

Altoona-Midway
MS/HS
Employee Handbook
2017-2018

“Breaking Barriers!”



TABLE OF CONTENTS

Altoona-Midway MS/HS School Staff.....	pg 3
District Newsletter Schedule.....	pg 4
Bus Duty Schedule.....	pg 4
Lunch Period Schedule.....	pg 5
Morning Duty Schedule.....	pg 5
Absences.....	pg 5
Accidents.....	pg 5
Activity Pass.....	pg 6
Assemblies.....	pg 6
Bullying Policy.....	pg 6
Checkout Process.....	pg 6
Classroom Parties.....	pg 6
Cumulative Testing.....	pg 6
Custodial Work Request.....	pg 6
Daily Announcements.....	pg 6
Detentions.....	pg 6
Discipline.....	pg 6
Employee Keys & District Property Rights.....	pg 7
Equipment Checkout.....	pg 7
Extra Curricular Activities (Policy).....	pg 7
Faculty Meetings.....	pg 7
Field Trips.....	pg 7
Fire Drill Regulations as Posted in each Classroom.....	pg 8
Grading.....	pg 8
Grade Books.....	pg 8
GAACA Racial Harassment: Employee/Students.....	pg 8
Guidance Counselor.....	pg 9
Hall Duty.....	pg 9
Impending Violence.....	pg 9
Inclement Weather.....	pg 9
Lesson Plans.....	pg 10
Lump Sum Option.....	pg 10
Lunch Count.....	pg 10
Mileage.....	pg 10
Next Year Supply Ordering.....	pg 10
Nondiscrimination Statement.....	pg 10
Office Supplies.....	pg 10
Office Referrals.....	pg 10
Parent Contacts.....	pg 10
Parent/Teacher Conferences.....	pg 10
Personal Leave.....	pg 11
Phone Use.....	pg 11
Poster Maker Request Form.....	pg 11
Principal Absence.....	pg 11
Printer Cartridges.....	pg 11
Public Display of Affection.....	pg 11
Room & Equipment.....	pg 11
Scheduling Transportation.....	pg 11
School Nurse.....	pg 11
Sexual Harassment.....	pg 12
Staff/Children/Pets.....	pg 12
Sponsorship of Activities/Groups.....	pg 13
Student Dress Code.....	pg 13
SIT Review Team.....	pg 13
Tardies.....	pg 13
Teacher Dress Code.....	pg 13
Teacher Evaluation.....	pg 13
Teacher Lunches.....	pg 14
Technology.....	pg 14
Tornado Drills.....	pg 14
Visitors.....	pg 14
Technology Acceptable Use Agreement.....	pg 15

**Altoona-Midway Middle/High School Staff
2016-2017**

Office Personnel

Kaempfe, Brent
Almond, Reyna
Nalley, Katie
Ashmore, Darrin
Stacy, Clydene
Reazin, Kim
Relph, Toni
Dickinson, Robert

Superintendent
Board Clerk/Secretary
Board Data Clerk
MS/HS Principal
MS/HS Secretary
AMES Principal
AMES Secretary/Food Service
MS/HS Activities Director

Middle School/High School

Sarah Morton
Bjorgaard, Crystal
Weilert, John
Weilert, Chary
Caylor, Cathy
Clinesmith, Kim
Dickinson, Robert
Dixon, Steven
Faythe, Kynda
Henderson, Marci
Lewallen, Lauren
McDaniel, Pam
Meiwes, Katelyn
Pearce, Robert

MS/HS Math
MS English/Social Studies/Technologist
HS/MS Science
MS/HS Science
HS FACS
5th and 6th grade Math/Science
HS Social Science
HS/MS Art
HS English/Journalism/Project Mngmnt
K-12 Physical Education
5th and 6th grade ELA/Social Studies
K-12 Music
MS/HS Vo-Ag/FFA
MS Sci/HS Phys Sci/Physics/Chemistry

Special Services

Sexton, Chelcey
Kariker, Kara
Gawlas, Alyce
Payne, Jody
Cain, Kimberly
Gerard, Michelle
Clark, Cynthia
Hoag, Treasure
Ponce, Chris

K-12 Counselor
K-12 School Nurse
HS/MS Resource Room
Para Educator (ANW)
Para Educator (ANW)
Para Educator (ANW)
5th/6th Para Educator/IDL Aide
Library/ACT Prep Aide
School Psychologist

Custodian-Cooks

Carter, Lynn
Williams, Daniel
Berger, Tara
Catterson, Vivian

Head Custodian
Custodian
Head Cook
Cook

**ALTOONA MIDWAY MIDDLE/HIGH SCHOOL
STAFF HANDBOOK 2016-2017**

DISTRICT NEWSLETTER SCHEDULE

Your newsletter article will be due in the office by **9:00 a.m.** on the **10th** of the month listed below. Thank you for your promptness. Articles are to be typed as a word document and emailed to the principal. The principal will forward the information to the board office for print. Of course, any teacher may submit an article for the newsletter at any time.

September:	Henderson HS STUCO	Sexton MS/HS Top Gun	Meiwes Vo-Ag	La Crone--HS Cheerleaders	
October:	Henderson Homecoming	Sexton MS/HS Top Gun	Henderson MS Volleyball	Hoag HS Volleyball	
November:	Bjorgaard KAYS		Busenbarrick Science	Dickinson HS Football	Arell MS Football
December:	Dixon MS STUCO	Sexton MS/HS Top Gun	Faythe ELA	McDaniel Music	Dixon Scholars Bowl & Art
January:	Dickinson Social Studies	Sexton MS/HS Top Gun & Honor	Arell/Walker MS Basketball	Lewellan/Ashmore HS Basketball	Henderson PE
February:	Meiwes FFA	Sexton MS/HS Top Gun	Lewellan/Ashmore HS Basketball		
March:	Babb Math	Sexton MS/HS Top Gun	Henderson Homecoming	Pearce Science	Bjorgaard ELA
April:	Busenbarrick MS Track	Sexton MS/HS Top Gun	Walker HS Track	Faythe Forensics	
May:	Arell Softball	Sexton MS/HS Top Gun	Henderson HS STUCO	Dixon Art/MS STUCO	Caylor Prom

BUS DUTY SCHEDULE

Afternoon bus duty starts at 3:30 pm. Teachers should immediately report to outside the front doors for bus duty. This duty is a monitoring of students waiting to get on the bus, and monitoring the parking lot. Bus duty lasts until the “switch bus” leaves. When the “switch bus” arrives, teachers on duty need to help assist the pre-school children to the other school bus. If for some reason the teacher cannot perform this duty, **it is the responsibility of the teacher to find a replacement.** Rotation is as follows with **the week starting:**

Sizemore, Clinesmith	Aug. 10	Oct. 2	Nov. 27	Jan. 29	Apr. 2
Almond, Dixon	Aug. 14	Oct. 9	Dec. 4	Feb. 5	Apr. 9
Morton, McDaniel	Aug. 21	Oct. 16	Dec. 11	Feb. 12	Apr. 16
Faythe, Meiwes	Sept. 28	Oct. 23	Dec. 18	Feb. 20	Apr. 23
Sizemore, Clinesmith	Sept. 5	Oct. 30	Jan. 4	Feb. 26	Apr. 30
Almond, Dixon	Sept. 11	Nov. 6	Jan. 8	Mar. 5	May 7
Caylor, Gawlas	Sept. 18	Nov. 13	Jan. 16	Mar. 12	May 14
Morton, McDaniel	Sept. 25	Nov. 20	Jan. 22	Mar. 26	

LUNCH PERIOD SCHEDULE

Students will go to lunch with their individual classes, beginning with middle school the first 25 min of 4th hour, then 5th and 6th grades for 25 min, and high school will be the last 25 min. Lunch order will be as follows:

August	J. Weilert	SS/AD	Faythe	Pearce	Caylor	Meiwes
September	Meiwes	J. Weilert	Almond	Faythe	Pearce	Caylor
October	Caylor	Meiwes	J. Weilert	Almond	Faythe	Pearce
November	Pearce	Caylor	Meiwes	J. Weilert	Almond	Faythe
December	Faythe	Pearce	Caylor	Meiwes	J. Weilert	Almond
January	Almond	Faythe	Pearce	Caylor	Meiwes	J. Weilert
February	J. Weilert	Almond	Faythe	Pearce	Caylor	Meiwes
March	Meiwes	J. Weilert	Almond	Faythe	Pearce	Caylor
April	Caylor	Meiwes	J. Weilert	Almond	Faythe	Pearce
May	Pearce	Caylor	Meiwes	J. Weilert	Almond	Faythe

MORNING DUTY SCHEDULE

When students arrive at school they are to go to the cafeteria or gym. Students should only be allowed to leave the gym for breakfast or to go to a teacher’s classroom for extra help. Below is a rotation for morning duty. Teachers should be on duty by **7:45am**.

Weekly Morning Gym/Cafeteria Duty: Rotation is as follows with ***the week starting:***

Pearce, Henderson	Aug. 10	Sept. 25	Nov. 13	Jan. 8	Feb. 26	Apr. 23
C. Weilert, Lewallen	Aug. 14	Oct. 2	Nov. 20	Jan. 16	Mar. 5	Apr. 30
J. Weilert, Gawlas	Aug. 21	Oct. 9	Nov. 27	Jan. 22	Mar. 12	May 7
Caylor, Henderson	Sept. 28	Oct. 16	Dec. 4	Jan. 29	Mar. 26	May 14
Pearce, Faythe	Sept. 5	Oct. 23	Dec. 11	Feb. 5	Apr. 2	
C. Weilert, Lewallen	Sept. 11	Oct. 30	Dec. 18	Feb. 12	Apr. 9	
J. Weilert, Meiwes	Sept. 18	Nov. 6	Jan. 4	Feb. 20	Apr. 16	

ABSENCES

Whenever a teacher is to be absent, the teacher is responsible for notifying **Clydene Stacy at 620-920-0569** by **6:00 a.m.** to allow adequate time for contacting a substitute. If possible, please contact **Clydene** the night before when sick. Please keep calling or texting until you have personal contact with her. Leave request forms should be filled out prior to personal leave and sick days used for doctor appointments.

It is the responsibility of the absent teacher to have lesson plans, student roster, class rules, some way to take lunch count (1st hr), and daily schedule available for the substitute teacher. An emergency substitute file should be kept for emergency situations. Staff must fill out a personal illness form upon returning to work.

ACCIDENTS

If a student has an accident at school please contact the office. We will have someone come ASAP to assist the student. If a student hits his/her head, notify office immediately and someone will come to the site of the accident. Parents will be notified. **Practice Bloodborne Pathogens procedures as required per regulations.** If a student is injured during a school related activity after school hours, get medical attention, if necessary and make sure an accident report form is filled out concerning the incident. Report should be filed with the principal.

ACTIVITY PASS

If interested in going to an activity, the activities director has passes for regular league activities that are for staff members to get into the activities for free.

ASSEMBLIES

School assemblies will be held periodically throughout the school year. Teachers are required to sit with their classes. Proper behavior is expected and teachers should be on the alert to correct any behavioral issues.

ATTENDANCE

Teachers are responsible for taking attendance each period on PowerSchool first thing every class period. It is very important that we have an accurate account of student attendance and **lunch count (1st hour)**. Students that leave during the day for any reason such as illness must go through the office.

BULLYING POLICY

Students or staff will not tolerate bullying. The best defense against bullying is constant monitoring of students. Students will be monitored during class and hallway passing periods. Any incident of bullying will need to be reported to the principal.

CHECK OUT PROCESS

At the end of May teachers will receive a check out form in their teacher's box. There will be a list of things that each teacher is required to do before they check out with the principal. Before teachers want to check out, please have all items completed.

CLASSROOM PARTIES

Classroom parties need to be scheduled one week in advance and approved by the principal. Please keep to a minimum. Class time is too valuable to waste.

CUMULATIVE TESTING

Teachers must have cumulative tests at the end of each nine weeks. These tests should reflect not only material covered during that nine weeks, but also some material covered in all of the previous nine weeks.

CUSTODIAL WORK REQUEST

If custodial work is needed, a form is available and found in the teacher workroom or office. Please fill out and give to the secretary. The request will be added to a work list to be completed.

DAILY ANNOUNCEMENTS

Announcements will be made from the office during 2nd hour. Please have any items for the announcements to the office no later than 8:00 a.m.

DETENTIONS

Teachers can give students 20-minute detentions for misbehavior and tardies. Teachers will post detentions on PowerSchool, and fill out the appropriate paperwork listing the time and reason for the detention. Teachers also need to contact parents informing them of detentions issued. Teachers should give 24-hour notice to students to allow for transportation arrangements. Teachers should keep a copy of notice for their records.

DISCIPLINE

One of the most important factors contributing to a learning experience is discipline. You will be expected to maintain effective discipline in your classroom. From the start of school emphasize to the students what is expected of them. Good planning is a valuable tool in maintaining good classroom discipline. Start the school year using good management skills and procedures and be consistent.

One part of the teacher's evaluation will concern classroom management, and the evaluator will weigh heavily the discipline maintained.

Become familiar with the student handbook and work as a team. Discipline is a team effort involving all of the faculty, administration and parents. Parents are a vital part of helping with discipline. Do not hesitate contacting parents on a regular basis. This contact should be positive contact along with negative contact. Please notify the building administrator, on the form provided, of all parent contact.

EMPLOYEE KEYS & DISTRICT PROPERTY RIGHTS

A. USD 387 maintains the mindset that employee keys are, in all actuality, an important part of the district's property. Considerable efforts have been made to secure both facilities in terms of having a safe and secure environment conducive to better teaching & learning. USD 387 has initiated work to replace old doors with better doors, installed bars on the inside windows, and added a video surveillance system at the high School.

B. Therefore, under NO circumstances are district/building keys issued to any employee be 1) given to students, 2) given to any other individual that is NOT an employee of the district, 3) left in open and obvious places out of the care & supervision of the employee, and 4) cannot be duplicated.

C. Keys that are misplaced or lost must be reported to the administration in timely manner immediately after it has been discovered that the keys have been misplaced.

D. Employees are put on notice that if and when keys are misplaced and/or lost for more than 10 days, they will be considered non retrievable. Lost keys will constitute action by the school district to replace all locks associated with those lost keys up to the replacement value and/or not to exceed a \$500 penalty. The lost key(s) replacement fee will be assessed against the employee to offset the cost of rekeying locks and assessed at the next payroll period.

EQUIPMENT CHECK OUT

If teachers want to take equipment home over the summer for any reason, they must check it out with the school technologist(s). The name of the item(s) and serial number(s) will be recorded by the technologist(s). If a teacher takes a lump sum paycheck in June, they are not allowed to take equipment over the summer.

EXTRA CURRICULAR ACTIVITIES (POLICY)

1. Order of priority will read as follows:
 - A. K.S.H.S.A.A. State, regional or district
 - B. League affiliation
 - C. USD 387
 1. Priority will be given on a first come first serve basis (events over practice)
 2. Should two activities be considered compatible by the principal they may be scheduled at the same time
 3. Incompatible activities or these that may prove to be disruptive or require a decision on the part of the students will not be approved
2. Organizations or class meetings will take place during student lunch periods. No class time will be used.
3. Care should be taken to prevent disruption of class work and creation of more work for anyone.
4. One point that is highly important and worthy of consideration by all of us is to be proud of what you're doing and do the best job you can. You must also realize that your colleagues are doing the same. We need to integrate all the learning activities together without sacrificing any program or department. We all have a highly important function to perform and if we can cooperate fully it makes all our jobs a little easier. We must all work together for the common goal for quality education. Cooperation and compromise are two key words to our success.

FACULTY MEETINGS

HS/MS Faculty meeting will be held the 15th of each month unless otherwise notified. If for some reason school is not in session, it will be the first day back in session. Other meetings will be called as needed.

FIELD TRIPS

The teacher shall notify the principal of planned activity trips and the resources needed a month in advance of the trip. Permission for field trips for the school year must be signed on the enrollment form. Each trip will have an itinerary approved by the principal or superintendent and sent home prior to the trip.

The principal or superintendent reserves the right to deny any unreasonable request for field trip.

FIRE DRILL REGULATIONS AS POSTED IN EACH CLASSROOM

Teachers will take grade books/laptops, or roll sheets with them and check roll.

Close window and lock doors.

Drills are a vital part of the safety of our students and staff. All staff must assist in making students aware of procedures on the first day of school and have reminders throughout the year.

Teachers are responsible for determining that all students assigned to them are out of the building. Keep your class in a group and once you have accounted for all your students or you find that a student is missing, report this information to the principal. Teachers must have a copy of their roster so they can double check names of students and keep the appropriate records safe. Teachers are responsible for assisting any disabled students to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitors to the nearest accessible exit or safe refuge area.

GRADING

Teachers are expected to keep grading current. Graded papers should be used as an effective tool for student learning and the re-teaching process. Please keep grades current on PowerSchool. Grades are expected to be current in PowerSchool by the end of the last school day of the week. Parents will be instructed to check on grades regularly.

GRADE BOOKS

Paper grade books are no longer required as all information is now stored in PowerSchool. At the end of each nine weeks, hard copies of assignments with grades should be printed from PowerSchool and kept for teacher's records.

GRADE CARDS

Grade cards shall be handed out at conferences for the first and third quarters (any not picked up will be mailed). They will be mailed to parents following the end of the second and fourth nine weeks grading periods. Teachers will need to check verification sheets and return them to the office on the announced dates. PowerSchool grading will need to be kept up to date for grades to be printed for grade cards.

GAACA RACIAL HARASSMENT: Employees/Students

(The complete policy may be viewed at the Central Office.)

The USD 387 board of education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, student, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

1. Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of racial harassment and take prompt corrective action to end the harassment.

Any student who believes he or she has been subject to racial harassment or has witnessed an act of alleged racial harassment, should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of racial 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. The building principal shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable student conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct. The discipline of a student for violation of any provision of the code of student conduct may be enhanced if the conduct is racially motivated.

An employee who witnesses an act of racial harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the compliance coordinator shall report such conduct to the appropriate law enforcement or SRS authorities.

To the extent possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

*False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

GUIDANCE COUNSELOR

There is one counselor for the entire school district. If any of our students need counseling services, please contact the counselor.

HALL DUTY

All staff members are responsible for all students all of the time. The best way to head off any issues is by being visible. The staff must be visible in the hall during all passing periods. Students are required to keep lockers shut and locked. Teachers are responsible for monitoring their assigned areas to ensure lockers are shut and locked.

IMPENDING VIOLENCE

A toll free number, **1-877-626-8203**, has been established for parents and students to report any knowledge they might have of any impending violence that might take place.

INCLEMENT WEATHER (Blackboard Connect)

To notify staff and parents of school closings, schedule changes, and other communication needs, a call from our Blackboard Connect will be made. Please inform the office of any phone number changes so you are not left off of the calling system.

LESSON PLANS

Teachers are required to write lesson plans, utilizing the state standards, to use in their teaching. Plan books must be kept for each subject that is taught. All teachers should watch the mapping of subject curriculum to make sure all information is covered before state testing. Plan books will be looked at before each classroom visitation for evaluation purposes. Teachers will also compile a substitute's plan book that will include seating charts, location of teacher's textbooks and other teaching supplies as needed. Teachers will need to keep this notebook handy in the classroom.

LUMP SUM OPTION

At the end of the school year, the district office will send out a paper asking teachers how they want summer checks divided.

LUNCH COUNT

Lunch count will be taken the first hour of the day on PowerSchool.

MILEAGE

Traveling teachers are required to sign-in with regard to monthly trips when working between buildings. Teachers are required to fill out a requisition for reimbursement. It is to be sent to the principal, via email, not to the board office.

NEXT YEAR SUPPLY ORDERING

During the spring you will get an email from the district office for the co-op ordering. Teachers will request supplies through the principal for the following year. **All orders for following year are due on the assigned date.**

NONDISCRIMINATION STATEMENT

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 and corrective action. Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school

Any staff member who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any staff member who continues to engage in discriminatory conduct shall be disciplined to the extent of the policy.

OFFICE SUPPLIES

Office supplies are kept in the workroom. These are the supplies that will need to last the whole year so please only take what you need.

OFFICE REFERRALS

The classroom teacher will be the primary disciplinarian of his/her classroom. Teachers should conference with the student in an attempt to resolve problems. Parents will be contacted by the teacher to inform them of minor situations. Teachers will attempt to resolve student problems before making office referrals. However, severe situations require immediate attention by the principal. In these situations, teachers need to send students to the office immediately, and then fill out the referral form as soon as possible. Please be sure to notify the office when sending a student. *The principal will keep copies of the referral forms in the office.* A follow up call to the office may be necessary to see that the student has reached his/her destination.

PARENT CONTACTS

Staff should keep parents up to date. If behavior or grades are poor, parents should be informed before quarter grades are due. This will ensure we as professionals are doing everything possible to help our students succeed. Positive contact is strongly encouraged.

PARENT-TEACHER CONFERENCES

Two Parent-Teacher conferences will be held each year. Whenever additional individual parent-teacher conferences are needed, teachers will be encouraged to set them up. Do not wait until the scheduled conference if you need one. There should be no surprises to parents at these conferences. Please communicate with parents on a regular basis.

PERSONAL LEAVE

Staff must fill out a personal leave request form. The principal will sign off and send to the district office. All personal leave must be approved by superintendent 24 hours in advance. See negotiated agreement for personal leave guidelines.

PHONE USE

Cell phones are to be turned off or put on silent during class time. Teachers may use them during their lunch or plan time. *Cell phones are not to be used in the presence of our students, including in the hallways.* School phones are to be used for school business only. Students are not authorized to use school phones unless approved by the office or special occasions. It is the responsibility of all staff members to monitor student usage.

Classes will not be interrupted for phone calls. The office will transfer calls to the voice messaging system during classes unless it is an emergency situation.

POSTER MAKER REQUEST FORM

USD 387 has the ability to make posters. Teachers need to fill out a poster maker request form and send it to the district office. Original must be 8 1/2 " by 11"-margins no smaller than 1" on bottom of the 11" side, 1/4" on top and sides.

PRINCIPAL ABSENCE

In the absence of the principal, activities director, or the superintendent, will be the "go to person". Please visit with the activities director as soon as he/she is available before contacting the superintendent if you have any questions or need assistance.

PRINTER CARTRIDGES

Fill out a requisition form and email it to the principal when a printer cartridge is getting low. USD 387 has a recycling program so if you have an empty cartridge please put it into a baggie and bring it to the office.

PUBLIC DISPLAY OF AFFECTION

Students are only allowed to hold hands. Please notify office if you have warned students concerning this behavior and it has not changed.

ROOM AND EQUIPMENT

Teachers are responsible for their rooms and equipment. Care and discretion should be used in using and having students use equipment. Teachers should not give keys to students to run errands. At the end of each day make sure that papers are picked up and windows and doors are closed and latched. Do not allow students to work in your rooms without direct supervision. It is everyone's responsibility to keep the building nice. Staff should set positive examples so students also take pride in the building. ***STUDENTS ARE NOT TO BE IN THE WORKROOM AT ANY TIME FOR ANY REASON. MONITOR WHAT STUDENTS ARE PRINTING IN ORDER TO SAVE INK.***

The activities director (AD) will provide an inventory list of all equipment in stock, to coaches. New equipment will be added as it is purchased. All questions pertaining to the use of school equipment will be directed to the AD. Inventory will be taken at the close of school in May. These inventories will be returned to the AD.

SCHEDULING TRANSPORTATION

Building administration should approve all trips. If attending any school event, a school vehicle must be used if available. Only prior approval from district administration will reimburse mileage on staff vehicles. ***Staff should never transport students in their own vehicles OR allow students to drive to events.*** If you have any doubts, talk with the principal or superintendent. After approval from administration, staff should fill out the trip request forms for the activities director to schedule transportation.

SCHOOL NURSE

We will have the services of a school nurse on a part time basis. Her exact schedule will be posted.

SEXUAL HARASSMENT

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district, board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of district policy for any employee to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of the district policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, of a physical conduct or a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

- * submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- * submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- * such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- * verbal harassment or abuse
- * pressure for sexual activity
- * repeated remarks to a person, with sexual or demeaning implication
- * unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Specific examples of sexual harassment include:

- * making sexual comments or jokes
- * looking or gesturing in a sexual manner
- * touching, grabbing, pinching in a sexual way
- * brushing up against
- * flashing or "mooning"
- * spreading sexual rumors about an individual
- * pulling clothing in a sexual manner
- * showing or giving sexual pictures, messages or notes
- * blocking passage in a sexual way
- * writing sexual messages or graffiti on walls, locker rooms, etc.
- * forcing a kiss on someone
- * calling someone gay or lesbian
- * forcing someone to do anything deemed sexual
- * spying while someone is showering or dressing
- * use of electronic devices, cell phones, cameras, etc. while in locker rooms or restrooms

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subject to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

STAFF/CHILDREN/PETS

Do not bring your children or pets to work with you on contracted days.

SPONSORSHIP OF ACTIVITIES AND GROUPS

Educational opportunities available for our students partially rest in extra-curricular activities. Involvement is needed by students and staff alike to ensure quality programs. If any sponsorship or organizations is not filled voluntarily, they will be appointed by the administration. When taking students on trips outside of the school district, make sure that the students are held to high expectations of behavior.

Teachers should turn in all forms together: such as a substitute form, requests for bus or van transportation, requisitions, list of students going on activity, expenditure forms for organization registration fees.

STUDENT DRESS CODE

As per the Student Handbook. It is the responsibility of the staff to help enforce the student dress code. If there are questions or issues, contact the principal.

SIT REVIEW COMMITTEE

The SIT Team works with teachers/parents in developing a program of support for students who are experiencing significant academic and/or behavioral problems and students who may need enrichment. The process allows a diverse team of people to develop support programs specific to the child's needs. Sometimes outside the school resources are brought into aid the school with this job.

The SIT Team will be responsible for the following:

- Receiving student referrals, fact finding and assessment
- Participating in the problem solving process
- Developing an appropriate intervention plan
- Support, follow up and evaluation of each plan

Parents/Guardians/Teachers/Staff can begin the process by completing a Request for Assistance form and submitting it to the principal. Requests for assistance are open to anyone

TARDIES

Students tardy to ANY class must report to the office for an Admit Slip. See student handbook for HS/MS policy. Teachers can issue detentions to students when a student receives their 4th tardy in a class per semester.

TEACHER DRESS CODE

Staff should present themselves in a professional manner. Appropriate staff dress should reflect the teaching position with keeping in mind a professional look. Spandex, leggings, tights, jeggings, or other clothing similar in design are not to be worn alone. You must wear dresses, skirts, or shirts that are to your fingertips when your arms are at your sides if wearing any of the above.. Jeans are only allowed to be worn on the last day of the work- week, with students, when accompanied with the AM Jets polos, staff shirts, hoodies, or sweat shirts. Jeans and T-shirts should not be worn unless approved by the administration in advance.

TEACHER DUTY

Teachers will be expected to be on duty by no later than **7:45 a.m.** and should remain on duty until at least **3:50 p.m.** If for some reason a teacher needs to leave early, prior approval from building principal is necessary.

TEACHER EVALUATION

All professional staff will be evaluated according to statute and Board Policy. The McRel evaluation form will be the instrument used to evaluate staff. The purpose of the formal evaluation is for improvement of instruction – not a threat of non-renewal. The evaluation process will be a combined effort between administration and the instructor.

Along with the formal evaluation process all staff will have numerous informal evaluations throughout the year. The best way to know what is happening in the classrooms and help with a solid formal evaluation is by walk-through and other types of observations. Do not take these as a threat to your profession, but a way to help with true assistance in improvement.

TEACHER LUNCHES

Teachers are only allowed to charge 5 lunches. The office cannot hold employee personal checks. If different arrangements are necessary, please contact district office. Teachers are entitled to a 25-minute duty free lunch.

TECHNOLOGY

If a teacher has a problem with technology, email the technology support group or the principal. Please do not disrupt classes. If it is urgent, contact the principal.

TOBACCO FREE BUILDINGS

State Law H.S. 2412 prohibits smoking inside of any school building. USD 387 Board of Education expects this law to be followed. If you smoke please make sure you are outside the building when doing so. If you observe anyone smoking or using tobacco in the buildings, please remind them or inform the office.

TORNADO DRILLS

Tornado drills will be held three times a year. Places should be taken quickly and quietly. Teachers are to be with their class during each drill. Students are to go to the locker rooms; middle school and high school students will go to their respected locker rooms. All outside buildings will be brought to the main building if we are under a tornado warning. All students are to assume the tornado position; that is sitting with their backs to the wall, knees bent, head between the knees, and arms covering the head. No talking will be aloud. Silence is important for listening to outside noises or instructions from administration.

VISITORS

All visitors (parents, grandparents, patrons, etc.) must report to the principal's office before going into a classroom. The visitor will pick up a visitor's tag from the office. If a visitor is seen on school premises without a visitor's tag, they are to be immediately escorted to the principal's office. This procedure is to ensure the safety of our students and faculty.

**USD 387 Staff
Technology Acceptable Use Policy Agreement
2016-2017**

I accept that using technology and accessing the Internet is an educational advantage afforded me by the Altoona-Midway School District and that inappropriate use of technology may result in my loss of their utilization and other possible disciplinary action.

I accept that the primary use of computer resources and the Internet is to support research and education.

I will follow all copyright regulations and will not copy programs or pirate software. I will not take hardware, software or computer supplies provided by the school district.

I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.

I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and that all Internet activity can be monitored.

I understand that I am responsible for any damage to the technology that is caused by something that I download. I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.

I understand that damage inflicted to technology checked out to me will be handled on an individual basis by the administration.

I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.

I understand and agree with the school district contract for technology use in the schools and that the Altoona-Midway School District will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system or network.

I understand that should I break this contract my access to technology will be revoked and disciplinary actions taken.

This user agreement will be renewed each academic year.

Printed Name

Signature

Date

This policy was adapted from one created by the Medford Public Schools and can be found at:
<http://www.medfordpublicschools.org/for-teachers/acceptable-use-policy/>

