

USD #484 FREDONIA STAFF HANDBOOK

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OUR MISSION:

*We are here to prepare our students for their futures by ensuring all students develop and demonstrate scholastic, technical, social, and employable skills essential for achieving post-secondary personal, academic, and career success.
Every Child, Every Day!*

OUR GOLD STANDARD:

FREDONIA JUNIOR/SENIOR

HIGH SCHOOL

We are here
TOGETHER
To learn
To love
To grow
To care
To share

LINCOLN ELEMENTARY

We are here
TOGETHER
To learn
To love
To grow
To care
To share

FREDONIA EARLY LEARNING

CENTER

We are here
TOGETHER
To learn
To love
To grow
To care
To share

CONTACT INFORMATION:

USD #484 Board of Education
300 N. 6th St.
Fredonia, KS 66736
(620)-378-4177

Fredonia Junior Senior High School *Emergency Contact #1:* Jamie Camacho, Principal
916 Robinson (620) 408-8522
Fredonia, KS 66736
(620) 378-4172

Emergency Contact #2: Brian Houghton, K-12 Lead Teacher
(620) 947-4230

Lincoln Elementary
713 N. 9th St.
Fredonia, KS 66736
(620) 378-4138

Emergency Contact #1: Tim Woodcock, Principal
(785) 706-1187
Emergency Contact #2: Matt Fischer, Counselor
(620) 550-1283

APPROPRIATE DRESS

Professional dress among teachers will encourage better behavior among students, helping us earn their respect. We are professionals, and we want to be treated as such. It is our responsibility to dress and look professional in every way. The following are suggested guidelines for professional appearance.

PLEASE DO WEAR:

Well-fitting clothes
Nice slacks/capris
Polo shirts and dress shirts
Plain colored t-shirts/sweatshirts
Shirts with school or educational themes
Dressy shoes, leather sandals or leather flip-flops
Dark blue or colored jeans

PLEASE DO NOT WEAR:

Athletic pants/shirts (unless you teach PE)
Plastic or rubber flip-flops
Baggy t-shirts/sweatshirts
Tight t-shirts/sweatshirts
Torn or holey jeans
Short shorts

Staff is encouraged to dress up for school-sponsored dress-up themes.

If you teach during the day and coach after school, please do not wear your coaching clothing all day. Only PE teachers should wear athletic clothing during the teaching day. If you teach shop classes, your clothes will naturally be more casual. Inservice and work days are casual dress days.

Professional dress among teachers will encourage better behavior among students, helping us earn their respect. We are professionals and want to be treated as such. It is our responsibility to dress and look professional in every way.

BEFORE AND AFTER SCHOOL DUTY/BUS DUTY

Teachers at LES may be asked to supervise students before and after school including car and bus duty. The principal may provide a schedule. Teachers are expected to be on duty before school at 7:40 am and after school until 3:40 pm.

BOARD OF EDUCATION STAFF

Diana Bredehoft: Payroll, Budget, Federal Programs, FS Daily Records, Employee Benefits, Board Clerk
Teresa Apollo: Accounts Payable, Requisitions, School Specialty Order, Timesheets for Payroll
Denice Guthrie: Superintendent Secretary, Employee Absences, Facilities Usage
Charletta Gustin: District Treasurer, Transportation Secretary, Copy Clerk

CELL PHONES & OTHER ELECTRONIC DEVICES

FREDONIA JUNIOR/SENIOR HIGH SCHOOL

Teachers are encouraged to keep personal cell phones off during the school day. Rules for student cell phone use can be found in the FJSHS Student Handbook.

LINCOLN ELEMENTARY SCHOOL

Teachers are encouraged to keep personal cell phones off during the school day. In addition, student cell phones are discouraged, but if needed, must be kept off and in backpacks at all times.

CLASSROOM SUPPLIES

Teachers may submit a list of requested supplies to be purchased by the student before the school year begins. A USD 484 comprehensive classroom supply list will be available at local stores for students and their families. Contact the board office to add or remove items from your classroom list by July 1st.

The board office will notify teachers toward the end of each school year on the process and deadlines to order classroom supplies for the following school year. However, purchases may be made during the school year with prior approval. In addition, the school district is allowed to charge items at a few local stores.

Two different forms are available from your school building office for purchases depending on the purpose of the purchase. The instructional form (district form) is to be used for purchasing supplies for the classroom. The non-instructional form is to be used for clubs such as StuCo. Receipts should be attached to the forms when submitted to your school office.

COPY REQUESTS

Copy request forms are available in the school office. The request should accompany the worksheet/assignment and be placed in the outgoing mail. The request should be made at least 24 hours in advance. Requests can be made electronically to cgustin@fredoniaks.com.

DISTRICT MAIL

District mail is delivered on a daily basis (with the exception of inservice days, holiday breaks, and during the summer). Mail is typically delivered to each school office on the following schedule:*

7:45 AM - Mail is delivered to/picked up from the BOE

8:30 AM - 9:30 AM - Mail is delivered to/picked up from Lincoln, FJSHS, ELC

9:45 AM - Mail is delivered to BOE for sorting

1:00 PM - Mail is picked up from the BOE

1:15 PM - 1:45 PM - Mail is delivered to/picked up from Lincoln, FJSHS, ELC

*Time are all approximate. District mail envelopes can be found in the building office.

DUTY DAY

The USD #484 Duty Day is a flexible 8 hour day, typically from 7:40 AM to 3:40 PM. Please confirm with your building administrator.

EXTRA DUTY:

ATHLETICS: Extra duty is often available for professional staff members who volunteer for assignment to work a scheduled school sponsored activity not occurring during normal school hours. The payment will be \$10 per hour for keeping score or running a clock, and \$8 per hour for all other assignments. To submit athletic extra duty hours click on this link:

<https://docs.google.com/forms/d/e/1FAIpQLSdLVYEiYPiaGa-sSjXUpqYUNjCH9wQOcSECm5bQHxg8JmqhFQ/viewform>

Staff are asked to sign up for extra duty at the beginning of each school year. For more information, please contact Dee Barnett, USD #484 Activities Director.

JUNIOR SENIOR HIGH SCHOOL EXTRA DUTY: FJSHS has opportunities for extra duty pay including tutoring and lunch duty. Timesheets for tutoring duty are available from Mrs. Goff at the FJSHS office. Mrs. Camacho will submit hours for those who have had lunch duty during the pay period.

FIRE/TORNADO:

Fire and tornado drills are done on a regular basis in each building. Staff can find maps indicating the correct location for their respective class to go during a fire or tornado posted in their classroom.

FORMS:

See the table below for information about specific forms. Copies of these forms can be found where indicated.

FORM NAME	LOCATION - RETURN TO	NOTES
Advance Leave Request	BOE Office - Denice Guthrie FJSHS Office - Cheryl Goff Lincoln Office - Terisa Martin	Used for requesting advance leave. Must be filled out and given to appropriate personnel. Final approval is given by superintendent.
Requisition Form	FJSHS Office - Brigette Hoag Lincoln Office - Terisa Martin	Used for requesting purchase of items throughout the school year.
Calendar/Transportation Request Form	Transportation Request Calendar Request	This form is used to add activities to the school calendar. It is also used to request transportation for out-of-district travel.
Facility Use Request Form	DIGITAL	This form is used to request the use of USD #484 facilities. Once submitted to listed personnel, final approval is given by the superintendent.

FUNDRAISING

All fundraising, with the exception of concession stands, need to be pre-approved. Please complete a request through the following link: <https://docs.google.com/forms/d/e/1FAIpQLSfvACYO3YIZ-V024p8Xuvh3q75RhZUNp6a-3GnQb2qvxeHhYg/viewform>

HOMEROOM (FJSHS)

Homeroom consists of a mixture of students from each grade level which meet in the same classroom during the last mod of every school day. Homeroom provides each student an opportunity to bond with other students. Activities during homeroom promote positive student connections. Homeroom activities include enrichment time, study time, club meetings and homeroom intramural competitions.

Homerooms compete against other homerooms for the ultimate title of “Homeroom of the Year”. Points are given for winning intramural activities as well as for least amount of overdue books, Box Top collection, G&W receipt collection, and pop tab collection. The Homeroom Coordinator, Shari Roberts, will provide plastic tubs to collect Box Tops. Directions and dates will be provided for turning these in. Deb Evans will collect and weigh pop tabs. Cheryl Goff will collect G&W receipts throughout the year. Each homeroom teacher needs to track how many receipts are turned in. Sheri Moya, librarian, will notify homeroom teachers via email with a list of students who need to recheck or turn in library books. A second email will list the students who did not recheck or turn in library books, and this list will be used for the homeroom competition.

HOMEROOM TUTORING (FJSHS)

Homeroom tutoring will take place during the middle of the day at FJSHS. Teachers are available for mandatory tutoring with tutors assigned to each student.

IMPORTANT LINKS:

USD #484 WEBSITE: <http://www.fredoniaks.com>

USD #484 ATHLETICS/ACTIVITIES: <http://www.fredoniaks.com/>

KANSAS STATE DEPARTMENT OF EDUCATION: <http://www.ksde.org/>

PDP TOOLBOX: <https://pdptoolbox.org/index.cgi>

POWERSCHOOL: <https://fredonia.powerschool.com/teachers/pw.html>

McREL EVALUATION SYSTEM: https://ats1.searchsoft.net/ats/emp_login?COMPANY_ID=UA000206

USD #484 EMAIL: <https://mail.google.com>

INTRUDER ALERT PROCEDURES

Intruder alert procedures vary between buildings. Due to safety concerns, these procedures are not outlined in this handbook. Please ask your building principal if you do not know what your building's procedures are.

LACTATION ACCOMMODATION

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

NOTE: The location selected for this purpose should have an electrical outlet or access to electricity through the provision of extension cord(s); proximity to clean water; adequate lighting; a chair and a small table, counter, or other flat surface for the employee's use; and either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.

LUNCH DUTY

FREDONIA JUNIOR/SENIOR HIGH SCHOOL

Lunch duty is not assigned at Fredonia High School. Your presence in the lunchroom is much appreciated; however, our administrators typically are able to cover lunchtime duties.

FREDONIA EARLY LEARNING CENTER

In order to foster relationships and encourage good eating habits, students at the Early Learning Center will participate in family style dining at lunch. Students will eat with their classmates, teacher, and paraprofessionals.

LINCOLN ELEMENTARY

Teachers should take their classes down to the lunchroom at the assigned time. Teachers may volunteer for lunch duty each year, and a schedule is posted on the Lincoln Office bulletin board.

NEGOTIATED AGREEMENT

A copy of the official Fredonia USD #484 Negotiated Agreement can be obtained by contacting Tasha Markham, Fredonia NEA President at tmarkham@fredoniaks.com. A copy can be found in the 484 Staff Folder of Dropbox.

OFFICIAL PERSONNEL FILES

Official personnel files are maintained at the Board of Education office. Educator files are specifically protected by statute as to who has access. Any employee has the right to request to view their personnel file and request copies. Any disciplinary action that occurs will be placed in the teacher's file for a minimum of 5 years. If no other disciplinary action occurs during the 5 years, the documentation may be removed if requested by the employee and approved by the Superintendent and a FUTA representative. If these two parties disagree, then the board will determine if the documentation will be removed. If another disciplinary action occurs during the first 5 years, all documentation will remain for 5 years from the most recent occurrence.

PARENT TEACHER CONFERENCES/PROGRESS REPORTS

Parent teacher conferences will be held twice during the school year as predetermined by the calendar committee. Teachers are required to be in attendance and receive a compensatory day each semester.

LINCOLN and FREDONIA EARLY LEARNING CENTER PROGRESS REPORTS

Lincoln and FELC staff will send home grade cards at each 9 weeks for all students. 5 week progress reports are sent at the discretion of the individual teachers, as needed.

FJSHS PROGRESS REPORTS

FJSHS office staff will send out progress reports at 5 and 9 weeks for any student receiving a "D" or "F".

PERFORMANCE BASED INCENTIVE PAY

Performance based incentive pay is available for certain activities related to "service to the profession" and "knowledge". An example of service to the profession is when a teacher instructs other teachers as a learning opportunity. Examples of knowledge performance based incentive pay is a teacher attending a Greenbush workshop or summer curriculum work days. Knowledge hours are limited to off contract hours.

PERSONAL (SICK) LEAVE

All teachers start the regular school year with 11 personal days. These days cover both sick and personal absences. (The leave will be credited on the first day taught and will be prorated if staff member is employed for less than full time or a complete year.)

It is recommended at the beginning of the school year to prepare a substitute folder in case of an unforeseen absence. If an unforeseen absence occurs, please contact the individual at your school in charge of arranging substitute teachers by 6:30 am.

SICK LEAVE CONTACTS:

Lincoln/FELC: Terisa Martin, 620-330-2210

FJSHS: Cheryl Goff, 620-636-0452

Leave can accumulate to fifty (50) days for a maximum of sixty (60) days of usable sick leave per school term. Official school trips and professional leave approved by the district will not be charged leave.

A leave fund will be established for each licensed staff member of 10 days at the current substitute rate. Each absence will cause a deduction of \$75 to be charged to that fund. The amount remaining in the fund at the end of the contract year will be paid with the June paycheck provided the staff member has accumulated leave of 50 days. Leave days must be charged before a staff member can draw on accumulated leave. If the staff member does not have 50 days accumulated leave, the days remaining at the end of the contract year will be credited to accumulated leave. Staff members that require only partial credit of leave days to reach the 50 days accumulated may receive partial payment for the remaining days.

Any leave, other than sick, must be requested at least three (3) days prior to the leave date is to be used. In cases of emergency, the superintendent may waive the three (3) day requirement. Any leave, other than sick, may not be used the day before or the day after any scheduled vacation or holiday or any Inservice day. Any leave, other than sick, to be used in the last three weeks of the school year must be approved by the superintendent. The superintendent may require a written explanation from a physician if sick leave is used the day before or the day after any scheduled vacation or holiday, any Inservice day or in the last three weeks of the school year.

POWERSCHOOL/RECORDING GRADES

All grades and attendance are recorded through PowerSchool. Training will be provided to new teachers. Grades should be updated weekly for students and parents to properly keep track and be engaged with their grades.

PROFESSIONAL DEVELOPMENT POINTS

Professional development points are needed to renew teacher licenses. Renewal information, including the deadline to renew your teaching certificate, is printed on your current teacher license. Information about renewing your teaching license can be found at:

<http://www.ksde.org/Agency/DivisionofLearningServices/TeacherLicensureandAccreditation/Licensure/LicenseRequirements/RenewalofProfessionalLicenseRequirements.aspx>

In order to record PDP points, go to: <https://pdptoolbox.org/index.cgi>

Next to "Transcript Points Request," select "New" and record activity, date, post-activity information, and additional information. The request can then be submitted for approval.

SNOW DAYS

When conditions exist causing the school district to close, an automated phone message will be sent to all district employees as well as parents, community members, etc. While some snow days have been built into the school calendar, excessive snow days may require a longer school year.

SOCIAL MEDIA POLICY

A copy of the social media policy can be found on the USD #484 website.

STAFF PARKING

FREDONIA JUNIOR/SENIOR HIGH SCHOOL

Staff parking is available on the north side of the building (Robinson St.). There are some additional spaces available on the south side of the building, near the greenhouse.

FREDONIA EARLY LEARNING CENTER

Staff parking is available on the south side of the building (Adams St.) and on the east side of the building (8th St.). Limited parking is available on the north side of the building as well.

LINCOLN ELEMENTARY

Staff parking is available on the north side of the building. There is additional parking available for staff in the northeast parking lot.

SUBSTITUTE-COVER PAY

Substitute-cover pay of approximately \$8 per mod will be provided to staff members required to substitute for another staff member and approved by the principal. One-half assignment or less will be paid at half-rate.

SUPPLEMENTAL ASSIGNMENTS

Supplemental contracts are assigned on a one-year basis, and BOE vote is required for renewal.

It is the philosophy and preference of the USD #484 BOE and the USD #484 Athletic Department that qualified certified staff fill our coaching positions. Rule 10 coaches holding positions in the USD #484 Athletic Department will be reminded each year of this philosophy by the athletic director. In addition, their positions will be opened at the end of each athletic season to allow qualified certified staff a chance to express their interest in the position.

This philosophy is also extended to sponsorships.

TEACHER ASSOCIATION

The Fredonia National Education Association (Fredonia NEA) is the local affiliate of KNEA (Kansas-National Education Association). Teachers who are interested in joining may contact Tasha Markham, Sheri Moya, Lara Staker, Mary Sue Sommer, or Josh Boden. Learn more about KNEA by visiting the website at <http://www.knea.org/home/222.htm>.