Superintendent. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy and rule. Any suspension or expulsion shall be according to the procedures as set forth in Kansas Law.

#### Short-Term Suspension

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than

seventy-two (72) hours after imposition of a short-term suspension. Written notice of any short-term suspension, including the reason for the suspension shall be given to the student and the student's parents or guardians within 24 hours after the suspension has been imposed. At the formal hearing, the student shall be notified of the following:

- The right to be present at the hearing
- To be informed of the charges
- To be informed of the basis of the accusation
- To make statements in defense of or in mitigation of the charges or accusations.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

The principal may establish appropriate requirements relating to the students' future behavior at school and may place the student on probation.

#### Long-Term Suspension or Expulsion

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The principal shall designate a hearing officer from a list approved by the Board. The person conducting the hearing shall explain that the purpose of the administrative hearing is to review the charges and incidents upon which the proposed long-term suspension or expulsion is based, and to provide an opportunity for the student, the student's parents or guardians, counsel and witnesses to present information pertinent to the case.

#### Long-Term Suspension or Expulsion Hearings

Formal hearings shall be conducted according to procedures outlined in current Kansas Law. The student and parents or guardians shall be given written notice of the date, time, and place of the hearing. The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks. The hearings may be conducted by a certified employee or committee of certified employees. At the conclusion of the hearings, a written report and the findings will be prepared by the person or committee conducting the hearing. Records of the hearing shall be available to students and parents or guardians according to Kansas law. Any student suspended for more than ten (10) days or expelled from school shall be provided with information concerning services or programs offered by public or private agencies which provide services to improve the student's attitude and behavior. Failure of the student and the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.

#### Students' Rights during the Hearing

The student shall have the right:

1. To counsel of his/her own choice;
2. For parents or guardians to be present;
3. To hear or read a full report of testimony of witnesses;
4. To confront and cross-examine witnesses who appear in person at the hearing;
5. To present his or her own witness;

6. To testify in his or her own behalf and to give reasons for his or her conduct;
7. To an orderly hearing; and
8. To a fair and impartial decision based on substantial evidence.

Students who are suspended for more than 5 days or expelled from school may appeal to the Board within 10 days of receiving written notice of the hearing results.

Special Education Suspension and Expulsion Procedures  
See State Plan

## **OFFENSES AND CONSEQUENCES**

See Student Handbook

## **LUNCH COUNT**

Lunch count will be taken at the beginning of the first class period.

## **DISTRICT-WIDE GRADE CARD PROCEDURES**

Report card, grade sheets, and absentee reports are to be completed and submitted to the building secretary by 4:00 PM on Monday following the close of each nine-weeks except for the fourth and then by noon on the last teacher workday. Teachers should make sure that the number of absences for each student is recorded in the appropriate place on the report card. Weekly eligibility to be submitted to secretary by noon each Thursday.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held during the first nine-week grading period, and at the end of the third nine-week grading period. Special efforts will be made to arrange meetings with parents of students making D's or F's.

At this conference, teachers will present to the parents a description of their efforts that have been carried out in attempts to help the student. A plan will be formed, with parent input, to improve the student's academic performance. The parents, teacher, and student will sign this plan. The teacher will retain the original; the parent will be sent a copy; and the third copy will be given to the building principal to be kept in the student's file.

Anytime during a grading period that a student's grade starts to fall, the parents will be notified by phone, conference, or written message.

## REQUIREMENTS FOR GRADUATION

To be eligible for graduation from Ell-Saline High School, students must pass a minimum of 24 semester credits. Below are the specific graduation requirements.

Language Art .....	4
English I	
English II	
English III	
English IV or Expository Writing I and II	
Mathematics .....	3
Science.....	3
(Two semesters must be a Lab Science)	
Social Studies.....	3
Fine Arts (select from below) .....	1
Art: two semesters	
Band: two semesters	
Choir: two semesters	
Foreign Language: two semesters	
Physical Education & Health.....	1
Computer Technology .....	1
One semester each of:     Computer Applications I	
Computer Applications II	
Electives from all areas .....	8
Total Semesters of Credits Required.....	24
-Two semesters are equal to successful completion in a one-year class.	
-One semester is equal to successful completion in a one-semester class.	

## COURSE CHANGES

After the final enrollment for the school semester, schedule changes will be considered only under the following conditions:

- The request has been made by the principal or a teacher to meet the special needs of the students, school or staff.
- The request has been made by the student and parent on or before the 3<sup>rd</sup> day of the first semester for first semester changes, and during the last week of the first semester for second semester changes.
- Pre-enrollment changes must be made five (5) days before the last day of school.
- To initiate changes, the student must complete the necessary Class Change Form. Form is available from the school counselor.
- Students who have failed a class will be allowed to attend the class at The Learning Center or other institution.

# COACHING RESPONSIBILITIES

## a. Athletics

### ACTIVITIES DIRECTOR RESPONSIBILITIES:

1. Develop the master calendar by scheduling all 7-12 extra-curricular events in conjunction with sponsors and building principal.
2. Prepare, in conjunction with the building principal, an annual update of the student athletic handbook to be submitted to the district office.
3. Prepare and distribute the weekly bulletin and monthly calendar.
4. Be responsible, in conjunction with league commissioner, for all athletic events and all non-athletic events (league commissioner has no involvement with non-athletic events or with middle school activities).
5. Attend all league meetings when possible.
6. Direct and coordinate the hosting of all school invitational tournaments, league, and state sponsored events.
7. Be responsible for all league-required reports.
8. Be responsible for all activities correspondence with the KSHSAA offices, to include all forms and reports.
9. Ensure that all athletic physicals are on file and be responsible for various eligibility requirements to include proper age and length of residence. (Building principal to be responsible for eligibility based on grades and student behavior).
10. Coordinate, along with the sponsor, all pep rallies, cheer clinics and summer camps and clinics.
11. Purchase various medals and trophies or plaques for the different tournaments, etc.
12. Approve all athletic contracts with input from head coaches. Administer the sales of admission season passes for home games in conjunction with building principal.
13. Maintain a well-equipped first aid room.
14. Coordinate student activity transportation needs with sponsor and transportation director.
15. Arrange all extra-curricular duty assignments to include officials, workers, ambulance, and security.

16. Share supervisory duties of athletic and non-athletic events with principal.
17. Maintain accurate inventory and develop uniform/equipment purchases and maintenance on a regular, rotating basis.
18. Approve or disapprove all requisitions for athletic purchases and pass all requisitions on to the building principal.
19. Arrange with head coaches and custodians the repair, cleaning, and storage of athletic equipment at the end of each sports season.
20. Consult with district administrators and support decisions made with regard to all extra-curricular activities in the district.
21. Foster good school/community relations by keeping the community aware of extra-curricular programs.

#### HEAD COACH RESPONSIBILITIES:

1. Reports, Records, Inventories -
  - ❖ Maintain a very thorough checking and inventory system to keep losses at a minimum. Promptly, at season's end, inventory and neatly store all equipment.
  - ❖ Submit immediately at season end to activities director records including the following:
    - An accurate and up-to-date inventory of uniforms, major supplies, and equipment, shape of uniforms, equipment and needs for the following year.
    - A complete list of all letter and certificate winners.
    - All sports requisitions are to be submitted to the activities director - preferably at season end. Sincere attempt to submit requisitions at season end rather than prior to season must be made.
  - ❖ Insure that all athletes have a completed physical on file prior to first practice; note: activities director and secretaries will determine proper age requirements and eligibility requirements.
  - ❖ Send activity bus needs to transportation director at beginning of season. The changing of time for activity bus to run is to be jointly decided with all other head coaches of programs going on during same season and approved in advance by the principal.
  - ❖ At away games, coaches are to inform the players in advance as to game day schedules. The activities director will provide coaches with copies of the contracts and will keep coaches informed of any changes.
  - ❖ Work jointly with activities director to establish departure times for away games. Careful thought must be given when establishing departure times in order to prevent



changing times at the last minute, which creates tremendous difficulty for the office and the teachers in making changes. Any change in departure times must be cleared at least five days in advance before any change in departure time will be made. After conferring with activities director, the activities director will submit entire season of activity departure times to transportation director.

- ❖ Closely work with activities director in the preparation of home games - court or field preparation, including score clock, score board, lights, etc. Note: the major responsibility in this area belongs to the activities director. Coaches are expected to assist the activities director in game preparation and to have scorebook filled in with starting line ups, etc. Coaches are to assign managers or other student personnel to secure game balls and put in basket, etc. In other words, practice balls are to be secured by coach before games starts.
- ❖ Be cognizant of number of quarters and games athletes have participated in in order to prevent ineligible athletes.
- ❖ Get approval from building principal for all practice schedules.

## 2. Conduct -

- ❖ The behavior of the coach must at all times be marked by dignity and self-control.
- ❖ Coaches must control their emotions in reacting to an official's call. Coaches should never seek out an official during half time or at the conclusion of a contest. Also, the coach is expected to immediately discipline any player who intimidates an official or questions a call or displays unsportsmanlike behavior.
- ❖ The coach should not, at any time, use provocative or unacceptable language to include profanity or obscenity whether during the game or during practice.
- ❖ The coach must avoid any actions or remarks that would tend to incite the displeasure of the spectators or provoke disorderly behavior. The coach, as are players, is an ambassador of the school and actions shown by coach or players reflect directly upon the school district.
- ❖ Abide by the code of coaching ethics as stated in KSHSAA journal.
- ❖ One must always keep in mind that any particular sport is not the only sport or school activity going on at the same time. It is only part of the total extra curricular program of the school. It is important to support, promote, and cooperate with all the other coaches and sponsors for the well being of the total extra curricular program.

## **FUNDRAISING PROJECTS**

No fund-raising projects by outside organizations are to be conducted in the schools without the permission of the building principal. This includes ticket sales and all types of fund-raising drives. Neither may any outside agency sponsor any pay entertainment for students during school hours in any of the schools.

## Fundraising Schedule

September	Junior Class Magazine Sales Elementary Book Fair Elementary Carnival
October	Senior Class Fundraiser
November	FFA Fruit Sales CPTA Fall Fundraiser (3 wks prior to Thanksgiving vacation – first Friday in December)
December	NONE AFTER 1 <sup>st</sup> FRIDAY
January	NONE
March	Sophomore Class Gift Sales CPTA fundraiser
April	Freshman Class Cookie Dough Sales
May	NONE

CPTA – alternatives are candles, candy bars, and booklet sales.

Secondary schedule includes door-to-door sales. It does not include bake sales or tailgate dinners or discount cards or concessions. Groups are also encouraged to do activities during Labor Day festivities, ballgames, and special events.

## **GUIDELINES FOR DANCES**

Each dance involving any segment of the student body must be approved by and/or coordinated in advance with administration.

- ◆ All those attending a dance will be admitted to the dance within ½ hour of the start time of the dance.
- ◆ Once a student leaves the dance, they will not be readmitted. (If you are in, you are in, and if you are out, you are out)
- ◆ Appropriate school dress will be worn.
- ◆ No group may sponsor an activity on deficit spending.
- ◆ Dances must have at least two (2) chaperones.
- ◆ If school is cancelled for any reason, all school-sponsored events/practices will be cancelled.
- ◆ High school student dances are for high school students. Middle school dances are for middle school students.

### **HS ONLY**

- ◆ All guests must be signed in at least 2 days prior to the dance.

Example: Friday dance - signed in by Wednesday

Saturday dance – signed in by Thursday

This gives faculty a chance to look over the guest list.

- ◆ Anyone with an outside guest is responsible for that guest. (Meaning if your guest violates school rules you will be disciplined the same as if you broke the rule) for his or her conduct.
- ◆ Boys are not to bring outside guest boys and girls are not to bring outside guest girls.
- ◆ Prom guests must be signed in as per above.

#### **MS ONLY**

- ◆ No outside guests will be permitted.

## **SPONSORSHIPS**

### **a. Middle School**

Middle school class sponsors will work with the building principal and the middle school parent group to plan social events such as dances, class parties, field trips, and graduation.

Middle school social events will be held on nights that do not conflict with high school games/activities. They will be carefully supervised by staff and parents. Field trips must be related to the 7-8 curriculum and cannot be scheduled during May (as per BOE policy) due to transportation needs.

Middle school social events are restricted to Ell-Saline Middle School students. No guests may attend. Attire for these events, unless noted, will be school clothes.

The middle school uses the concession stand as its only fund-raising project. One staff member or parent will be appointed to organize the concession stand and to keep it staffed and supplied. The funds are used to pay for middle school special events, 8th grade promotion, and other things as needed.

### **b. Middle School Concessions**

The sponsor will be responsible for the following:

- Manage the concession stand during middle school activities.
- Organize parents to work during the middle school games.
- Check on change fund with office.
- Order pop, candy, and other food for concession stand from Pepsi, or other vendors approved from the MS/HS principal.
- Submit to the office all bills and invoices for supplies.
- See that adequate trash containers are available for handling trash.

- Clean up after games all equipment, the concession and dining areas, and empty trash containers.
- Count and record concession receipts and submit to office for deposit.

### **c. Middle School/High School Cheerleading**

The sponsor(s) will be responsible for the following:

- Supervise the selection of senior high cheerleaders (six varsity and/or junior varsity) in the spring of each school year.
- Distribute physical examination forms to all cheerleaders.
- Oversee selection, order, and pay for outfits in late May or early summer.
- Assist in the organization and planning of all summer practices and attend all summer practices.
- Coordinate the cheerleading squad's schedule with that of the athletic schedule and the total school calendar.
- Assist in the organization and planning of all practices during the school year and attend all practices.
- Assist in the organization and planning of all pep assemblies and attend all assemblies.
- Attend all home and away athletic contests or arrange for another school employee to sponsor the cheerleaders.
- Arrange transportation for all cheerleaders to away athletic contests.
- Consult with principal before approving any fund-raising activity, purchase, or expenditure for cheerleading.
- If cheerleaders attend summer camp, the sponsor will attend and be responsible for making all necessary arrangements.
- Report to the building principal all cases of ineligibility and any violation of the cheerleading constitution.
- Make special presentations and recognitions at the annual awards banquet/recognition night.

#### **d. National Honor Society**

Any sophomore, junior, or senior with at least a 3.60 cumulative grade point average may apply for membership to the National Honor Society. The faculty or faculty committee appointed by the high school principal reviews all applications and the principal's evaluation form in the spring and selects students based upon their academics, leadership, service, and character. An induction ceremony and dinner are held in the spring for the new inductees and their families. Other school district dignitaries such as the administration, faculty, and board members are welcome to attend. Members are liable for dismissal from NHS (probation pending) if they do not maintain the standards of scholarship (keeping their GPA maintained), or for flagrant or gross conduct in the areas of leadership, service, and character that were used as a basis for their selection.

#### **e. Student Council**

The sponsor will organize the student council at the initial meeting in September. One senior will be elected as president with the other senior serving as vice-president. The junior member will serve as secretary, keeping the minutes of meetings.

The funds to operate the student council will come from student pop and candy sales, dance admissions, and other fundraisers approved by the principal.

The council will be responsible for the annual planning of football homecoming and festivities and will work with the coaches and pep club sponsor in planning for same.

#### **f. Freshman Class**

The officers elected last spring will assume office. The officers are president, vice-president, secretary, treasurer, and student council representative. The sponsor will be present at all meetings and will supervise the officers in the maintenance of class records.

One fund-raising project will be allowed and should come in the second semester. The sponsor must receive approval from the building principal before beginning any type of fund-raising.

The class may vote to impose a financial penalty for those members who do not work their share in fund-raising projects. If a penalty is imposed, a complete record will be kept and left in the class record book for future reference.

Officers for the sophomore year will be elected at the final class meeting of the freshman year.

#### **g. Sophomore Class**

The officers of president, vice-president, secretary, treasurer, and student council representative elected last spring will assume their responsibilities. The class sponsor will be present at all meetings and will supervise the officers in maintaining records.

One fund-raising project will be permitted during the first semester of school. The sponsor must receive approval from the building principal before beginning any fund-raising project.

The class may vote to impose a financial penalty for those members who do not work their share in the fund-raising projects. If a penalty is imposed, a complete record shall be kept and left in the class record book for future reference.

Officers for the junior year will be elected at the last class meeting of the sophomore year.

### **h. Junior Class**

The junior year is the major fund-raising year. The established fund-raising projects for the juniors are magazine sales and the high school concession stand. The sponsors are responsible for the smooth and orderly operation of the concession stand. Work schedules should be made as far in advance as possible with emphasis on all class members being scheduled for the same amount of work. The class may vote to impose a penalty on those members who do not work their share in the fund-raising projects. If a penalty is imposed, a complete record should be kept and left in the class record book for future reference.

A suggested monthly schedule of duties and events follows:

<b><u>September:</u></b>	Football and volleyball concessions, magazine sales, set prom date and place.
<b><u>October:</u></b>	Football and volleyball concessions.
<b><u>December:</u></b>	Basketball concessions.
<b><u>January:</u></b>	Basketball concessions, entertainment should be contracted for the prom.
<b><u>February:</u></b>	Prom theme should be decided, materials for prom should be ordered.
<b><u>March:</u></b>	Prom preparations.
<b><u>April:</u></b>	Prom preparations.
<b><u>May:</u></b>	Preplanning for senior trip if desired, election of officers for senior year.

Elections of officers for the senior year will include president, vice-president, secretary, treasurer, and two student council representatives.

The high school concession stand sponsors will manage the concession stand during all high school activities. Duties to be performed include the following:

- ✓ Check on change fund from office.
- ✓ Order pop, candy, and other food for concession stand from Pepsi, or other vendors approved from the MS/HS principal.

- ✓ Turn in all bills and invoices for supplies to the office.
- ✓ Be responsible for the clean up of equipment and the concession area, including the dining area. Have adequate trash containers available to handle refuse.
- ✓ Count and record concession receipts and turn money in for deposit to the high school office.

#### SETTING UP

1. Unplug pop machine in hallway.
2. Wipe counters in concession stand.
3. Start popcorn popper. When heated, start popping.
4. Make coffee, using large coffeepot.
5. Heat water in small coffeepot for hot chocolate and decaffeinated coffee.
6. Heat nacho cheese in crockpot.
7. Heat hot dogs in crockpot and defrost hot dog buns.
8. Put ice in ice chest.
9. Set out candy.
10. Put small amounts of sugar, creamer, relish, peppers, in small dishes and containers and set out mustard and ketchup.
11. Make sure there are empty trash containers in the cafeteria area during volleyball and basketball games.
12. Unfold tables in cafeteria for volleyball and basketball games.

#### CLEANING UP

1. Put away candy and place chocolate candies in refrigerator during hot weather.
2. Throw away any leftover relish, peppers, sugar, and creamer.
3. Empty hot water from small coffeepot and wipe out.
4. Empty large coffeepot and wash.
5. Turn off popcorn machine, wipe out, and empty and clean bottom tray.
6. Wipe out microwave, clean crockpots, and wash all dishes.
7. Wipe off counters and empty ice chest.
8. Wipe off tables in cafeteria and fold them up.
9. Sweep and mop floors in concession stand and in cafeteria. (Use liquid in white bottle underneath sink--two squirts to a pail of water.)
10. Empty trash in concession stand and in cafeteria and put in new liners.

### **I. Senior Class**

Officers of president, vice-president, secretary, treasurer, two student council representatives, and two senior video makers will assume office each school year.

The school district will pay a \$300.00 stipend for a commencement speaker to be determined by the class, class sponsor, and/or administration.

A suggested monthly schedule of events is as follows:

- August:** Senior executive officers meeting to be held to discuss beginning of the year decisions and agree upon a fundraiser.
- September:** Class voting on flowers, colors, motto, parent flowers, fundraiser, etc. Order graduation announcements, caps & gowns, etc. from the Jostens Company.
- October:** Senior Class Fundraising Month. Principal sends a letter to all junior and senior parents asking for volunteers to sponsor the senior trip and stating responsibilities of the sponsors.
- December:** On or before the first Friday of December, all money owed to the class must be paid in full to the office to attend senior trip.
- January:** Destinations chosen and voted on by class with the assistance of Action Travel in Salina, Kansas.
- March:** Senior Trip reservations and accommodations paid in full as well as reserving the transportation used for senior trip.
- May:** Senior/Parent Meeting  
Senior Trip  
Commencement

## **SENIOR TRIP**

The senior class sponsor(s) should, in preparation for the senior trip do the following:

1. Make sure that all bills are paid and that enough money is left in the fund to pay any unpaid bills. (approximately \$500.00).  
After all trip expenses have been paid, any remaining amount will be divided equally amongst the students and sponsors participating in the senior trip. Money not used by the senior class will revert to the student activity fund.
2. Make sure all monies are deposited into the correct accounts.
3. Call the district's current insurance carrier three to four weeks before senior trip and arrange for coverage for students and sponsors who attend trip.
4. Be sure that money is allotted for charter bus, lodging, and all extra-curricular activities that can be paid by the senior class treasury.
5. Make sure all seniors have paid their bills due the school and class before senior trip and/or senior high commencement.
6. If school transportation is to be used, the bus driver(s) will be considered sponsors.
  - a. If school transportation is used, a maximum of 500 miles will be allowed.
  - b. School bus driver(s) will be paid the allotted amount as a sponsor - \$200.00.
  - c. The senior class will be responsible for fuel and any additional USD 307 vehicles used.
7. If air travel is to be used, the Board of Education must make the final decision and release statements from parents must be completely and correctly filled out.



## GUIDELINES FOR SENIOR TRIP

- ◆ The senior trip is open to all seniors who are in good financial standing with the class and are academically eligible to graduate.
- ◆ A pre-trip meeting will take place with ALL seniors attending senior trip, their parent(s), the high school principal, and ALL sponsors. This meeting will be announced well in advance and is mandatory. This following rule applies: "NO MEETING, NO TRIP." The trip itinerary will be discussed in full detail as well as rules, expectations, and the consequences of any misbehavior or inappropriate behavior on the trip. During the meeting cell phone numbers will be written down and will be made available the night senior trip begins to all parents, seniors, sponsors, as well as other important phone numbers on the trip.
- ◆ Senior trip chaperones:
  - School Resource Officer
  - Parent(s)/Patron(s) as necessary
  - The district administration will approve all sponsors.
  - Because of the time element at the end of the school year, elementary, middle and high school teachers are discouraged from sponsoring the senior trip.
- ◆ The senior trip will be scheduled prior to graduation in order to insure more control of senior behavior. The trip will begin no earlier than midnight on the first Friday in May and return no later than midnight the following Wednesday. Loading and unloading will take place at the Russell's Restaurant in Salina, Kansas.
- ◆ Before loading for the senior trip, the school principal, the class sponsor, and the SRO will be present to search all bags that will be taken on the trip. At that time if any drugs, alcohol, and/or any other illegal substances are found, the school senior trip policy will immediately be put into use.
- ◆ Luggage for the senior class is as follows: 1 suitcase, and 1 carry-on. Items like golf clubs, skis, fishing poles, etc. are acceptable, but arrangements must be made with the class sponsor and the bus service first before loading.
- ◆ Coolers that contain only items purchased with class funds by the sponsor and controlled by the sponsor will be allowed.
- ◆ Student rooms will be checked periodically, and, if necessary because of behavior, students may be housed with sponsors.
- ◆ Students' rooms will be checked periodically; and if necessary, because of behavior, students may be housed with chaperones.
- ◆ Students caught possessing, transferring, using, or distributing illegal drugs and/or alcoholic beverages while on senior trip will be reported to the appropriate law enforcement agency and then transported home at the parent's expense and arrangement.

- ◆ Students violating the guidelines on drug and alcohol while on senior trip will not participate in the graduation commencement exercise.
- ◆ Immediately prior to departure from the hotel, all rooms will be inspected by the sponsors and all keys given to the sponsors. Damage assessments, if applicable, will be given to the student(s) and restitution will be expected to be made before leaving for home.

## SUBSTITUTE TEACHER FORM

(To be completed and submitted to the principal after last class)

Substitute's Name \_\_\_\_\_

Names of Absentees Period

Teacher's Name \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Did you follow the lesson plans left?  Yes  No

\_\_\_\_\_

If not, please explain why and what you did.

\_\_\_\_\_

Were the lesson plans adequate?

Did you have trouble finding equipment and materials?

Describe briefly the behavior of the class.

List name(s) of problem students.

General comments.

# ELEMENTARY VIDEO APPROVAL FORM

TEACHER NAME: \_\_\_\_\_

CLASS VIDEO WILL BE SHOWN IN: \_\_\_\_\_

DATE & TIME VIDEO WILL BE SHOWN: \_\_\_\_\_

VIDEO NAME: \_\_\_\_\_

AUDIENCE RATING OF VIDEO: \_\_\_\_\_ LENGTH OF VIDEO: \_\_\_\_\_

If the viewer audience rating is not "G", a parent consent form (obtained in the building office) from each student will be on file in the building office prior to the showing of the video.

OBJECTIVES STATED IN DISTRICT CURRICULUM THAT VIDEO MEETS:

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APPROVED BY BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

# SECONDARY VIDEO APPROVAL FORM

TEACHER NAME: \_\_\_\_\_

CLASS VIDEO WILL BE SHOWN IN: \_\_\_\_\_

DATE & TIME VIDEO WILL BE SHOWN: \_\_\_\_\_

VIDEO NAME: \_\_\_\_\_

AUDIENCE RATING OF VIDEO: \_\_\_\_\_ LENGTH OF VIDEO: \_\_\_\_\_

If the viewer audience rating is not "G" or "PG", a parent consent form (obtained in the building office) from each student will be on file in the building office prior to the showing of the video.

OBJECTIVES STATED IN DISTRICT CURRICULUM THAT VIDEO MEETS:

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APPROVED BY BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

# VIDEO PARENT CONSENT FORM

TEACHER SHOWING VIDEO: \_\_\_\_\_

CLASS VIDEO WILL BE SHOWN IN: \_\_\_\_\_

DATE & TIME VIDEO WILL BE SHOWN: \_\_\_\_\_

VIDEO NAME: \_\_\_\_\_

AUDIENCE RATING OF VIDEO: \_\_\_\_\_ LENGTH OF VIDEO: \_\_\_\_\_

POSSIBLE OBJECTIONABLE MATERIAL IN THE VIDEO INCLUDES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Yes, I approve of my student(s) \_\_\_\_\_ watching the video.

\_\_\_\_\_ No, I do not approve of my student(s) \_\_\_\_\_ watching the video.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## FIELD TRIP APPLICATION FORM

This field trip application form is to be submitted to the principal, who will approve or disapprove the trip. Forms are to be given to the principal by the 3<sup>rd</sup> Monday of each month.

**NO field trips will be requested after April 15.**

**ALL field trips will be completed on or before April 30.**

The field trip my class is planning meets the requirements of the district curriculum in \_\_\_\_\_(area of study).

The trip will meet the curriculum guide requirements for my grade level in the following ways: (Please enumerate the curriculum objectives the trip will meet.)

1. Date of field trip \_\_\_\_\_ Departure time \_\_\_\_\_ Return time \_\_\_\_\_
2. Location of field trip \_\_\_\_\_
3. Will the students eat in the lunchroom on that day? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will school transportation be needed? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Number of students \_\_\_\_\_ Number of adults \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Principal's Signature \_\_\_\_\_

Bus Driver Assigned \_\_\_\_\_

USD 307  
8/00

White ...Transportation Director  
Canary ... Principal  
Pink ...Teacher

**NOTE: This form must be signed and returned to the school by \_\_\_\_\_(date) if the student named below is to participate in the field trip or activity.**

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**CONSENT TO PARTICIPATE IN FIELD TRIP OR OTHER ACTIVITY  
AND CONSENT FOR TREATMENT**

I, \_\_\_\_\_, the parent and legal guardian of \_\_\_\_\_ give my consent for my child to participate in the field trip/other activity described here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on \_\_\_\_\_(date & depart/return time).

I further give my legal consent and authorize any representative of Ell-Saline Elementary/Ell-Saline MS/HS to authorize emergency medical treatment, including any necessary surgery or hospitalization, for my above-named child, for any injury or illness of an emergency nature he/she incurred while participating in the field trip or other activity noted above by any physician or dentist licensed in accordance with the provisions of the Kansas Healing Arts Act, K.S.A. 65-2801, and any hospital.

I agree to pay and assume all responsibility for medical and hospital expenses and any emergency services incurred on behalf of my child.

I acknowledge and agree that Ell-Saline Elementary/Ell-Saline MS/HS is not responsible for any medical, hospital expenses and/or other charges that are incurred in the medical treatment or hospitalization of any child. A photocopy of this document shall have the same force and effect as the original. If my child requires emergency medical treatment, I understand that school personnel will make a reasonable attempt to contact me to seek my permission to authorize that treatment. To facilitate contacting me, I agree to continue to provide current work and home phone numbers to the school.

\_\_\_\_\_  
Parent or legal guardian

\_\_\_\_\_  
Date

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**PLEASE DETACH AND RETAIN THIS PORTION**

Field Trip Date \_\_\_\_\_

Field Trip Time \_\_\_\_\_

Needed Items: \_\_\_\_\_

\_\_\_\_\_

Appendix J



## JOB DESCRIPTION

<b>TITLE:</b>	Teacher
<b>QUALIFICATIONS:</b>	As set by State Board of Education, and the USD 307 Board of Education
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	Students, teacher aides, and volunteers as assigned
<b>JOB GOAL:</b>	To help students master subject matter specified by the district's curriculum guides, to help students demonstrate that mastery as it relates to defined curriculum outcomes, and to help students develop into mature, able and responsible citizens.
<b>DUTIES:</b>	The employee must...
	<ol style="list-style-type: none"><li>1. Set high expectations for learning for all students based on their individual needs.</li><li>2. Monitor the progress of individual students and student groups through the use of appropriate testing techniques and with the assistance of technology when appropriate.</li><li>3. Create a safe and orderly environment which facilitates positive behavior and learning for all students.</li><li>4. Follow prescribed district curriculum guidelines.</li><li>5. Use a variety of instructional materials, activities and approaches appropriate to the needs of individual learners.</li><li>6. Develop and monitor plans of improvement for students who are academically deficient.</li><li>7. Support the mission of the school and district.</li><li>8. Participate in professional development activities.</li><li>9. Assist students in the development of appropriate communication skills.</li><li>10. Assist students in the development of thinking skills.</li><li>11. Facilitate cooperation between all persons in the school community.</li><li>12. Recognize the signs of emotional/physical distress in students and take appropriate action when necessary.</li><li>13. Follow district policies, handbooks, and regulations.</li><li>14. Supervise students adequately as assigned.</li><li>15. Use effective written and spoken language.</li><li>16. Perform other duties as assigned by the supervisor and in accordance with the provisions of the USD 307 Board of Education.</li></ol>