



**Elementary Faculty Handbook
2016-17**

*“Creating a culture of high academic expectations
in an environment that fosters caring and
compassion for all students”*

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WELCOME BACK



Welcome to: Atchison County Community Elementary School!

I'm looking forward to the upcoming school year and the wonderful learning opportunities we have in store. Our faculty is welcoming, willing to help others and puts students first. Every day our teachers, support staff and administrators support our students and make a difference in their life daily. The staff at ACCES has a positive impact on the lives of every student that enters the school.

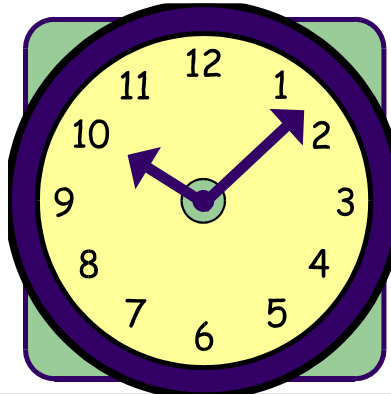
As a staff, I want us to push ourselves and our students to limits that guarantee success both academically and behaviorally. Let's ensure our students have safe and productive learning environments in order to empower all students toward success. Your dedication and efforts provide students with the skills and tools necessary to be productive in their future endeavors.

Best wishes for the 2016-17 school year!

Mandi McMillan

Elementary Principal

SCHOOL ADDRESS AND OFFICE HOURS



Address:

306 Main Street
Effingham, KS 66023
Phone: 913-833-4420

The school's mailing address is:

306 Main Street
P.O. Box 289
Effingham, Kansas 66023

Fax:

913-833-5210

Office Hours:

7:30 a.m. – 3:30 p.m.
August 3 – June 14

Elementary Office

913-833-4420 (School)

Preschool & Kindergarten

Located at Central Office
306 Main Street

-FACULTY-

Mandi McMillan	Principal	Room 215
Joshua Snyder	Asst. Principal/Curriculum	Room 308
Lindsey Cordell	Counselor	Room 213
Jaime Swendson	Pre-School	Central Office
Brandee Falk	Kindergarten	Central Office
Paige Howard	Kindergarten	Central Office
Anita Stutesman	1 st Grade	Room 109
Natalie Brammer	1 st Grade	Room 104
Alison Ostertag	ELA	Room 105
Courtney Johnson	2 nd Grade	Room 110
Wanda Small	2 nd Grade/PBL	Room 111
Rita Eckert	2 nd Grade ELA/Math Coach	Room 217
Krishna Smith	3 rd Grade	Room 202
Charlotte Michel	3 rd Grade	Room 210
Jennifer Dobbs	4 th Grade	Room 203
Steffene Watkins	4 th Grade	Room 201
Joyce Thompson	5 th /6 th Grade	Room 209
Eileen Montgomery	5 th /6 th Grade	Room 307
Joseph Forbes	5 th /6 th Grade	Room 306
Sheila Chalfant	5 th /6 th Grade	Room 304
Gentry Linscott	PE	Gymnasium
Judy Jackson	Librarian/Keyboarding	Room 300
Amy Eckert	Music	ES/JSH
Alicia Kerwood	Band/Music	ES/JSH
Paula Leidel	SPED K-3	Room 51
Jennifer Wiseman	SPED 4-6	Room 51
Melissa Frederick	Speech	Room 305

-SUPPORT STAFF-

Jane Halling	ES Secretary	Elementary Building
Theresa Cattrell	ES Sec./Food Service Dir.	Elementary Building
Tammy Ricketts	ES Sec./Transportation Sec.	Elementary Building
Cheri Hawk	School Nurse	ES/JSH
Sara Hinz	Title I Aide	Elementary Building
Dee Scherer	Title I Aide	Elementary Building
Jan Falk	Title I Aide	Elementary Building
Alyssa Richardson	Title I Aide	Elementary Building
Katie Lanter	Title I Aide	Elementary Building
Corey Bartlett	Title I Aide	Elementary Building
Drew Johnson	Art/Title I Aide	Elementary Building
Ernest Bautista	Custodian	Elementary Building
Richard Drennon	Custodian	Elementary Building/CO
Annette Heineken	Custodian	Elementary Building
Theresa Cattrell	377 Food Service Director	Elementary Building

Central Office : 833-5050

Steve Wiseman	Superintendent	Central Office
Kathy Enzbrenner	Accounts Payable	Central Office
Megan Gracey	Board Clerk	Central Office
Kristi Wiseman	Technology Facilitator	Central Office
Dan Coder	Maintenance Supervisor	Central Office
Jima Dempsey	OPAA Food Director	Central Office

Bus Garage: 833-2035

Jeff Henning	Transportation Supervisor	Bus Garage
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“I promise you everyday your children will learn something.
Some days they will bring it home in their hands.
Some days they will bring it home in their heads.
And some days they will bring it home in their hearts.”
--Valerie Welk

USD 377 GOALS

1. The student will be able to set personal goals, exhibit self-reliance, and be motivated to be a lifelong learner.
2. The student will be able to communicate effectively.
3. The student will have basic skills and knowledge obtained through an integrated and multi-faceted education.
4. The student will have positive self-esteem and confidence to make responsible decisions and set realistic goals.
5. The student will be a responsible citizen and show respect for society and the environment.
6. The student will be able to live in a changing society and be self-sufficient.
7. The student will use critical and creative thinking skills to be an effective problem-solver.

Standards of Excellence (The 5 E's)

ESTEEM – Respect others and myself

EMPATHY – Treat others as you wish to be treated

EXPECTATIONS – Be responsible and think before you act

ENVIRONMENT – Protect and respect

EXEMPLARY – Always do my best

Atchison County Community Schools



U.S.D. 377, Atchison County Community School District consists of three schools. A Pre-School/Kindergarten Center, Elementary School, and a Junior/Senior High School (7-12), all located in Effingham, Kansas.

Unified School District 377 Central Office:

Superintendent: Mr. Steve Wiseman
306 Main Street
PO Box 289
Effingham, KS 66023
Phone: 913-833-5050

Junior/Senior High School:

908 Tiger Road
Effingham, KS 66023
Phone: 913-833-2240

Elementary School:

607 8th St
Effingham, KS 66023
Phone: 913-833-4420

Kindergarten/Pre-School:

306 Main Street
AM Preschool 8:00 a.m. - 11:15 p.m.
PM Preschool 12:15 p.m. - 3:15 p.m.

Meal Schedule:

<u>Breakfast</u>	<u>Prices: Adult</u>	<u>Elementary</u>	<u>JSH</u>
7:30 a.m. – 8:00 a.m.	\$2.10	\$1.50	\$1.60
<u>Lunch</u>	<u>Prices: Adult</u>	<u>Elementary</u>	<u>JSH</u>
11:00 a.m. – 11:30 a.m. (K-1)	\$3.65	\$2.35	\$2.60
11:35 a.m. – 12:05 p.m. (2-4)			
12:30 p.m. – 1:00 p.m. (5-6)			

Policies and Procedures:

Each staff member should become familiar with the policies and procedures of USD #377. These can be located in the School Board Policy Handbook, Faculty/Staff Handbook, Parent/Student Handbook, and the Negotiated Agreement. These documents can be found online via the school website www.usd377.org.

Professional Practice:

Duty Day:

The USD #377 Board of Education has designated the duty day for teachers from **7:40am until 3:35pm** daily. According to the USD #377 negotiated agreement each teacher will have 50 minutes of planning per regular school day. The time from the end of classes until 3:40pm may be used for meetings, professional activities, and other duties as needed. (Board Policy GBR).

If staff members need to deviate from duty day hours, they must receive principal permission. All employees must sign-in and sign-out of the building at the main office.

Duties of Teachers:

- It is the duty of the teacher to keep informed concerning the rules, policies and regulations governing the school.
- Teachers shall remain with their class while class is in session. This applies to supervised study periods, assemblies, and playground supervision as well as during regularly scheduled classes.
- Be on time for recess, lunch, and specials. Others depend on you.
- Teachers must be in the gym when the bus students arrive at 7:45am.
- Check with the office concerning students who are continually absent or tardy.
- Never leave money or valuables in your room when you are not there.
- During school hours, teachers will devote their time exclusively to their school duties.
- Teachers are responsible for the control of their students. Help will be available if needed.
- Students do not always progress at the same rate. If, within a few weeks' time, it is apparent a student needs extra help, do not wait for midterm reports. Call the parents and the principal and work out a plan to provide additional help.

Supervisory Duties:

All teachers can expect to be assigned to certain supervisory duties from time to time. Duty rosters may be prepared designating these duties. A copy will be given to each teacher and also posted in the workroom for your convenience. **STUDENTS SHOULD NEVER BE LEFT UNATTENDED.** If you must leave class for a few minutes, notify the teacher next to you or arrange for an aide to be present. If students are kept in at recess there should be an adult with them. All teachers and staff members are responsible for the general supervision and conduct of **ALL** students in the building or on the school grounds.

Expectation of Teachers:

An integral part of the staff members' employment in the school district is an ongoing appraisal by their supervisor of their ability to meet minimum expectations. As appropriate to the various jobs performed by staff members in the school district, the minimum expectations include, but are not necessarily limited to, the following:

Expectation of Teachers:

1. Instructs the students according to the district curriculum.
2. Develops and maintains a classroom environment conducive to effective learning, within the limits of the resources provided by the district.
3. Prepares for classes assigned, and shows written evidence of preparation upon request of the immediate supervisor.
4. Encourages students to set and maintain high standards of classroom behavior and achievement.
5. Provides an effective program of instruction in accordance with the adopted curriculum and consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
6. Strives to implement by instruction the district's philosophy of education and to meet instructional goals and objectives.
7. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
8. Maintains records as required by law, district policy, and administrative regulations.
9. Makes provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
10. Assists in upholding and enforcing school rules and administrative regulations.
- 11. Attends and participates in faculty, curriculum, and all other team meetings assigned.**
12. Cooperates with other members of the staff in planning instructional goals, objectives, and methods.
13. Assists in the selection of books, equipment, and other instructional materials.
14. Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.
- 15. Establishes and maintains cooperative professional relations with others.**
16. Performs related duties as assigned by the administration in accordance with district policies and practices.

The appraisal of these minimum expectations will typically be made through a supervisor's contact and interaction with the staff member. When problems occur in these areas, the staff member will be contacted by the supervisor to remind the staff member of minimum expectation in the problem area and to provide whatever assistance might be helpful.

Mentor Plan

Every new or beginning teacher will be assigned a mentor. The meeting agenda will include discipline, curriculum, assessments, special projects, and any upcoming events. Mentors and new teachers will meet during the August inservice. Then they will meet regularly for the remainder of the school year. New Teachers or beginning teachers must meet informally with the mentor a minimum of one time per week. Teachers and mentors will be compensated for professional collaboration outside the assigned duty workday.

Teacher Aides and Para-Educators:

Aides are assigned according to need. It is the responsibility of the teacher to determine the most effective use of the aide when they are in the classroom. Aides should be working with students at least 80% of the time. It is considered best practice when the aides work with students identified as "benchmark," while the certified teachers work with students identified as "at-risk." If a teacher determines that clerical work is all they can assign then the aide may need to be reassigned.

Classified staff will work the hours designated in their job description. The district policy for completing time cards and completing other assigned duties will be followed by classified employees. (Board Policy CGA)

Teacher Evaluations:

All teacher evaluations will be conducted in accordance with Board Policy and the Negotiated Agreement. (Board Policy GBI)

Committee Assignments:

Teachers and classified staff have an opportunity and an obligation to serve on various committees in the district or building. In addition to Subject Area Curriculum Committees, staff members can serve on PDC and BLT. There may be other committees not listed here. Each teacher is a member of a curriculum committee. Committees work to design and align curriculum and assessments for every subject area.

Two staff members will be appointed to attend monthly PTO meetings on a rotating basis. If by chance a staff member cannot attend the meeting they are **required** to find a substitute. The rotation schedule for PTO meetings will be listed in the appendix.

Lesson Plans:

A well-written and adequate lesson plan is one of the keys to success as a teacher. Please organize your weekly plans in such a manner that any substitute could step in and teach with few problems. Indicate whether work is to be done independently or in cooperative groups. Consider the goal to be reached, the strategies appropriate to use, and the assessments you will use to determine if your goal is achieved. **It is also important to have a copy of emergency plans on file with the secretary as well. (Board Policy IKI)** Lesson plans are to be posted on the teacher's webpage using the district format.

Faculty Meetings:

Faculty meetings will be scheduled once a month: teachers are expected to attend and to be prompt. (Board Policy GBRD) See appendix for schedule.

Playground Usage:

It is the teacher's responsibility to schedule and supervise his/her own class during recess or playground times. You are expected to maintain order, supervise play, and ensure that equipment is properly used and policies are followed.

- Safety is the top priority of playground supervision.
- Games allowing physical contact are not allowed.
- During recess, monitors are to walk around and continually scan the playground.
- Monitors should locate themselves so that all students are monitored at all times.
- Close supervision with constant scanning is the best way to stop accidents, disagreements, etc., from happening.

Lunch/Milk Count:

Teachers need to report the number of students eating lunch and drinking milk during afternoon snack each day. Absentees will be reported through PowerSchool, these figures need to be in the office no later than 8:15 a.m.

Volunteers:

Volunteers can really make a difference in serving the varied needs of our students. Please invite parents, grandparents, and district patrons to participate in the education of our children. School volunteers work under the school staff's direction with the principal's and Board's approval. An application must be submitted for approval. School volunteers are bound by the policies, rules and regulations of the district, serve without financial compensation, and are not covered by workman's compensation (KFD). Volunteers are always welcome, their assignment or duties will be on a day-to-day basis.

Professionalism:

Professional Conduct:

Any behavior which interferes with a wholesome learning environment or which is detrimental to the welfare of students and faculty, or which is forbidden by law and/or school board policy is defined as unacceptable. Modeling appropriate behavior is the responsibility of every staff member. It is expected that every adult take seriously their responsibility to conduct themselves appropriately with students and staff.

Public Relations:

Every employee represents U.S.D. 377 to the public. It is very important that a positive outlook be maintained. Maintaining confidentiality about students and employees is a duty of everyone on staff both in school and out. Promoting the school in a positive way increases community support for what we do. Look for opportunities to inform parents of your activities through the school newsletter or any other communication vehicle that is appropriate.

Dress Code:

Faculty members are expected to dress as professionals. As role models, teachers must set good examples for the students. Your appearance is crucial to the atmosphere that is set in your classroom. Dress in a professional manner that enhances your image in your classroom. Your manner of dress should be consistent with the subject you teach, and the activities that you have planned for the day. Teachers should not wear “blue jeans”, sweatpants, yoga pants, pajama pants, or “wind pants” unless they are appropriate for that day’s activities. Staff are allowed to wear blue denim jeans on Friday if the jeans are accompanied by a shirt that exemplifies ACCES or Tiger spirit.

Food & Drinks:

Adults should refrain from eating in front of students during class. Consumption of coffee, tea, water, or soft drinks in the classroom is permissible if handled in the proper manner.

Hot breakfast and lunch are available. An account must be set up in the office. All teachers shall have a duty-free lunch period equal in length to the scheduled lunch period of their particular building. Any teacher who voluntarily performs lunchroom supervision shall receive a lunch at the district’s expense. Personal lunch accounts are to be settled at end of year check-out.

Gifts to Staff Members:

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity (GAJ)

Workroom:

The faculty workroom is provided as a place to relax and prepare for your classes. The faculty workroom is not a place for breaching confidentiality or professionalism. The faculty workroom has a school telephone for your school use. Maintenance and orderliness of the faculty workroom is a cooperative responsibility.

The faculty workroom is provided with microwave ovens, coffee pots, and a refrigerator. **Therefore, these individual items should not be located in individual classrooms.** The faculty workroom has a soda machine for your use. You should be discrete and respectful with your consumption of soft drinks, energy drinks, hot drinks and food while teaching in the classroom.

Phone Calls and Use:

Board Policy: Phone calls should not be taken if they will disrupt instruction. Staff members shall not use a cellular phone while on duty 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. Cell phones should remain turned off or on silent during the school day. Limited use to deal with family emergencies is permitted. Employees should not make personal calls that are long distance on school phones. Employees are prohibited from using a cell phone while driving a school vehicle.

Absence from Work:

If the absence is planned in advance, please call 833-2240 between 9:00 a.m. and 4:00 p.m. and leave the following information with Beverly Jeffrey. If calling after office hours; call 833-5050 Ext. 240 and leave the following information: full name, phone number, date and reason for absence.

If you get sick during the duty day, contact the office immediately and the administration will arrange a substitute.

Be sure to have materials prepared that are suitable for the substitute to teach. A substitute packet with lesson plans, class schedules, seating charts, rules and procedures, and any other helpful information should be available at all times and placed in a common spot on the teacher's desk.

Students Confidentiality and Privacy Rights:**Confidentiality:**

Every staff member must respect the confidentiality of students and students' records. The community trusts us with a great deal of information. It is our duty to respect students and their families by guarding that information closely. It is also of the utmost importance that faculty and staff keeps conversations regarding students limited to the classroom and educational setting. Conversations that occur outside of the classroom, in the hallways, faculty workroom, or in the community are not the appropriate places to discuss individual students and their learning. This includes conversations occurring through e-mail, text or other technical methods. (Board Policy IDAE)

Student Privacy Rights:

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release. Employees are prohibited from divulging information contained in the student records and files of the district. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

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

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Digital Photography in Schools:

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Check with the office before posing any pictures or names on the webpage that involve students.

Building Safety

Building Security:

All students must be under the supervision of a teacher or staff member while in the building. No students should be in the building after school hours unless they are with a teacher or have been cleared through the office. If you allow a student access to the building, or if you know a student is unsupervised and fail to ask the student to leave the building, you must accept full responsibility for their actions in case of damage and/or injury. Teachers are to secure their room before they leave each day. **When leaving the building, check to make sure the outside doors are closed and locked and your windows are closed.** If you are unsure about a visitor in the building, please ask them if they have checked in with the office.

Visitor Policy:

All persons visiting Atchison County Community Elementary School buildings must check in at the first floor office in the main building. The following procedures must be followed:

- All persons will sign in and out at the first floor office.
- All persons must identify the reason they are visiting the school and the location they wish to go.
- All persons will wear a visitor badge at all times.
- Parents picking up students will wait by the first floor office for the student.
- Visitors wishing to meet with faculty or staff will be sent to the main office on the second floor.
- A building representative will meet and direct them to their location.

All persons who are not employees or officials of the school district are visitors. Failure to report to the school office for a visitors permit may result in a charge of trespassing being filed against that person.

Child Abuse:

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the If you suspect a child is being abused or neglected in Kansas, please contact the Kansas Protection Report Center (KPRC) at 1-800-922-5330, or contact the Atchison County Sheriff's Department at: 913-367-4323 if DCF offices are closed.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

Computer Use, Technology and Software**Computer Use:**

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators.

Software:

No software may be installed on any district computer until cleared by the network administrator. Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Email:

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school 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 and the board.

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

Email Guidelines:

- Emails should be treated the same as a personal face-to-face conversation.
- All electronic communication should be treated with confidentiality.
- Please do not forward emails unless you have permission from the sender.
- Be careful not to use the "reply all" when discussing confidential information.
- Mass emails should not be sent when communicating with individuals.
- Do not send emails when you are angry, and do not vent your frustration via email.

Social Networking:

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

Rented Videos not Allowed in Classrooms:

Rented videotapes may be used in the classroom for educational purposes only. The FBI warning on all videos clearly defines the appropriate use of videos. Teachers should not rent videos and show them in class. Prior approval, at least two days in advance, by building administrator must be obtained before showing a video in the classroom.

Printing & Duplicating Services:

Copying should be a careful consideration that requires planning. More than 25 copies of anything needs to be copied at the Central Office and a 24-hour waiting period is required. Approval for all bulk copying must be given by the principal. Plan accordingly.

(Option 1) Fill out a copy request form requesting the number of copies needed and who is requesting them—give this form to the principal for approval.

(Option 2) Complete a copy request form and send it with an electronic document to the principal who will approve the copying and forward it to the Central Office.

Students are not to use the copy machine.

Teachers have access to a color printer that is located in the library. All printers have a secure print feature that should be used when copies are made to a copier where students or unauthorized personnel may have access to the information.

Due to district copy service agreement and the security of printing that takes place in the administrative office, teachers are asked to use the office copy machine only if the copier in the teachers' lounge is occupied.

Inservice Meetings:

All appropriate employees shall attend inservice education sessions unless excused by the superintendent. Personal leave shall not be taken during the first or last week of school or during scheduled inservice days (see Negotiated Agreement).

Building Leadership Team:

The Building Leadership Team is comprised of staff members who wish to take part in the leadership and decision making process of the elementary school. They help to schedule building events and meetings, keep staff informed of dates and activities, and work with the principal on school improvement issues.

Parent/Teacher Conferences:

Each year parent/teacher conferences will be held for all students. Conferences will be conducted during the first and third quarter grading periods. Additional conferences may be scheduled at any time you feel they are necessary.

Webpage:

The district maintains a webpage on the Internet. The address is www.usd377.org. Information about all of the district schools can be found here. Teachers have a webpage that should be updated regularly with course objectives and lesson plans.

Professional Development Council (PDC):

A Professional Development Council is in place, with representatives from each site. Your building PDC rep can assist you with PDC Toolbox, the online professional development system. Toolbox is an online program that takes the place of paper forms. All workshop requests and professional development points are managed through this program. When you have filled out a request, it is automatically sent to the principal for approval. If approved it moves on to the superintendent and central office staff. **All registrations must go through the central office.** An inservice transcript is required for relicensure.

Weather Procedures

Severe Weather:

In case of school cancellation due to bad weather or other emergency situations, USD #377 announcements will be broadcast on local radio stations KNZA (103.9 FM) Hiawatha, and KAIR (93.7 FM, 1470 AM) Atchison, and TV Channels 13, 27, and 49. These announcements will be made as early as possible on the day concerned. School cancellation announcements will also be sent via text message on Tiger Text. (Board Policy EBBD) Possible new system to come this year.

In addition to the outlets listed above, we utilize a building calling tree to notify staff members of weather related changes in the school schedule. Please familiarize yourself with your calling-tree responsibilities in case this procedure is put into effect.



Emergency Drills:

Evacuation Procedures for Disabled Students:

The teacher, teacher's aide, or a para-educator will take any student who is disabled (whether permanently or temporarily) out the closest exit. During a tornado or tornado drill, disabled students will be taken to a designated tornado refuge area. Students in wheelchairs will be removed from their chairs and placed on the floor in proper position with para-educator assistance.



FIRE DRILLS



Fire drills will be conducted on a monthly basis throughout the school year. These drills may be held under varied conditions, (assemblies, blocked exits, during class passing, etc.)

PROCEDURE:

- Signal: Primary-Fire Alarm. Secondary alarm may be an intercom announcement or long blast on an air horn.
- Every person shall vacate the building according to the fire plan. (Posted in all rooms)
- Faculty and staff are to accompany all persons present in their respective areas as they exit the building.
- The last student leaving the room should be instructed to close the door.
- When you leave the building, assemble your students at least 100 feet from the building.
- Teachers should account for all and report any missing students to the principal/designee. Students should not return to the building until requested to do so.
- The Principal/Designee and Custodian will meet with the first fire personnel on the scene to advise them of the evacuation and situation.



TORNADO DRILLS

Tornado drills will be conducted three times a year; one in the fall and two in the spring. Please instruct your students on the procedures of each drill.

PROCEDURE:

- Signal: Primary- a series of three short rings of the bells. The secondary signal may be an intercom announcement or a series of short blasts on the air horn.
- All persons outside the building should be warned, so they may take cover.
- Every person shall enter and remain in the proper tornado shelter area as designated.
- Once in the shelter, faculty and staff will account for every person within their authority, and report missing persons to the Principal/Designee.
- If the building is damaged, staff will move students to the predetermined local evacuation sites.
- An “All-Clear” will be announced by the Principal/Designee.
- Parents must sign their children out. Parents shall remain in the office area, and a school employee will bring children to parents.
- Bus drivers on routes should pull over and try to find a low spot to take cover.

BOMB THREAT

PROCEDURE:

- Signal: “Bomb Threat”, a verbal announcement, will be used to signal evacuation.
- All teachers will be notified in person.
- Teachers will immediately remove their students from the building following the same procedure as a fire drill. Students will walk or be taken to the designated areas stated in the building emergency procedure instructions.
- Do not dismiss students. Teachers are to remain with and supervise their students until an all-clear has been issued.
- After all teachers have been notified of the threat, the Principal/Designee will contact the sheriff and the superintendent of schools.
- An information blackout will be imposed. All requests for information shall be forwarded to the superintendent.

BUILDING INTRUDER

PROCEDURE:

Keep exterior doors locked and closed at all times except during immediate use when they can be monitored.

- Contact principal/designee
- Principal/designee determines the nature of intruder’s presence.
- Call 911
- Signal: “lock down”, a verbal announcement, will be used to signal a lock down.
- All teachers will be notified through the intercom.
- Principal contacts superintendent/designee.
- Building lock-down (Faculty and staff will account for every person within their authority and report missing persons to the principal/designee).

- When possible move students to predetermined local evacuation sites. If evacuation is not possible move/keep students in the safest location according to location of intruder and secure the area.
- The principal/designee may attempt to contain/observe the movement of the intruder until law enforcement arrives.
- An information blackout shall be imposed; all requests for information shall be forwarded to the superintendent/designee.

Equal Employment Opportunity:

Non-Discrimination Policy:

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation or corrective action. (Board Policy GAAA)

Bullying:

USD 377 in accordance to **House Bill 2261** defines bullying as an intentional gesture or threat that creates an intimidating environment for a student or staff member. The bill clarifies the definition of bullying to mean any threat by a student, staff member or parent toward a student or by any student, staff member, or parent toward a staff member. Bullying of any type shall not be tolerated in the school setting. U.S.D. 377 will endeavor to maintain a safe learning and working environment free of bullying. (Board Policy JDDC) Bullying is when someone, or a group of people, upset or create a risk to another person's health and safety - either psychologically or physically - or their property, reputation or social acceptance on more than one occasion. Updated Board Poly KGC (HB2162)

Sexual Harassment:

The Board of Education is committed to providing a positive and productive working and learning environment, board policy prohibits sexual harassment of any kind. (Board Policy GAAC)

Grading Procedures

Grading Policy:

The Board of Education has adopted the following percentages in the district grading scale:

A= 90%-100%
B= 80%-89%
C= 70%-79%
D= 60%-69%
F= 0%-59%

The grading scale is listed above for teachers' information, but does not mean that letter or percentage grades must be given. All teachers will provide information on how they calculate their grade to the building principal for approval.

Report Cards:

Reporting is based on meeting state standards, so a thorough knowledge of the standards is necessary. Letter grade cards will be utilized in grades Kindergarten through 6th. Students will receive quarterly progress reports for all classes.

Report cards are prepared by classroom teachers, Title I, Reading Recovery, Interrelated teachers and teachers of Vocal Music, and Physical Education/Health. Grades should be updated in Power School on a

weekly basis. At the end of the year one copy including all four quarters' grades should remain in the cumulative file.

Homework:

The use of homework as a means to discipline students is prohibited. Homework shall be assigned but shall never exceed a student's capacity to complete within a reasonable time.

Make-Up Work:

All teachers will supply make-up work assignments due to student absence. The student will have the same number of days absent to complete make-up work. The student will be given no more than five days to complete work, after five days the student will receive a zero if make-up work is not completed.

Discipline Procedures

Discipline:

The USD #377 Board of Education has very clearly set the expectation that the buildings in our district will be orderly and mindful of our purpose of achieving high standards. The students at our school are expected to behave respectfully to all adults as well as to each other. Teachers are encouraged to use the district character education curriculum daily in an effort to establish and encourage a culture of positive behavior and discipline. (Board Policy JD)

Each teacher will be required to post his/her classroom rules in a prominent place and to explain those rules to the students on the first day of school.

All teachers should communicate classroom rules to parents within the first week of school. Behavior expectations may be posted on the teacher's webpage, sent home with student, and/or communicated to parents during Back to School Night presentation. All parents will sign a document stating they have read and understand the expectations of student conduct.

Discipline actions are to be submitted using the Elementary Discipline Infraction Report form located on the District Website Forms page.

Students Sent to the Office:

In nearly all cases, disciplinary problems can and should be handled by the individual teacher. The administration stands ready and willing to assist with the handling of a serious disciplinary problem.

Students sent to the office should have a written referral identifying their behavior and the infraction (these office referrals should be serious enough to warrant an in-school-suspension or an out-of-school suspension).

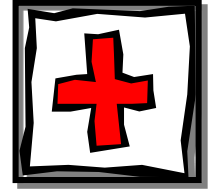
Health and Wellness

Bloodborne Pathogens:

All employees are required to annually review the policies and procedures concerning bloodborne pathogens.

The main things to keep in mind are:

- Use protective gloves whenever you may come into contact with blood, mucous or other potentially infectious materials (OPIM);
- Wash hands thoroughly immediately after contact or removal of protective equipment;
- Dispose of contaminated items by placing them in a red bag, then in the red containers (trash bags, waste cans, sharps can). In other words, double bag them.



Influenza:

At this time, Center for Disease Control and Prevention (CDC) recommends the primary means to reduce the spread of influenza in schools by focusing on early identification of ill students and staff, staying home when ill and good cough and hand hygiene etiquette. Decisions about school closure should be at the discretion of local authorities based on local considerations, including public concern and the impact of school absenteeism and staffing shortages. Information is on the website.

Student Illness:

If a student becomes too ill to function in the classroom, please notify the office. The nurse or secretary may call a parent or guardian. Please ask the person picking up the student to sign the check-out sheet in the office before leaving the premises.

Teachers are not to give any medications to students. Any medication brought to school should be sent to the office for dispensing. Also, if you become aware that any child has specific health problems, please notify the office or the school health nurse.

Head Lice Policy:

The regulations by KDHE allows students to remain in school while nits/eggs are present in the hair. Only students with live/crawling lice are required to be sent home for treatment. Treatment entails treating the head and hair with an appropriate anti-parasitic shampoo/medication and removal of the nits. Once a child is sent home with live lice, they are required to be checked in by the nurse the following morning. The student is allowed to stay at school if **only** nits or eggs are present. Daily removal of nits is required to break the cycle and to stop lice infestation. If the child has repeated bouts of live lice, the district has implemented a new policy for those situations. That policy is such that if a child is sent home three consecutive times for live lice, on the fourth incident that live lice are found, that child will not be allowed to come back to school until ALL live lice and ALL nits are removed from their hair. In accordance with Board Policy.

Wellness Policy:

The district has a Wellness Policy.

- Students in grades PK-12 receive nutrition education that is interactive and teaches the skill they need to adopt healthy eating behaviors.
- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods, and the integration of physical activity into the academic curriculum.
- All students have the opportunity to participate in a variety of learning experiences that support development of healthful eating habits.

Birthday Treats and Invitations:

Birthday treats should be approved by the teacher taking in to consideration any allergies of all students in the classroom. If invitations are brought to school, each child in the class must receive one. We will not allow students to hand invitations or treats out to only part of the class. Teachers need to make parents aware of this policy.

Drug-Free Schools:

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, or alcoholic beverages on district property or at any school activity is prohibited.



Use of Tobacco Products in School Buildings:

The use of tobacco products in any form is prohibited in any school buildings, owned, leased or rented by the district used for pupil attendance purposes. The use of tobacco products in any form is prohibited in any school vehicle. (See JCDA) **Use of tobacco products in buildings owned and/or operated by the school district or on school grounds is prohibited.**

Student Attendance Policy:

Truancy:

Truancy is defined as any **three consecutive unexcused absences**, any **five unexcused absences in a semester** or **seven unexcused absences in a school year**, whichever comes first.

School year means the period from July 1 to June 30. Students who are absent without excuse for a significant part of any school day, shall be considered truant. Prior to reporting to Social and Rehabilitative Services (DCF), or the county attorney, a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant. (JBE)

If a student's excused absences become excessive (**5 days during a nine-week grading period**) a parent/principal conference will be held to resolve the problem. The administration reserves the right to establish disciplinary measures as they relate to the resolution of any attendance problem.

The school will notify parents of students who have accumulated excessive excused or unexcused absences at the end of each quarter.

Tardy Policy:

A student will be considered tardy in the following instances: if not seated in classroom at 8:05 am., are late to class without a pass, or does not have proper materials needed for class. If a student is more than 15 minutes late to any class they will be marked as absent and unexcused for the entire period. A Detention will be assigned after they have accumulated 3 tardies in one semester. Additional tardies will

Tardy Policy (continued):

be treated as repeat violations and result in after school detention or being assigned to Saturday school to an in school suspension.

Release of Student during the School Day:

Students who must leave during the school day must check out through the office. Parents must come in, call or send a written notice to confirm the reason for leaving. Students will not be allowed to leave the building without parental permission (JBH). In the instance of students going home with one another a note must be sent from **both** parent/guardians to notify the office staff.

Purchasing Procedures**Purchasing Procedures:**

Individual fills out the requisition and submits it to building administrator. When filling out a requisition, the item number is more important than the description.

- If the building administrator approves the requisition, it will be forwarded to the Central Office. If the requisition is denied at the building level, or at Central Office, it will be returned so marked.
- If approved at the Central Office, the purchase order will be issued and a copy returned to the individual ordering. Funds must be available in the budget or the requisition will be returned.
- Be aware of deadlines for ordering materials. **May 1 is the identified date for requesting materials for the upcoming school year.**

Facility Use and Miscellaneous**Keys:**

Keys for classrooms and any other area that you need to use will be checked out through the office by the building principal or director of maintenance. Teachers are required to turn in their keys at the end of the school year unless given permission by principal to keep over the summer.

Kitchen Facility Use:

Projects that require use of the kitchen or kitchen equipment must be completed while the cook is on duty (before 2 p.m.). Adequate notice should be given to the kitchen staff.

Lost & Found:

All lost and found items are to be turned into the Principal's or first floor office as they are found. Only the principal has the authority to dispose of items, which are found and not claimed.

Safeguarding Valuables:

Please do not leave money or objects of value on your desks or in an unlocked location. This is an open invitation to those who cannot resist the temptation. The school is not responsible for personal articles and furnishings you may have at school.

Yearbook:

Teachers are encouraged to take candid or posed pictures of their class for inclusion in the yearbook and newsletters. **Check with the office before posting any pictures on the webpage that involve students.**

Plants, Pets, and Wild Animals:

Animals (including vertebrate and invertebrates) and plants may be brought into the classroom for educational purposes. Persons bringing animals into the school must receive **prior permission** from the supervising teacher and the principal. Animals must be appropriately housed, humanely cared for, and properly handled.

Study Trips:

Educational field trips are a valuable learning experience for students. **A trip form should be filled out at least two weeks in advance for administrator approval.** Educational objectives will be included on the field trip application. Fill out the transportation request after approval. Students' emergency medical forms (available from the office), should be taken on the trip. Students may go home with parents at the conclusion of an all-day field trip, providing that they give a written note to the teacher, and there is no instruction planned for the time remaining following the trip. Non-custodial guardians should inform the office a day prior to the trip stating they will take their student home. Further guidelines can be found in the student handbook.

Academic Support**Student Improvement Teams:**

The Student Improvement Teams provide assistance to teachers. Trained team members gather information after referrals are made. An action plan is developed for the student. The plan may draw on the resources of other professionals in the building, as well as community resources. Parents are an integral part of the process. Referrals to the team precede referrals for special education testing. The initial referral should be given to the counselor.

The Student Improvement Team will meet twice a month on Wednesday. The meetings will begin at 3:30pm and commence at 5:30pm. Staff may request professional development points or fill out an extra duty request for their time. The schedule will rotate each month and may require multiple professionals to attend each meeting.

School Improvement:

Continuous school improvement is a hallmark of Kansas Quality Performance Accreditation. Each school develops a school improvement plan with goals, targeted strategies, staff development, and evaluations built in. It is the responsibility of every certified staff member to take an active role in implementing the strategies selected. Documentation of implementation will be part of a teacher's responsibility. Opportunities for leadership are encouraged.

BOARD POLICIES

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 can result in greater penalties.

Prohibited Practice

No one may 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 make--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.

JCDBB Weapons (See EBC, JDC, JDD, JHCAA and KGD) JCDBB

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices - As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter;
- any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles, or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife or any knife having a blade that opens, falls, or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

Penalties for Weapon Violations - Possession of a firearm or other weapon listed under the “Weapons and Destructive Devices” heading above shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis.

Possession of, handling of, and/or transmitting a weapon of a type other than described under the “Weapons and Destructive Devices” heading above, an item being used as a weapon or destructive device, or a facsimile of a weapon may result in disciplinary action up to and including suspension and/or expulsion. Expulsion hearings for weapons violations shall be conducted by the superintendent or the superintendent’s designee.

Students violating this policy shall be reported to the appropriate law enforcement agency(ies) and, if a juvenile, to the Secretary for DCF or the Secretary of KDOC as appropriate.