

*USD 405  
FACULTY  
HANDBOOK*



*2023-2024*

*BOARD OF EDUCATION APPROVED: April 10, 2023*

## USD 405 MISSION STATEMENT

USD #405 will be accountable for providing a balanced quality education in a positive environment where each student will develop into a self-reliant, life-long learner, with the ability to meet society's challenges.

## USD 405 DISTRICT OUTCOMES

Appreciation of Self and Family: the school will provide opportunities for each student to demonstrate: a positive self-esteem; independent learning skills; integrity; self-discipline; a desire to learn; a healthy attitude toward change; a willingness to take on difficult challenges.

Acquisition of Skills for Life and Work: The school will provide opportunities for each student to acquire a core of knowledge necessary for success in a changing world; higher level thinking; problem solving; decision making.

Appreciation of Life: The school will provide opportunities for each student to recognize the potential of improving the quality of life through the following areas: physical health; mental health; the arts; the humanities; technology studies the natural world.

Appreciation of Others: The school will provide opportunities for each student to exhibit patriotism; citizenship; respect for authority; service to others.

### ***PHILOSOPHY***

*We Believe ...*

- 1. That it is the school's responsibility to provide a positive climate for learning.*
- 2. That the school should emphasize positive incentives and recognition, which promote self-discipline.*
- 3. That discipline is an essential part of education.*
- 4. That students have rights and responsibilities.*
- 5. That school rules should be established and understood by parents, teachers, and students.*
- 6. That parents should be deeply involved in the discipline of their children.*
- 7. That parents, teachers, and administrators should help students work toward self-discipline, self-control, and self-responsibility.*
- 8. That disciplinary action should be in accordance with the policy of the Lyons Board of Education and as stated in the State of Kansas laws.*

**This handbook has been combined for all school buildings within our district.**

## **USD 405 EDUCATOR'S CREED**

**We believe educators are given the privilege to work with the community's most precious resource, children.**

**We believe all children can learn, but not on the same day or in the same way. It is our responsibility to meet the individual needs of each child.**

**We believe every child begins school with the motivation to learn. It is our responsibility to maintain and/or enhance this desire.**

**We believe it is our responsibility to communicate the relevance and importance of education.**

**We believe every student has the right to a quality education and no student has the right to interfere with another's opportunity to learn.**

**We believe students are in the process of maturing to adulthood; therefore, it is our responsibility to model behavior consistent with district outcomes and societal beliefs.**

**We believe district patrons, parents, staff and students should be focused on learning, with shared responsibility in the process.**

**We believe education is empowering and it is our responsibility to help every student use acquired knowledge and skills in striving for full potential.**

**We believe student learning is our product. We should be evaluated by the product we produce, the quality of our work is determined by our professional skills and the performance of our students based on the outcomes of this district.**

**We believe the leadership position of educators is the most important role in our society. No job touches more lives and makes a greater impact on the quality of our society than the teaching professional. One could not ask for a better opportunity.**

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## **INTRODUCTION**

It is important to establish classroom procedures which are consistent from day to day and which give students a feeling of 'knowing' what to expect in the study setting. The rules and regulations should allow for a learning climate to be present daily.

During the past years certain ideas have been heard from staff members regarding how we, as a district, should develop consistency and unity in our day-to-day operation. In order to aid our effort toward consistency, some basic classroom procedures and expectations will be initiated. Each instructor will be expected to model good learning techniques in the classroom. The basic classroom expectations are:

1. Intensive learning activities to occur in each class.
2. The classroom time must be quality time.
3. Our greatest duty is to teach the subject matter, followed closely by performing the other responsibilities required of teachers
4. What we expect of our students, we should be willing to do ourselves. We truly must model that which we perceive to be important.
5. Specific conditions in the room should include:
  - a. Class should begin on time.
  - b. Chairs should be used to sit on.
  - c. Class time should be used in study of the subject.
  - d. Make yourself available to students.
  - e. It is the responsibility of the teacher to supervise their students.

## **ABSENCE - PRINCIPAL'S**

In the absence of the principal, a staff member shall be designated by the principal to serve in the building administrative role and assume the principalship responsibilities. On questions regarding non-routine matters, the designated principal should consult with other district administrators.

Order of Assignment:

Assistant Principal/Activities Director

Counselor

Secretary or designee

## **ASSEMBLIES**

Teachers are required to attend all student assemblies unless the principal excuses you. You are to sit with the students and supervise those students assigned to you. All remaining classroom instructors are to supervise the general assembly by stationing yourself in a strategic location.

It is our view that assemblies can have a beneficial influence on the life of students. It is our concern that students participate in a positive way during the program.

Some guidelines are proposed to allow for the proper functioning of the assembly period:

1. Students shall sit in their assigned seats during each assembly.
2. Students shall sit in their seats without leaning their heads on the backrest or place their shoes on the seat in front of them.
3. All talking and distracting activity shall cease when the performance begins.
4. It is appropriate to respond to the assembly. The type of response, of course, is dependent upon the nature of the assembly. Boisterous activity, extraneous shouting, comments to the performers or throwing of objects are inappropriate activities at all times.
5. Food is not to be consumed in the auditorium during the assembly.

## **ATTENDANCE**

When students are absent from school, a note or phone call from the parents to the teacher or school office is required. Please encourage parents to communicate this information to us. If no communication has been received by 9:00 a.m., the office will begin checking on absences. Teachers will be asked to report attendance by 8:30 a.m. each day through Infinite Campus. (IC) AND before starting classes after lunch recess.

Student attendance will be recorded in INFINITE CAMPUS twice a day.

It is expected that each student will strive to be present at school each day. Every absence and tardy is entered on the student's permanent record. Regular attendance, in a larger part, contributes to a satisfactory scholastic record. It is extremely important that teachers keep accurate and up-to-date records of tardiness and absences. Teachers will be required to turn in absences at a designated time to the high school office by electronic transmission.

Each student should be given an equal number of make-up days (+ one) as missed to complete work if an absence is excused. This time should begin on the day student returns to school. If a student has had an extended absence and if, in the judgment of the principal, additional time is merited, an extension may be given to a student. Students should be required to make up work immediately upon returning to school.

Unexcused absences basically are defined as: an absence of a student or an absence without reason as defined in the student handbook. Work missed during an "Unexcused Absence" will be made up and scored.

Each instructor will take attendance during the first part of each class. The daily lunch count should also be recorded on Infinite Campus at the beginning of 1<sup>st</sup> hour class. This count needs to be accurate to avoid excess meals.

**The most updated pupil attendance guidelines are printed in the parent/student handbook.**

### Student Checkout by a Parent/Guardian

Parents will be requested to check in with the office when visiting the school. If they wish to check a student out of school, they will be asked to sign the student release form before the child may leave. This allows the office to know where the student is and the relationship of the person who picked them up.

## **BUILDING USAGE**

The schedule for the use of the building for rehearsals and meetings to be held at times other than school hours must be arranged through the principal. The sponsor is responsible for seeing that the building is cleaned, and all doors locked and lights out after meeting and rehearsals are over. Please double-check all doors and lights

Wednesday night is church night in Lyons. The building is not to be used on Wednesday evenings, and NOT ANYTIME ON SUNDAYS WITHOUT PERMISSION ACQUIRED FROM THE PRINCIPAL.

### **BUILDING (ASBESTOS FREE) EPA REQUIREMENTS ON FRIABLE ASBESTOS**

Public Law 94-469 requires that parents be notified of the conditions of a school building regarding asbestos.

The high school building has been inspected for asbestos. Friable asbestos containing materials are not known to exist in this building.

## **BULLYING**

### HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

For more details, refer to board approved policy GAAC, GAACA, and GAEE

## **CALENDAR**

The district's school calendar has been adopted by the BOE. Additions will be made to this calendar at Administrative Team Meetings and conveyed to staff members as soon as possible.

## **CELL PHONE USE BY FACULTY**

Cell or telephone use for non-instructional purposes is not permitted in class during instructional time without prior approval of the principal except for emergency situations.

## **COMMITTEES**

### Faculty Committees

Over the course of the year, many activities and events take place outside the realm of a school day which require planning and implementation, such as Read Week, Volunteer Luncheon, Secretary's Week, etc. We ask that all staff members participate in the planning of these occasions. A sign-up sheet will be available so each person can choose the event, which he or she would be most interested in planning.

## **COMMUNICATION**

### Faculty Communication

The smooth operation of any organization depends to a large degree on the quantity and quality of communication utilized. In order for us to operate efficiently and effectively, these suggestions are recommended:

- When you have problems and/or concerns, please discuss them with the person(s) involved and/or with the principal. DO NOT let problems go unattended with the hope that they will go away! Let's deal with our problems and try to resolve them before they become a crisis.
- The bulletin boards in the staff lounge/breakroom will be used to keep staff members informed of activities, etc.
- Check your email at a minimum of 2 times each day.



## Faculty/Student Interaction

### Staff and Student Interaction

1. Staff are to maintain professional interactions with students at all times.
2. "Safe touch" practices are to be used with students at all times.
3. Staff are not to be alone with students in non-public areas, including offices, classrooms, and storerooms, or vehicles after 5PM without permission from a building administrator.
4. Staff are not to communicate with students via personal communications (note, letter, phone contact, text message, e-mail, or other electronic means) that would bypass the knowledge of such communication and approval of the parents or guardians as to the contact and context of the communication.

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual, intimate, or romantic nature with any student at any time regardless of the student's age or status.

The Board of Education recognizes that, particularly in a small community, staff and students come into contact outside the school setting at church, community, social events, etc.... The teacher should use these settings to model good behavior and citizenship. A teacher shall in no way use his/her position to intimidate, coerce, or otherwise inappropriately influence students outside the school setting.

## Faculty/Parent Communication

Continuous communication with parents is vital to success in the classroom. Parents and teachers need to form a partnership, striving to work together for the common good of the child. It is important that your first communication with parents be of a positive nature!

At the beginning of the year, please prepare an informative letter for parents which includes:

- Daily schedule,
- Curriculum, expectations
- Classroom discipline plan,
- Lunch recess rules
- Milk prices
- Dress code
- When to call the school about absences
- Change of transportation at the end of the day
- Prepackaged snack for class celebrations
- No guns or weapons of any kind
- No bikes or scooters
- No flowers, balloons, or gifts can be received at school

This letter should be distributed to parents at the 'Parent Orientation' night the first week of school. Written communication sent home to parents should be 'proof-read' just in case by someone else.

## **COMMUNITY RELATIONSHIPS**

1. Be business-like. We should be courteous and yet be convincing that we do have some knowledge.
2. It is a good idea to go more than halfway to get along with folks.
3. Be humble and be able to communicate with all citizens.
4. Do not be afraid to do more than what is expected of you in the community in which you work.

5. The attitude of your community toward you depends largely upon your attitude toward the community.
6. Gossip is the public school's worst enemy; watch your step.  
Work to improve the organization.
7. The sensible teacher never, under any circumstances, criticizes another teacher in public.
8. Our goal is to improve the community of Lyons through our efforts with the youth.
9. Every move you make either adds to or subtracts from public confidence in the school system.
10. The parents see you through the eyes of their children.
11. Become active in building Lyons.

## **CONFERENCES**

### Parent-Teacher Conferences

Continuous communication with parents is vital to success in the classroom. Parents and teachers need to form a partnership, striving to work together for the common good of the child. Conferences are held twice a year as scheduled on the District Calendar. As teachers, you should be contacting parents to schedule a time to meet. Conferences should only be rescheduled for the following reasons: illness; death in the family; hospitalization. If the conference is missed, a written progress report should be sent.

As a teacher, you may request a parent conference whenever you believe it will be helpful.

Parent conferences should be POSITIVE but truthful. Any reference to testing, retention, etc. should be the product of a Student Improvement Team Plan first.

## **COUNSELOR/GUIDANCE**

Guidance is an important function of our school program. Since our teachers are interested in developing well rounded personalities and not just teaching subjects alone, every teacher does counsel work with his students. However, students should be encouraged to use the services of the school counselor. Please review the section dealing with the responsibility to you students.

A complete personal file folder is kept on each student. It includes scholastic records, mental ability scored, achievement scores, interest and aptitude test results, health record, etc. These files may be observed by any teacher by making a request to the school secretary.

The counselor is given special time during the day to do counseling and testing. Teachers are urged to refer special problem cases to the counselor's office or the principal. **TEACHERS, PLEASE DO NOT SEND DISCIPLINARY CASES TO THE COUNSELOR'S OFFICE.**

## **CUSTODIAL ASSISTANCE**

Teachers are to ensure the following procedures are completed daily:

- 1) All chairs are placed on top of tables before departing room at the end of the day.
- 2) Classroom trashcans are emptied into hallway rolling trash bin.
- 3) Students have picked up and disposed of larger trash items than can be vacuumed.
- 4) Students and staff have searched for and disposed of staples in the carpet. (Please do the same near hallway bulletin boards when placing and removing items.)
- 5) Teachers are responsible for cleaning their classroom whiteboards.
- 6) Dishes and silverware in the lounge must be at least rinsed thoroughly after use.

# DISCIPLINE

Any teacher has the authority at any time over any pupil in the building or on the school grounds whether the pupil is in the teacher's class.

A general procedure will be used, when possible, in dealing with discipline cases:

- a. Initially the teacher should schedule a conference with the person involved. If it is inconvenient at the time, plan to cover it during the minutes following school time. Please use wise judgment and make an attempt to solve the problem with the student.
- b. If the problem continues, bring the student to the assistant principal.
- c. Upon the students' return to class, if the problem continues, more restraining action from the office may occur.

You are directly responsible for the discipline of students while they are in your class or activity. More detailed guidelines are listed in the student handbook.

*Some general statements to serve you:*

Philosophical Guidelines:

- a. Treat students as you would like to be treated.
- b. You can only influence behavior, not change it.

The difference between Punishment and Discipline:

Punishment ....

- a. ....requires judgment
- b. ...imposes an outside power
- c. ...arouses resentment and anger
- d. ...invites more conflict

Discipline is a planned response and ...

- a. ...allows the student to recognize what he or she has done wrong.
- b. ...ownership of the problem stays with the student.
- c. ...the student learns how to solve the problem.
- d. ...it leaves the dignity of both the student and the teacher intact.

Discipline is not ridicule, sarcasm and embarrassment.

Good Teaching is Discipline Prevention.

- a. In order for learning to take place, there must be order in the classroom.
- b. For order to take place in the classroom, there must be something worth learning.

Behavior change is from consistency - not severity.

Low Level Interventions should be used first when disciplining a student.

- a. Most discipline problems arise during transitions.
- b. Law of Least Intervention - Start with the least amount of power necessary.  
(eye contact, the "look", gesture, snap fingers, proximity, name, shake your head, clear your throat, flick lights, count, count backwards, humor, touch, ignore, whisper, stop talking, change voice, use a different language, pink slip on their desk, wait time, close the door...)

## USD 405 DISCIPLINE GUIDE

USD 405 understands the many roles expected of schools and recognizes that none is more important than teaching and learning of the intended curriculum for all students. The intended curriculum is any subject area that has a designated curriculum that is expected to be taught; examples, math, science, PE, and technology.

It is very obvious that instruction techniques, curriculum work, and forms of assessments are means to support the teaching and learning of the intended curriculum. It should be just as obvious that the discipline process is also a means to support the teaching and learning of the intended curriculum. Without the proper learning environment, teaching and learning will be greatly hindered.

To ensure a productive teaching and learning environment for all, USD 405 is committed to maintaining a safe environment, an orderly environment, and a productive classroom environment in all schools and at all school activities. To ensure the structure and consistency necessary to maintain such a positive teaching and learning environment, USD 405 has implemented a discipline process built on a foundation that consists of:

1. A definition of discipline
2. Belief statements regarding the handling of behavior, and
3. Expectations for staff, student, and parent behavior

This foundation is the basis for all decisions made in the handling of Discipline situations, as well as the daily treatment of all.

This Discipline Guide has been developed to acquaint the staff with the chosen discipline process for USD 405. All staff members are expected to internalize the Discipline Foundation and respond in all discipline situations accordingly.

## USD 405 DISCIPLINE PROCESS

### **PART I. FIRST PRIORITY OF USD 405**

The first priority of the district is “teaching and learning of the intended curriculum for all students, including misbehaving students.”

Everything done in USD 405 must support the first priority, “Teaching and learning of the intended curriculum for all students, including misbehaving students.” Discipline is one of many ways of supporting the teaching and learning process. The focus of all discipline procedures is to lessen the negative impact that misbehaviors will have on safe, orderly, and academically productive environment.

Besides maintaining a safe and orderly environment, the discipline process must protect the time assigned for teaching and learning. It is important to decrease the amount of interference that misbehaviors cause in the academic time on task for both the rest of the class and the misbehaving student. There should be no hidden agendas when it comes to discipline. The handling of all discipline situations must support the teaching and learning of the intended curriculum for all students, including misbehaving students.

## PART II. THE DISCIPLINE FOUNDATION

Part II of the Discipline Guide is the district's Discipline Foundation. This foundation was established through a process that included the input of the district staff. It is expected that all staff members will internalize this foundation and use it to guide all their decisions in the handling of all behaviors. Also, the foundation must guide all practices, strategies, policies, procedures, and rules.

This foundation consists of three parts that are identified and discussed below. Remember that this foundation has been created to assure that discipline supports our first priority, "Teaching and learning of the intended curriculum for all students, including misbehaving students."

### A. Definition of Discipline

Discipline is a process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

The key words of this definition will sum up the expectation this district has of all staff in their daily operations.

#### Key words of the Definition

**Process:** Discipline is a process that must support the priority of the district, "teaching and learning of the intended curriculum for all students, including misbehaving students." This process is ongoing, with continuous evaluation and adjustments.

**Teach:** The desired outcome of the discipline process is to change unacceptable behavior to acceptable behavior. Teaching student's acceptable behavior is the most effective means of establishing a safe, orderly, and academically productive classroom environment. Students come to school with differing values and a differing sense of right and wrong. Therefore, it is our responsibility to teach all students the expected behaviors.

**Model:** One of the most effective means of teaching is through example --- by modeling. All staff members are expected to model the behaviors expected of students and to reinforce students when they demonstrate such behaviors.

**Appropriate consequences:** Consequences can be positive or negative. Appropriate consequences are consequences that are in line with the first priority, teaching and learning the intended curriculum for all students, including misbehaving students," with the goal being to change unacceptable behavior to acceptable behavior. An appropriate consequence is any consequence that lessens the effect the misbehavior has on the teaching and learning of other students and holds the misbehaving student responsible for the learning activity. Group consequences are not appropriate. Consequences must apply to specific offenders. Innocent students must not suffer consequences. (Order may be restored, but once restored, consequences are applied to those students committing the infraction(s).)

**Responsible behaviors:** The ultimate goal in the area of discipline is the development of students who demonstrate self-discipline and choose to behave in a responsible manner, with staff deciding what is responsible.

**Changing unacceptable to acceptable:** There are no hidden agendas in this discipline process. The purpose is to change the unacceptable behavior to acceptable behavior in a manner that has the least effect on the teaching and learning process for others and for the misbehaving students. The goal is not punishment, even though punishment will be used.

## B. Belief Statements

The consistency of a discipline process is found not in the administration of the same consequences for the same misbehaviors for all students but, rather, in the beliefs that staffs share in the handling of all discipline situations. The beliefs, with explanations, of USD 405 are the following:

Teaching and learning of the intended curriculum for all students is the highest priority; therefore, the misbehavior of one student:

- **Will not be allowed to interfere with the learning opportunities of another student.** Staff will be expected to respond to all behaviors that interfere with learning of other students. Teachers have the authority to remove a student from a learning activity who is disrupting the learning of others and who does not respond to a teacher's first effort to stop such behavior. When instructed by the teacher to leave the classroom, students will be expected to do so without confrontation or question.
- **Will not be allowed to interfere with teacher's responsibility to teach all students.** Teachers will be expected to respond to all behaviors that interfere with their responsibility to teach other students. Again, when a student does not respond to a teacher's instruction to stop a disruptive behavior, staffs have the authority to remove the student from the learning activity. Teaching and learning time will be protected.
- **Will not excuse the misbehaving student from successfully completing the learning objectives.** Students required to leave the classroom will be expected by the teacher to perform the missed assignments(s). Students who are suspended will be given the opportunity to come to school after hours to work on missed lessons. Students who fall behind in their lessons will be given the opportunity to come in after school to make up missed assignments.

**Changing behavior takes time:** Changing unacceptable behaviors to acceptable behaviors is a continuous process. Students come to us with differing backgrounds, and for some, change will be difficult. Staff members are expected to recognize small gains.

**Discipline is a part of the daily routine, not a disruption of the daily routine.** Staff should not be surprised when students misbehave. Students are human and will make mistakes and/or poor choices. Therefore, staffs are expected to include discipline in their daily lesson preparation and should not be frustrated because students misbehave.

**Self-discipline is the expected outcome.** Success in a discipline process occurs when students demonstrate self-discipline and make appropriate choices without coercion.

**Every discipline situation is an opportunity to teach expected behavior.** Not all students come to school with the same values and expectations. We must be willing to teach school expectations by talking and counseling with students. We must be willing to use every discipline situation as an opportunity to teach the expected behaviors.

**Teaching and modeling of acceptable behaviors, along with providing appropriate consequences for unacceptable behaviors, will change unacceptable behaviors to acceptable behaviors.** Discussing rules and expectations in class will go a long way in helping students to understand that rules exist for students' benefit. Students should be able to see all rules benefit them by improving the teaching and learning environment. Failure is an appropriate consequence, and we must help students to understand that.

**Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.** Students need to be reminded daily of the expectations. Class meetings or just general class discussions on progress or lack of progress in the area of student behaviors will go a long way in helping students internalize expectations. Practicing expectations when appropriate is an excellent way of putting such expectations in the students' long-term memory. Be on the lookout for curriculums and curriculum materials that can help teach and/or reinforce expected behaviors.

**Punishment by itself cannot change behavior.** Punishment alone will not bring about self-discipline. Punishment sends "I" messages to students, meaning that the problem is with the student instead of the student's misbehavior. Punishment results in the student thinking, "Once I serve the sentence, I do not have to think about the behavior." Remember, if the student does not mind the punishment, nothing will change.

**In the handling of unacceptable behaviors, the focus will be on judgment of the behavior, not the student.** If you must put a label on something, label the behavior, not the student. Dislike the behavior, but never dislike the student.

**Staff will not respond to misbehavior as if it were a personal attack on them.** In all discipline situations, respond professionally. Students are usually responding to an educator's authority, not the person. Educators have many ways of communicating their disappointment with student's misbehavior, but a student believes he/she has only one way to communicate his/her disappointment; that is, to defy authority. Although we may not be able to avoid taking some behaviors as a personal attack, we must not respond in a personal way.

**Staff will show respect for students and parents at all times, regardless of how they themselves are being treated.** One of the responsibilities of staff is to *build* bridges --- not *burn* bridges. Staff will handle disrespect in a respectful way. Staffs are not expected to accept disrespect, but they will engage in such situations with respect.

When students or parents behave in an unruly way and you respond in a respectful way, once they cool down they can focus only on their behavior.

When you respond with an eye for an eye, they will focus on your behavior instead of theirs. Disrespect of any manner from a professional educator cannot be defended.

Parents have a responsibility to assure that their children's behavior do not take away from a safe, orderly, and academically productive learning environment for others. Parents will be expected to support the school staff in the correction of inappropriate behaviors of their children and to take advantage of the opportunities presented to help their children make up academic assignments.

Staff will handle all discipline situations in a professional manner. All staff members are expected to:

- Respond to only the misbehavior.
- Judge the behavior, not the student.
- Show respect at all times.
- Respond in a professional-not personal-manner.
- Refrain from using put-downs or allowing students to use put-downs.

### **C. Expectations**

The definition of discipline and the belief statements will provide us with the structure and consistency necessary to maintain a safe, orderly, and academically productive environment. The third part of the

Discipline Foundation is the behavior expectations for all. Staff, students, parents, and the community will be expected at all times to:

- Demonstrate self-respect; respect for others; and respect for all things in their environment.
- Help maintain for all individuals at school and at school-related activities a safe and orderly environment through the use of self-discipline.
- Handle all conflicts without the use of violence or threats of violence and with respect for the rights of all.
- Be on task at all times while in the classroom or other learning activities.
- Complete all academic tasks.
- Assist misbehaving students to change their unacceptable behavior to acceptable behavior.

### **PART III. IDENTIFIED LEVELS OF MISBEHAVIORS AND RANGES OF EXPECTED CONSEQUENCES**

For the identified levels of misbehaviors and ranges of expected consequences, please refer to the Parent/Student Handbook.

**Loss of Activity Privileges:** Any student disciplined with expulsion or out-of-school suspension shall not be permitted to participate in any school activities during the duration of the discipline.

**Repeated Violations:** Repeated violations of the behavior code may be reason to increase the severity of any discipline.

### **PART IV. NON-NEGOTIABLE BEHAVIORS**

USD 405 has established certain misconduct and misbehavior that cannot and will not be tolerated at any time, in any form, on any school property, or at any school activity. The following identified behaviors, actions or activities constitute such "non-negotiable behaviors," and the stated discipline shall be followed:

- 1. Possession of a Weapon.** No person shall use or possess any weapon as defined herein on any school property or at any school activity. For purposes of this section, the word "**weapon**" means (1) any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any weapon described in the preceding example; (3) any firearm silencer; (4) any explosive, incendiary, or poison gas (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than ¼ ounce, (E) mine, or (F) similar device; (5) 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 ½ inch in diameter; (6) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; (7) any bludgeon, club, metal knuckles or throwing star; (8) any knife, commonly referred to as a switch-blade, 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 or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement, (9) any item used in a threatening and assaulting manner capable of inflicting serious injury. The term "weapon" does not include within its meaning (1) an antique firearm; (2) any device which is neither designed nor redesigned for use as a weapon; (3) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (4) surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section



4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks; (6) those weapons carried by authorized law enforcement personnel.

**Discipline:** Any person violating this policy shall be expelled from school for a period of not less than one year. However, this expulsion may be modified by the Superintendent of Schools of the district in a manner consistent with the requirements of federal law. Prior to any expulsion the student shall be afforded his due process rights as contained in board policies and Kansas law.

## **2. Possession, Use, Sale, or Distribution of Illegal-Drugs and Alcohol.**

Maintaining schools free of drugs and alcohol is essential to an appropriate learning environment. No person shall possess, use, sell or distribute any illegal drug, drug paraphernalia or alcohol on any school property or at any school activity. Any student or staff member who consumes alcoholic beverage or illegal drug before entering any school grounds or attendance center, at any school sponsored activity off school grounds, or traveling to and from any school sponsored activity, shall be refused entrance and admission and may be suspended or expelled from school in accordance with the provisions of JDD and state law. For purposes of this section, "illegal drug" shall mean a drug or other substance identified under schedules I, II, III, IV, or V in 21U.S.C. 812©, but does not include drugs legally possessed or used under the supervision of licensed health care professional or that is otherwise legally possessed by law.

**Discipline:** Any person violating this policy shall be suspended either short term or long term or expelled for up to 186 school days. Prior to such discipline, the student shall be afforded his due process rights in accordance to board policy and Kansas's law. Nothing in this policy is intended to prohibit the district to take other disciplinary actions against the student in accordance with the discipline policy. Drug and alcohol counseling and rehabilitation programs are available to students. A list of such programs along with names and addresses on contact persons is on file with the board clerk. If the student agrees to enter into such program, the cost shall be borne by the student and/or his parents. Students or parents should contact the directors of the programs to determine the cost and length of the programs.

## **PART V.**

### **1. Academically Productive Classroom**

To promote an academically productive learning environment, the district shall not allow the behavior of any student(s) to interfere with the student's opportunity to learn and the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by a teacher, administrator or other authorized person, the student shall be expected to stop the behavior immediately. The following procedure should be followed, when possible, when a student is disrupting the learning of others:

- a. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
- b. If the student stops the behavior, the teacher will continue with the learning activity.
- c. If the student does not respond appropriately to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to the ISS area with assigned work from the teacher. A positive behavior essay will be required of the student by the ISS supervisor before the student proceeds with current class work. The principal will be advised of the ISS assignment by e-mail and IC documentation. Information will include: Student name, date, time of infraction, and description of infraction.

d. Teachers are required to notify the guardian parent through personal contact, phone calls, e-mail, letters, or other communication methods whenever a student is removed from instruction and placed in ISS. This should be done w/in 48 hours of the happening.

e. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

## **2. Alternative Learning Policy**

USD 405's priority of the teaching and learning of the intended curriculum still applies to students under disciplinary measures. The misbehaving student may be placed in any of the possible alternative learning activities.

### **DRESS REGULATIONS FOR FACULTY**

Employees of USD-405 Lyons serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all employees shall dress in a manner and have an appearance that is appropriate and professional considering the environment in which they work, the duties of their jobs, and the impressionable youth they serve. The employee's supervisor is authorized to interpret these provisions and their interpretations shall be given deference.

### **DRUG FREE SCHOOL**

**Drug Free Schools:** Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, or distribution of illicit drugs, drug paraphernalia and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, Public Law 102-226, 103 st. 1928.

**Use of Tobacco Products in School Buildings and on School Grounds:** The use and possession of tobacco products in any form is prohibited in any school or property (owned, leased or rented by the district) or while involved in or attending school activities.

### **DUTY TIME/TIME ON DUTY**

Teachers are expected to be on duty consistent with the negotiated agreement. Please be in your room fifteen minutes prior to the contracted beginning of the school day. Teachers and Paras that need to be gone from the building anytime while on duty must notify the secretary/Principal before leaving. Paras report to the classroom as per your contract. Teachers contracted day is 7:45 am to 3:30 p.m.

#### Duty Requirements

Lunch duty will be performed by compensated personnel and the administration for as long as staff is available for compensated assignment or volunteer to cover the positions. If no compensated personnel or volunteers can be found, a duty schedule will be developed according to the negotiated agreement.

## Between Classes Duty

Teachers are to be in the hallways between classes. Paras will monitor classes they are entering until teachers come into class after the passing period is over. Paras will be assigned to follow or escort students that have routine difficulties in the hallways.

### **EDUCATIONAL/FIELD TRIPS**

A well-planned field trip is considered a worthwhile educational experience. A teacher wishing to take such a trip should obtain administrative approval before proceeding with planning a trip.

Teachers should make an effort to obtain a Commercial Driver's License. Teachers taking a field trip will be asked to drive when possible. A trip should be approved and placed on the calendar one week in advance of the planned event. Field trips will not be allowed after the first Friday in May. A field trip notification form to parents must be completed.

In order to enrich the curriculum, teachers should plan activities outside the confines of our building. As a rule, we will try to provide transportation with district buses. Please approve field trips through the principal's office as much in advance as possible so that you can have plenty of time to complete arrangements with the transportation director for buses.

Parents are welcome to accompany their child's class on field trips. Although they are encouraged to take a separate vehicle (car-pools are suggested) they MAY ride the bus if room is available for all those who wish to ride.

If classes share a field trip, and teachers do not have a group under their direct care, they should stay with their own class, making themselves visible to each of their parent sponsored groups frequently. Teachers touring together is not advised.

### **ELECTRONIC MAIL (e-mail)**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages should be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

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

All staff must check e-mail from administrator and office personnel before leaving school to ensure important communications of the day are read.

# **EMERGENCY PROCEDURES/DRILLS**

## **Fire Drills**

(Bring your student information notebook.)

Fire drills will be conducted once a month. Fire exit routes are posted by the door in each classroom. Lights turned off, doors shut, and pupils evacuated orderly and as quickly as possible. Pupils should line up in designated places outside of building until the signal to return is given. Noise should always be kept to a minimum during the fire drill. Students should be cautioned not to try to take their personal possessions with them when vacating the building.

Teachers should take roll and be sure each person is accounted for

Paraprofessionals will be assigned the responsibility of assisting designated handicapped students from the building.

In the case of emergency evacuation of the building, faculty members are to be the last ones out of their classrooms and are to remain with their classes as they exit the building. Male staff members are to be the last ones to leave the second floor of the building, assuring the handicapped have adequate assistance when exiting. Elevators are not to be used in the evacuation of the building.

The last female staff member to exit the second floor is to check the women's restroom and the last male is to check the men's restroom. The building Principal or Assistant Principal are to be the last ones out of the building, assuring all are evacuated.

## **Tornado Drills**

(Bring student information notebook.)

We are required by law to have three tornado drills per school year. The alarm that will be used for tornado drills will be by intercom or verbally. All students should proceed quickly and quietly to the tornado shelter. Signs are posted by the door in each classroom indicating students' assigned areas. Students should sit with backs toward the wall in a tucked position. Avoid lining up in front of any openings. Paraprofessionals will assume the responsibility of assisting designated handicapped students to their assigned storm shelters.

## **Tornado Safety**

1. The National Weather Service issues a tornado watch when the possibility of a tornado exists. A tornado warning is issued when a tornado has been spotted or indicated on radar. Teachers should know the difference between a watch and a warning, and relay to the students this information.
2. An intercom announcement will be the main source of communication to staff members in the event of a warning. This means to head directly to the tornado shelter.
3. If the intercom is inoperable the principal, secretary and custodian will go class by class to warn everyone.
4. The city tornado alarm is also a source of warning and when one hears a steady blast of the horn, cover should be taken immediately.
5. The principal and office personnel will be alert to weather conditions, which might indicate a tornado watch, but everyone should be on the alert and notify the office of impending danger. Sometimes a tornado will strike quickly and unexpectedly, and everyone should assume the responsibility to act appropriately in the event of an emergency.
6. The office personnel will be specifically responsible for notifying children on the playground, but anyone sensing a dangerous situation should assume the responsibility of taking proper action.

## Procedures in Case of a Bomb Threat

1. Ask what time it is to explode.
2. Ask where it is located.
3. Ask who is calling.
4. **DO NOT HANG UP THE PHONE! Keep Calm!**
5. If caller is on line 1, use line 2 and call the 911 dispatcher. If line 2 is busy, tell the person using the phone that you have an emergency and need the line immediately.
6. Notify principal or secretary.
7. Use intercom or go room-to-room to notify teachers on evacuation.
8. Evacuate students across street, or in case of bad weather, Park Place Apts.
9. **DO NOT turn off any lights or use fire alarm.**
10. **DO NOT lock your room. The search team needs access to all areas of the building.**
  - ✓ Ambulance.....911 (620-257-5200)
  - ✓ Clinic.....(620-257-5124)
  - ✓ Fire Dept.....911 (620-257-3801)
  - ✓ Hospital.....(620-257-5173)
  - ✓ Police Dept.....911 (620-257-2355)
  - ✓ Sheriff.....911 (620-257-2363)

### EXCELLENCE, COMMENTS TOWARDS

In order for us to deliver the best education possible to our students each staff member needs to keep in mind at all times that we have a moral imperative to give our best to our students every minute of every day regardless of the baggage we carry into this building. To do less is to forever alter the future quality of life of each child we serve.

We must remember that in order for us to deliver our best, we must also be courteous and encouraging of our fellow staff. We need to be professional in doing our duties so as to not make another do them for us. We need to be uplifting to others versus criticizing them. We need to be strong, positive, and caring individuals who show concern and support for our team members. We need to each personally accept responsibility for what we see happening around us: students in need or having to be supervised, staff needing assistance, maintaining the facility, being inviting to parents, coaching others when they are struggling with the correct attitude at some point. Regardless of job description, we must do no harm to students or each other.

Good is the enemy of great. Being comfortable with a good school means it will be extremely difficult to make it a great school. True excellence is obtained and maintained through the continuous pursuit of duplicating excellence in ever increasing frequency and making improvements towards excellence in the system and ourselves.

We will be an organization of excellence. A fun, dynamic, focused, systematic, educational organization achieving highly desired outcomes for our students and ourselves.

Demonstrate your enthusiasm, engage your students every class, encourage every peer, love the kids, love what you do and the meaningful impact you have on those you touch every single day, and be the caring professional teammate that all of us want to work with at every chance.

### EVALUATIONS FOR TEACHERS

Teacher evaluation by the principal will be made during the year. Classroom walkthrough observations will be a key to the evaluation. You will be expected to have a written lesson plan on request. State and district evaluation policies will be followed.

## **HALL/STUDENT PASSES**

A student should have a hallway pass in their possession any time he or she moves within the building during class hours.

The first 40 – 45 minutes of class time should be protected as prime teaching time. Passes during this time should be limited. Teachers should monitor the length of time and the number of times students are gone from the classroom. Only one student at a time should be allowed out of your classroom unless required by you or staff members.

When a student needs to see another teacher, counselor, or go to the library, the student must have a note/pass filled out that should be initialed by both teachers/counselors. If a teacher detains a student after class for either instructional or discipline reasons, the detaining teacher is to fill out a note/pass for the student so the student will be excused by the next teacher.

Counselor appointments must be scheduled in advance by the teacher or student through the use of the counselor request form. Students without an appointment slip should be assisted in arranging an appointment when it is appropriate except in the case of an emergency.

Tardy students are to be admitted into class without a pass from the office or pass from a previous teacher, but the tardy needs to be entered into Infinite Campus. The tardiness must be documented by office secretaries at all times. Keep the secretaries informed as to whether or not the tardy is “excused or unexcused.”

## **HALLWAY SUPERVISION**

Each teacher is expected to supervise the halls adjoining his or her room. Your presence in the hall prevents disorder. We want to discourage all unnecessary loitering in the halls and the teachers and principal in charge are instructed to move pupils to and from class with as much speed as possible, and to maintain supervision of the halls always while school is in session. Running, scuffling, hitting, boisterous behavior is to be prevented. For this reason, instructors should be present at their classroom doors between periods.

## **HEALTH**

First aid supplies not in your ‘desk kit’ are available in the nurse’s room. If a student has a nosebleed, abrasion, etc., the adult who is helping the student must wear protective gloves.

Teachers will be provided information concerning students with chronic illnesses, health conditions, or health problems (Student Information Sheet).

The school nurse’s office for USD 405 is located at Park Elementary School. The teacher should report illness, first aid treatment or emergencies requiring the nurse’s attention first to the high school office. Do not send the student directly to the nurse’s office unless you accompany them. Discretion must be exercised by the teacher in sending students to the health office, so students do not abuse this privilege.

The policy of the Board of Education of USD 405 is to not allow the dispensing of medication at school by any school personnel. This includes prescription, non-prescription drugs, and injections. If it is necessary for the student to receive prescription medication at school, then the following procedure must be followed:

1. Present a signed Student Medication Release Form signed by the family physician that includes the name of the medication, dosage time of day to be given, and duration of treatment.
2. Parent must have completed and signed their portion of the Student Medication Release Form.
3. The parent or other responsible adult designated by the parent must bring the medication

to school in the original prescription bottle properly labeled with a current date by a registered pharmacist as prescribed by law.

4. The medication must have been administered at home at least once to reduce the risk of a reaction at school.
5. Any changes in type of drugs, dosages, and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Failure to comply with the above requirements will result in the medication NOT being administered at school and it will be returned home with the student at the end of the school day.

## **HOLIDAY CELEBRATIONS**

Consideration must be given to students who do not celebrate traditional Christian holidays as we plan activities and decorations for these events. Students may be excused from these parties because of religious beliefs without being counted absent.

Holiday Celebrations may be integrated into curricular instruction, taking care to not violate student rights by requiring a student to complete work that is against his or her religious beliefs.

-We do, however, allow Christmas trees in the classrooms. They may be put up the first week in December and must be located in a 'low traffic' area of the room. Electric tree lights may be used on artificial trees. (Make sure you unplug the lights after school.)

Teachers are responsible for any treats or parties carried out prior to the Christmas Holiday.

-We do not encourage costumes at Halloween.

-Class room parents will host four parties throughout the year:

Fall, Winter, Valentine's Day, and Spring

As a general rule, these parties should take place within the last 30 minutes of the school day. However, other times are permissible as long as the 'party time' is kept to around 30 minutes.

### Room Parents

In addition to various other duties, room parents are in charge of providing games and refreshments for seasonal parties. The headroom parent is in charge of organizing parties and functions in which room parents will participate. Teachers will receive a list of room parents as soon as it is completed.

## **KEYS/ENTRY BADGES**

All teachers and staff members will be issued an ID/entry badge. The badge will act as an electronic key to enter the building. Each staff member will have varying access times to each of the building's doors. This access will correspond with the employee's position. The badge will also act as an identification tool for school security. ALL employees must wear the badge on their person, ALL DAY while working. If you should lose or damage your employee badge, please contact the school district office for a new one. A \$5.00 replacement fee will be charged.

## **LEAVE/PLANNED LEAVES FOR WORKSHOPS**

Go through-Frontline for workshops.  
Go to office and mark the calendar.

## **LEAVE/UNPLANNED**

If you are ill and need a substitute for the day, please call the office secretary as early as possible.

When you return, please fill out a leave form.

We appreciate it if you communicate your preference(s) for subs to the office, but in NO CASE should you call the substitute yourself without prior permission.

Please report to me any substitute teacher who does not perform their duties effectively.

Lesson plans must be ready for a substitute.

Paraeducators: Call the office secretary and the teacher you work under if you are going to be absent for the day.

## **LESSON PLANS**

Instructional planning takes a lot of time but is essential. Teacher's lesson plans will be written with the district's instructional goals. STATE STANDARDS located at [ksde.org](http://ksde.org). Teachers need to have a substitute folder accessible in a conspicuous place in your classroom with a minimum of three days' worth of detailed lesson plans that need to include your daily schedule, the building master schedule and notes for student or classroom procedures.

## **LIBRARY/MEDIA CENTER FOR TEACHER USE**

Professional reading materials, reference materials, magazines, etc. are located in the professional area of the library. Please use the checkout sheet for materials other than catalogs.

Also available for teacher use are files of resource materials for math, language arts, social studies and science activities.

Other teaching resources including videos, tapes, cd's, etc. are located in the library.

References and reserve books and all magazines are used by the students in the media center only period by period. These materials may also be checked out overnight and are due before first period begins the following morning.

Other books may be checked out for two weeks, with a one-week renewal privilege. When a student wants to check several books out at one time, arrangements may be made with the librarian to do so. The demand for the books in question will have a bearing on this service.

Teachers may request that books be put "on reserve" at any time.

Students often leave library books and materials in various areas of the building. When you see library materials, please see that they are returned to the library. Your help in these cases will be greatly appreciated.

Students are to enter and exit the library through the appropriate doors. The only exception to this rule is during the time a class enters and exits as a group with a teacher or sponsor.

IF TEACHERS WANT TO BRING A CLASS TO THE MEDIA CENTER, THEY SHOULD MAKE ARRANGEMENTS WITH THE MEDIA CENTER SPECIALIST SHOULD BE MADE OR YOU SHOULD ATTEND THE STUDENTS AS THEY STUDY IN THE LIBRARY.

It is hoped that the teachers will feel free to bring their classes to the library for work. If you can give advance notice on what the class hopes to study, the librarian can help you more effectively.

A media center can only be effective when the faculty members have become knowledgeable and familiar with the available volumes pertaining to their subject area. Requests for books not available should be made to the media center specialist.



## **LUNCH**

Teachers have an open lunch period and students are not permitted in the classrooms without supervision during this time. A supervised recess will be provided after students eat lunch. Our lunch period is 40 minutes in length.

### **Lunch Payment**

The Food Service Department instituted a procedure that allows students in grades Pre-K to 12 to run a maximum negative balance equivalent to three paid or three reduced lunches. No students will be allowed to charge breakfast.

Specifically

- Students in all grades who forget to bring lunch money will be allowed to charge 3 meals
- If a student reaches the maximum negative balance amount of 3 meals. The parent will be notified of the negative balance.
- No students will be allowed to charge breakfast.

### **Meals**

All students are expected to buy a lunch ticket, bring their lunch or go home for lunch. Please record your lunch count in IC by 8:45 a.m. daily. Children need to bring lunch money to the office prior to 10:00 a.m. when it is picked up by personnel from the lunchroom.

Breakfast will be served from 7:30 a.m. to 8:00 a.m. A supervisor will handle the serving. If a student arrives in your classroom without having had breakfast (when they usually eat at school), please check with the office so we can try and remedy the situation.

## **MAIL**

Mail will be picked up at the District Office and/or delivered to the building, sorted and placed in your mailboxes each day. The district will pay postage on mail that is directly related to curriculum and instruction. If you have mail that is to be stamped at the D.O. it needs to be turned into the secretary before 9:00 a.m. if you want it to go out that day.

Check your mailboxes as often as possible. Messages will be put in mailboxes unless they need immediate attention, then they will be placed on the clips outside your door. Keep your mailbox cleaned out! Important information is sometimes overlooked if mail is not collected regularly.

Messages going to staff will be sent by e-mail, memos, or by phone system. Be sure to check your e-mail at least two times a day.

## **PLANNING PERIOD**

Our schedule provides teachers with a period during which they have no classes scheduled. This period is for conferences with students and administration, and for planning class work and grading tests. This period should not be used solely as a recreational period. If a teacher has duties that take him away from school during this period, he should inform the principal or secretary.

## **PROFESSIONAL DAY/TEMPORARY LEAVE FOR CERTIFIED STAFF**

Certified staff members are required to perform their professional responsibilities completely and competently. All staff members have the same professional responsibilities regardless of their scheduled planning time. Being available to students, parents and staff before and after school on a regular basis is one of their professional responsibilities.

On student instructional days, the staff is expected to be on the job and available for the maximum amount of time possible (this includes those who have jobs that are non-instructional and teachers who have a shortened instructional week.)

On staff development days and during study team times, the staff is expected to participate completely and fully in their assigned professional activities. On workdays, staff members are free to arrange their schedules as they see fit, if their supervisors are aware of their schedules.

Temporary leave will not be required if, during the duty day, staff members make arrangements with their supervisors to come and go for short period of time, up to ninety (90) minutes, to take care of medical appointments, business errands, funerals, school events in other buildings, etc. During any absence, staff members are required to assure that their professional responsibilities are met.

Certified employees temporary leave is "bought back" by the district on a sliding scale determined by the number of days that are "turned in" by the staff. It is important to be as uniform as possible in the requirements for "charging off" temporary leave. The full contract day includes lunchtime and a planning period and, for temporary leave purposes, is 7:45 a.m. to 3:30 p.m. (seven (7) hours and forty-five (45) minutes.)

The following three (3) guidelines apply to situations when temporary leave is utilized.

1. Many certified staff positions do not require substitutes for absences. Temporary leave will be charged to employees, whenever appropriate, regardless of whether substitutes are employed.
2. Any time a paid substitute is required, temporary leave is deducted.
3. Temporary leave will be charged from the time a staff member leaves duty until he/she returns or until the end of the duty day (3:30). Duty free lunchtime and planning time are considered a part of the staff member's normal duty day. Therefore, when the staff member's absence includes the lunch period and/or planning time, the total time away will be charged to the staff member's temporary leave balance.

## **PROMOTION AND RETENTION**

Any child having problems worthy of retention will have been discussed at a Student Improvement Team meeting. Only after alternative methods of instruction have been recommended, tried, and documented as to effectiveness, will a child be considered for retention. AT NO TIME will this alternative be suggested to a parent prior to a Student Improvement Team recommendation.

Students may be promoted when they have demonstrated mastery of the board-approved learning objectives.

The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers and other appropriate school personnel.

## **PURCHASES (ACTIVITIES)**

The Activities Director is the approving agent of the activity funds and consent shall be acquired from him for authority to purchase and withdraw from this fund.

All purchases must be approved in advance by the Activities Director or Principal for anything to be paid by the Board of Education or the activity fund. It is imperative that this procedure be followed in making all school purchases. Students who purchase for organizations or classes must have the approval of the sponsor before purchasing. **ORDERS PLACED BY TELEPHONE MUST BE PLACED BY THE OFFICE.**

The purchasing of items on approval is an unauthorized practice in our school system and individual utilizing this purchase method becomes entirely responsible for the financial responsibility of the purchases.

## **PURCHASES (GENERAL)**

1. Items may be requisitioned and obtained, as they are needed. This account will be available August through April and will take the place of former spring order allowance. Please remember to use a REQUISITION FORM ([www.usd405.com](http://www.usd405.com)) when purchasing an item.
2. If materials ordered are damaged, report it to the office. Do not call the company, the appropriate person will investigate.

Ingredients needed for experiments or small items for classroom activities may be purchased locally, please ensure that: The purchase has been approved through the principal & the amount is less than \$15.00

- ✓ Please label the receipt with your name, the date and Example: "Park Classroom Supplies"
- ✓ Make sure to have a purchasing card for Dollar General. It can be picked up at the Office.

## **RELATIONS: CERTIFIED/PARAPROFESSIONAL/CLASSIFIED**

Certified staff members are not the evaluators of the paraprofessional and classified personnel. The building administrators are the evaluators for all building staff. Certified staff members will provide input to the administrators on paraprofessional and classified personnel performance for purposes of evaluations.

Certified staff members are the professionals responsible for their classrooms, instruction, student supervision, and student activities. Paraprofessionals are to follow all instructions provided to them by the certified staff members that do not conflict with BOE/administration policy and procedures or legal statutes (including IEP's, SIT plans, and ESL plans).

Certified staff members will treat paraprofessionals and classified personnel as respected team members. Certified staff members will work closely with paraprofessionals to ensure they have adequate support to be able to assist students appropriately and complete all reasonable tasks within their job description.

Paraprofessionals and classified personnel will not be solicited to perform tasks that remove them from supporting student learning or completing duties assigned by the building administration. Paraprofessionals are never to be subjected to personal requests that would constitute servitude: IE: getting coffee or snacks, retrieving personal items, running personal errands, or assisting a teacher with personal tasks.

## **RESPONSIBILITIES TO STUDENTS**

As a teacher in USD 405, you have the authority over all students enrolled any time they are on school grounds or at a school-sponsored activity at home or away. We are all responsible for the welfare of our students, and the state law holds us as teachers and administrators liable for all times students are under our supervision.

Supervision is a team approach. We must all work together to have positive, consistent building discipline. One of the quickest ways to erode staff morale is for one of us to turn his or her head to avoid addressing problems. To do so puts those teachers who address problems in an unfair light with students. No one wants to be seen as the "bad guy" for addressing problems; but that is what happens when we do not work together to have consistent building, team, and classroom discipline.

### **RESTROOMS**

Considerable vandalism has occurred in this area in past years. In your supervision during the day, please take time to check the restrooms. Never allow more than one student to pass from your class to a restroom at any one time.

## **SEVERE WEATHER AND SCHOOL CLOSING INFORMATION**

In the event of severe weather conditions school officials normally consult with several people in order to make a decision. The decision is often complicated by the variation of conditions from place to place in a 116 square-mile school district and also by a predisposition on the part of the school officials to operate school as usual.

Efforts are made to make a timely, district-wide decision if schools are to be closed or a major alteration decision is made.

School closing or delayed start decisions will be made as soon as all pertinent facts have been evaluated. The notice will be issued prior to 7:00 a.m. each morning. If possible, a decision will be reached the preceding night.

Early dismissal decisions will be used in extreme cases and may involve only sending rural bus students' home. Since this decision is usually made upon short notice, it is vital to keep tuned to a listed station during severe winter storm conditions.

## **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; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

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. STUDENT RECORDS

A student's permanent record will always be filed in a cumulative folder and stored in the office area except when checked out by the classroom teacher. These folders should never be left in the classroom overnight or taken home.

Only parents and staff members who have a legitimate interest in these records will be given access to them. In most cases, this is very much within the rights of the 'non-custodial' parent but, MUST be checked out with the office! If the requests are 'reasonable and proper', this should not be a problem.

## **STAFF DEVELOPMENT**

Teachers will receive professional development days as provided for in the USD 405 Negotiated Agreement.

Teachers are encouraged to pursue continued professional development through the completion of training opportunities that will enhance instruction. All training requests and opportunities completed must be entered on the district's professional development software, Frontline.

Frontline allows for the systematic processing, tracking, and documenting of professional development in the district. Teachers request to attend training, obtain approval by the principal and the professional development representative, document completion of training and its application to the classroom, receive final approval and credit for the training, and document professional development points or college credits as applicable through the web-based service.

Teachers may utilize additional professional leave days and training opportunities as funding permit with approval of the principal and/or superintendent.

## **STAFF MEMORIALS**

The board may contribute \$25 in district funds to the USD 405 – Lyons Education Endowment Association to honor the passing of an employee or an employee's relative. If the person being honored is not a former USD 405 staff member, memorials may be made for the following: spouse, mother, father, mother-in-law, father-in-law, brother, sister, son, daughter, stepchildren of any current USD 405 employee.

All bereavement notifications are to be channeled to the Superintendent's secretary at the Frisbie Education Center through the building secretaries.

## **STAFF WORKROOM/LOUNGE**

Staff members may choose to work, read, think, relax or eat in this area. Students should not be allowed in this room. Please pick up after yourself. This area is a student free environment in which teachers may work. Art supplies, office supplies, bonded paper, paper cutters and copier can be found here. Pick up what you drop, put away what you get out, wipe up what you spill...we're all responsible. Please assist in keeping our work areas neat.

## **STORM ALERTS/WARNINGS**

Faculty: Please note the room assignment during a severe weather alert. Instruct each student to sit near an inner wall in a crouched position with (his or her) hands and arms protecting one's head. Avoid areas where broken glass could be a problem.

An alert signal will be issued from the office by way of the intercom. If we have electrical failure, the signal will be by horn or siren.

In general, students are to move to the most protected area of the building if time permits. Please remain in these areas until a clear signal is given to you. We will have practice drills. All students should be made aware of the area assignment. Remember - you may have a class in an area other than your classroom. Be sure you are familiar with the other assigned areas.

Any student not able to move as quickly or efficiently as the general population (e.g. wheelchair, crutches, temporary injuries...) will be assisted by the classroom teacher to their assigned location. Students not able to enter their assigned location will be assisted to the nearest accessible safe area.

## **STUDENT AIDES**

From time to time, you are confined with situations that require some clerical or secretarial help. In order to assist you in this matter, you should request from the counselor, the assistance of a teacher's aide. If you believe that you do not have enough material to keep a student aide busy, you may wish to share a student with a fellow instructor.

The student aides may do a variety of tasks for you including such things as filing papers, duplicating materials for classroom use, grading objective tests, running in-school errands, type projects and send mailings for you. Student Aides should be confined to their assigned classroom or designated work area.

## **STUDENT ENROLLMENT AFTER SCHOOL STARTS – (NEW STUDENTS)**

Students and parents/guardians will meet with the counselor. The counselor will assign a current student for the new student to shadow (first day only) while the counselor creates a class schedule. Teachers may have input if asked by the counselor. The office staff will set the student up in IC, notify all district levels for testing, bussing, lunches, etc. Schedule changes may be made to an individual's schedule by the grade level team only with approval of the principal and counselor.

## **STUDENT IMPROVEMENT TEAM (SIT) REFERRALS**

Students experiencing academic, social and/or emotional difficulties should be referred to a Student Improvement Team by a teacher. However, interventions should have already been tried and documented prior to a SIT meeting. The teacher is responsible for setting up the SIT meeting as well as comprising the SIT Team. Team members can include but are not limited to other grade level teachers, the Principal, School Counselor, School Psychologist, the student's previous classroom teacher(s), and interventionist. Prior to the meeting, the teacher is responsible for entering the interventions and data into the online data website. When the Student Intervention Team meets, they will go over the documentation and write a Student Improvement Plan. This plan must be followed and documented for at a minimum of 4-6 weeks. A date will be set to reevaluate the SIP. If all interventions fail, then the SIT will recommend testing. \*A Student Improvement Plan is a REQUIRED prerequisite for referring a child to Special Education. Do not approach any special education personnel to come observe in your room unless the SIT committee has recommended it. If the student's problem is articulation only, fill out request and give to speech teacher.

Parental permission does not have to be obtained for a child to be referred to a SIT. However, parent will be invited to keep them informed of your concerns especially if you feel they will qualify for Special Education.

Meetings will be held as needed and or each month in the designated space.

## **STUDY GROUPS, PROFESSIONAL**

Because professional growth is vital, as we attempt to learn about and put into practice current research and effective educational practices, the USD 405 Board of Education has designated Fridays as a late start time for students so staff can engage in Professional Study Groups. Students will begin school at 9:00 with Study Groups to be in session between 8:00 a.m. and 9:00 a.m. unless otherwise designated by the administration.

Study Groups topics will be at the discretion of the various groups but should be related to current research and effective practices and be directed toward improvement of our educational program for the children served by USD 405.

## **SUBSTITUTES**

All teachers need to develop a substitute file that includes your schedule, class roll, seating chart, and emergency procedures, which will be kept on file in the office.

### HOW A TEACHER CAN HELP A SUBSTITUTE

1. Be sure to have your schedule where the substitute can find it easily.
2. Be sure your roll book is up-to-date and available.
3. Remember to leave the seating chart where it can be seen.
4. Have your plans written and ready for each subject and group, including questions and tests. Give a step by step written plan for your substitute to follow.
5. Leave the textbook on your desk.
6. When possible, make an effort to visit with your substitute teacher prior to your absence.

## **SUPERVISION OF STUDENTS**

Students are not allowed to use the building unless they are under staff supervision. Teachers are not to leave any group of students unsupervised. This includes the classroom! Make certain another staff member covers for you in emergency situations.

## **SUPPLIES/INSTRUCTIONAL**

The office staff will inventory all school supplies and general art supplies on a regular basis and restock supplies when feasible. It is all staff members' responsibility to keep these supplies orderly. Please take what you need, but don't stockpile. If you see that supplies are getting low report it to the office.

## **SUPPORT STAFF**

Secretary:

- ✓ In the absence of the school nurse, dispense any prescribed medications.
- ✓ Be responsible for 'running' the day-to-day operations of the building as much as possible when I am gone from the building.

Custodian:

- ✓ Keep the building and grounds in tip-top condition.
- ✓ Take care of emergency spills, etc.

Paraeducators: (RCSSC)

- ✓ Work under the direction of the special services teachers to best meet the needs of identified students.

- ✓ Be engaged in instructional activities a majority of classroom time.

School Nurse:

- ✓ Available one day each week.
- ✓ On-call for emergency situations, in all buildings.

ESL Paraprofessionals:

- ✓ Supervise and instruct ESL students in their native language until student is fluent in English.

## **TEACHER RESPONSIBILITIES**

1. Classes should begin on time. Have attendance/bell work assigned.
2. Do not leave your class unattended for any reason other than in emergency situations. Have another teacher assist you if emergency leave is required. Cell or telephone use for non-instructional purposes is not permitted in class during instructional time without prior approval of the principal except for emergency situations.
3. You are responsible for the proper care of all books, furniture, apparatus, and supplies assigned to you, your class, or department.
4. Classes are not to be dismissed until the end of the hour, especially before the lunch period. Teachers dismiss class not the clock.
5. Make all special orders of custodial personnel by filling out work order request forms; these forms are found in the office. Exceptions: unsatisfactory room temperature or an emergency. The custodians will meet with the principal to review requests.
6. Do not leave money in an unlocked desk during the day or in the desk or room overnight.
7. You are not to engage in conversation about controversial or confidential school issues in the presence of students or where you are likely to be overheard by students or out in public.
8. You are to have general and specific objectives listed for each of your classes and activities. These objectives need to be examined, constructively criticized, and evaluated each year.
9. Prepare a course outline or syllabus for each subject. Hand this out to each student at the beginning of a new course, year, semester or trimester
10. Daily lesson plans must be prepared for each class. This furnishes invaluable aid for a substitute teacher. Lesson plans may be submitted to the principal electronically or by hard copy on the first school day of each week before 8:15 AM, if requested by the building principal.
11. Equipment, belonging to the school, is not to be checked out to individuals. USD 405 policy does not allow for equipment to be checked out for personal use.

## **TEAMING PROCEDURES**

Team time is to be considered a vital component of our school district model. Teachers who are granted team time must be actively involved with their team unless they have permission from building administration to be otherwise. The team meeting must begin within five minutes of the team period. Personal communications and tasks or those that are not related to students/instruction/or district/administration directed tasks are not permitted during Teaming. Planning period activities such as grading papers or performing lesson plans are not appropriate during Teaming unless these are in regard to TEAM activities. Team members are to come prepared to complete the TEAM tasks for the day and all members are to be actively involved. An agenda should be present for Teaming and an electronic log must be kept by the team. A summary of the Teams activity (a sentence to a paragraph) will be sent to the building administration weekly. Team logs will be e-mailed to the building administration at the end of the year. Teams are to effectively plan, in the minimum, for: At-risk student identification, intervention planning, and outcome monitoring; IP study hall processing, student conferences, parent team conferences, limited special IEPs needing whole team, transition scheduling, and team event planning. Every three weeks each grade level team and elective team should prepare activity information to be sent home with grade reports. This information should be e-mailed to the principal the Monday of the week grades are sent.



## **TELEPHONE**

Teachers and students will not be interrupted during instruction unless it is an emergency. Please notify potential callers of your daily schedule so that they may try to call during your breaks. When contacting parents, please do so only during your planning time. In the case of student illness, the secretary, not the teacher or student should call the parent.

Staff members may make long distance calls whether school-related or of a personal nature. Calls in the 620 area should be dialed as 1-620 prefix and number. Calls outside the 620 area are dialed as usual. Be sure to use your three-digit number following the dialing of any long-distance number. All calls you make from the school will be billed to you. You will need to mark off any calls on your list which were school related and return the list to the secretary, along with the money for any personal charges you may have had. If lists are not returned, you will be charged for all calls coded to your number.

Students will be allowed to use the telephones only in emergency situations and with permission from a staff member. Please send students to the office with a note to use the phone, they SHOULD NOT call from the classroom unless requested to do so by the teacher for disciplinary measures! We are reinforcing bad habits when we consistently 'rescue' students by letting them call home when they forget to bring needed items to school!

### Telephone Messages (Personal)

During the school day, personnel frequently have the need to confer with individuals from other schools, business referrals, or other family and friends. In order to improve on the linkup, the following policy will be used during the year.

It is highly recommended that you give individuals with whom you anticipate a reason to communicate, your schedule and preparation hour. This will help the office to handle the calls, which come in and get the necessary information to you in an appropriate fashion.

Staff members will not be called off task to receive a telephone call unless it is an emergency situation. The procedure the office will use for calls will be as follows:

- Request the caller to identify whether or not an emergency exists.
- If no emergency exists, then a request for "Taking a Message" will be given and/or a callback number will be taken.
- The caller and number will be placed in the staff member's mailbox. If you have a strategic situation which you know will require being called during the day, please alert the secretaries of the following:
  - possible nature of the anticipated call
  - approximate time of day when the call is expected
  - and request for any additional notification, which should be made by the office staff.

If an incoming call is determined to be an emergency, you will be notified immediately. Staff assistance will also be given, if possible, to supervise your immediate task, be it the classroom or other task.

Telephone use for personal calls shall be limited and completed during a time of calm within the day and not during instructional time.

## **TEST SCHEDULE**

Final semester exams will be given to all students in all classes where it is deemed appropriate by the administration. A semester test schedule will be used during the school year.

## **TEXTBOOKS AND SUPPLIES**

Textbooks and supplies requisitioned by teachers have been delivered to the classrooms. Requisitions for additional supplies and books should be made in consultation with the principal.

## **TITLE I ACCOUNTABILITY PLAN**

### Title I Math Teacher

- Title I math teacher will work in his/her classroom Monday through Friday each week.

### Title I Reading and Math Teachers

- Title I instructors will work with classroom teachers to schedule pull out instructional time for Title I students not achieving at a satisfactory pace during small group classroom instruction time. These regularly scheduled times will be from 2:35-3:15 Monday through Thursday. For students experiencing occasional problems, pull out may be planned on an as needed basis.

## **TRANSPORTATION FOR ACTIVITY TRIPS**

The activity schedule presents several conditions and challenges. Obviously, we must coordinate our efforts to accommodate the variety of situations encountered.

Many requests have been made for transporting students to and from contests by sources other than those designated by the school. A review of the transportation format and policy follows:

1. It is important for groups to support each other during activity contests. Each team should support the team engaged in a contest when possible.
2. Assignments of buses going and returning should be made prior to leaving for the contest. This assignment must have the approval of the activity's director.
3. Any deviation from the scheduled plan of transportation must be approved by the principal or A.D.
  - a. Coaches should consult with the building principal or A.D. for request of status change.
  - b. Special requests of students must be approved by the principal or A.D.
  - c. Plans to return home prior to the final contest of the evening must be approved by the principal or A.D.
4. Situations that involve non-weekend trips will be evaluated by the administration and an allowance for early return will be considered.
5. Student athletes are required to ride the bus, if provided, both ways unless special arrangements have been approved by the administration.

## **TRANSPORTATION SERVICE**

It is the responsibility of the driver to be sure the vehicles are properly serviced.

If maintenance is needed, check the listing in the vehicle that indicates the service station to be patronized for the particular month.

Each ticket of purchase should be signed and returned to the district office. If defective equipment is observed, please notify the transportation director immediately.

Permission for use of school transportation must be obtained from the activity's director. Following the request for a vehicle, the transportation director will be notified, and the assignment completed.

## **YOUR CLASSROOM**

Key - Teachers will be issued keys to their classrooms and office.

*Locking your room* - Your room should be locked any time you leave (except during fire drills), including the end of the day. Thefts from unlocked rooms are inexcusable. Rooms should not be locked during class sessions. EACH TEACHER IS RESPONSIBLE FOR HIS ASSIGNED CLASSROOM AREA. PREVENT STUDENT INJURIES BY KEEPING YOUR AREA LOCKED WHEN YOU ARE NOT IN THE AREA.

## **VALUABLES**

Students are cautioned not to leave money or other valuable objects in unprotected areas. If money or valuables must be brought to school, students should request they be kept with the teacher.

## **VISITORS IN THE CLASSROOM**

Visitors are to check into the office prior to any visit with an instructor. If the person desires to visit with a coach, time should be used during the preparation periods and not during classroom time.

College coaches desiring to visit with student athletes should make an appointment. Approval for such a visit must be given to the school from the parents.

## **VOLUNTEER PROGRAM**

Parents and other community members are provided opportunities to volunteer their time and talents. They may be used for:

- ⌚ Tutorial work
- ⌚ Reading with students
- ⌚ Helping teachers with bulletin boards, special projects, etc.
- ⌚ To reinforce or enhance classroom presentations with their expertise

## **MISCELLANEOUS**

### **Material Safety Data Sheets (MSDS)**

Copies of MSDS for all hazardous chemicals to which employees of the school board may be exposed will be kept in the following locations. In educational use of hazardous chemicals, the location of the MSDS will be in the classroom of which the materials are used. Materials used in maintenance or cleaning of the building, the MSDS will be stored in the custodian's work area. In transportation use of hazardous chemicals, the location of the MSDS will be in the director of transportation's office.

# ADDENDUM - PARK ELEMENTARY SCHOOL

*Home of the 'Lion Cubs'  
Where the Roar Begins*

121 S Workman Lyons, Kansas 67554  
620-257-5624 877-808-9634  
FAX 620-257-7042

## **Mission Statement**

At Park Elementary, we are providing the building blocks for learning in a nurturing, child-centered environment.

## **School Hours**

Preschool Monday – Thursday	A.M. Session 8:00 a.m. – 11:15 a.m. P.M. Session 12:00 p.m. – 3:15 p.m.
Kindergarten – 2 <sup>nd</sup> Grade	8:00 a.m. 3:15 p.m. (M-Th) 9:00 a.m. – 3:15 (F)

## **ACCIDENT REPORTS**

Please instruct your students to report to you all accidents incurred at school or on the way to and from school. If the injury or accident is of a serious nature and the student misses a half-day or more of school, an accident report must be filled out. In the case of serious accident or injury, the principal, school nurse and home should be notified immediately by the secretary. Injuries in the classroom, gym, or playground must be turned into the office on a health referral form with the child.

### Accidents on The Playground

If a serious accident should occur on the playground, please observe the following steps:

- Use the walkie talkie and call the office or send a reliable child to the office for help. The office will then organize and send the Emergency Quick Response Team
- Call 911 if needed
- Send students back to class with the assisting teacher from the Emergency Quick Response Team
- Do not move the injured child, stabilize the child by immobilizing the injured body part.
- Cover the injured child immediately if possible.
- Wait with the child until help arrives.
- Write down notes about what happened and when. (As soon as you can.)

## **BEHAVIOR, DISRUPTIVE**

Any major infractions in the cafeteria or on the playground following lunch will be reported to the classroom teacher or principal and may result in discipline notices sent home.

The following disruptive behavior will result in the writing of a discipline slip, removal to the principal's office and immediate referral to the USD 405 Discipline Plan:

- Fighting or any action that is done with intent to harm another person.
- Stealing or destroying property.
- Defiance of authority or disrespect towards an adult.
- Continuous disruptive behavior or any behavior that keeps a classroom from functioning.

## **BICYCLES OR SCOOTERS**

Park Elementary students will not be allowed to ride bicycles or scooters to school unless accompanied by an adult.

## **BIRTHDAY CELEBRATIONS**

Ten-fifteen minutes of a school day may be spent observing students' birthdays. Students may bring prepackaged treats for their class. Students are certainly permitted to buy the class or school a lasting gift such as a book if so desired.

Students are not permitted to pass out private party invitations or hold private name-exchanges at school unless all students of the same gender or the entire class are included.

Please remember to send students to the office to receive birthday recognition from the principal. Summer birthdays will be honored in May or when a child celebrates their 'unbirthday' with the class.

### **CLASSROOM SCHEDULES**

Please turn in your daily schedule to me by the 1<sup>st</sup> week of School. If you make changes in your daily schedule turn in a revised schedule to the principal and please notify the Special Education teachers. This will help me monitor curriculum and instruction and help the office schedule visitors.

### **DELIVERY of FLOWERS AND GIFTS TO SCHOOL**

Flowers, balloons, and gifts sent to students will not be accepted, however, deliveries to faculty will be accepted.

### **DISMISSAL**

All students riding the shuttle or country bus will dismiss at 3:15 p.m. on the east side of the building. The remaining students will be dismissed at 3:15 p.m. from the front (walkers and riders). Dismissal on Friday's is 2:15 p.m. Preschool parents must walk up to the teacher to pick up their child.

### **LOST AND FOUND**

A lost and found rack for students' items will be in the office area.

### **PARENTAL REQUEST TO VISIT A CLASSROOM OR A STUDENT**

Parents must get permission from the principal and the teacher to visit a classroom. All visitors are to check in at the office upon their arrival. Please don't hesitate to ask visitors if they have checked in. They should also check out as they leave.

If a parent is bringing a child to school, they must sign in wear a visitor's badge if they plan on walking them into the building.

Parents are encouraged to take care of personal business with their children outside of the school day. Please inform the office if persons are disrupting the educational process!

### **PLAYGROUND RULES**

Playground Equipment

- 4 students on the Purple Spinner at one time, one student pushing. Students must always have hands and feet on the spinner.
- Students can only go down the slide on their bottoms. They must also wait until the student before them is off the slide to go down.
- No jumping from any platform over 4 feet in height.
- Students cannot sit on the white bar of the net climber.
- Students must be seated when using the see-saw

Boundaries

- No playing behind bushes or trees.
- No students around or near the building during recess
- Students cannot play on the city's park playground without the permission of the teacher or playground supervisor.

#### Bridge/Sidewalk

- Walk only on the bridge or sidewalk
- No jumping off or climbing on the bridge

#### Playground balls

- Teacher permission to retrieve from the parking lot
- Return to building after use

#### On the Playground

1. Any student tattling, hitting, kicking, spitting, chasing, throwing or kicking sand, bullying, etc. will at minimum walk laps or will be taken to the office. This will be determined by the playground supervisor or principal.
2. After recess the Para educators who are on playground duty, will notify the office of any student misbehaving.
3. Recess should be FUN! Allow common sense to dictate discipline and consequences for student actions.

### **RECESS, LUNCH**

The purpose of this recess is to provide students an opportunity to socialize and “burn off” their excess energy. During inclement weather, students will use the gym with supervision being provided by lunch recess paras. When students return from lunch recess, teachers are on duty and need to meet students as they enter the building from the playground.

### **RECESS, AFTERNOON**

Students may receive a 15-minute recess or more if needed. It is as the discretion of the teacher. There will be no specific schedule for outside recess breaks.

### **STAFF MEETINGS**

Staff meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. The Principal will reserve the right to call off any scheduled meeting and call an occasional “emergency” meeting.

### **TOYS, ETC.**

Toys, dolls, gum, candy and other distractible items should not be brought to school without teacher permission. Any sharp-pointed objects or weapons are not permitted at school. In order to avoid losses and misunderstandings, students are discouraged from bringing their own balls and toys to school.

### **SENDING A STUDENT TO THE OFFICE, PROCEDURE**

The referring staff member will fill out a discipline referral form to be sent to the principal's office with the student. In the case of severe behavior, the individual should: 1) call the office for assistance or 2) accompany the student to the office. (Be sure to ask someone to cover your class while you are gone.)



# ADDENDUM - CENTRAL ELEMENTARY SCHOOL

## **CENTRAL ELEMENTARY MISSION STATEMENT**

**To empower our Children to become responsible members of society, Lyons Elementary Schools will provide a secure, nurturing, environment where each child will develop a foundation for meeting life's challenges.**

501 W. Lincoln  
Lyons, KS 67554  
(620-257-5612)

## **SCHOOL HOURS**

8:00 -3:15 (M-Th)  
9:00 – 3:15 (F)

## **BEFORE AND AFTER SCHOOL PLAN**

a.m. Upon arrival at school students will be in the gym. A para-educator will supervise from 7:30 a.m. until 8:00 a.m. when students are dismissed to class. The student 'walking program' will be an option, but strongly encouraged.

p.m. Student dismissal at 3:15p.m., will be as follows:

- 🚌 Students riding buses will be required to wait by the library and be dismissed out the east doors.
- 🚲 Students riding bikes will be dismissed out the front doors.
- 🚶 Students walking will be dismissed out the front doors.
- 🚗 Students being picked up by private vehicles will be dismissed out the front doors.

Staff members will share responsibility for watching out for student safety in front of and on the east side of the building following dismissal. A list of scheduled times will be posted in the workroom.

### After School Instructional Support Time (A.S.I.S.T)

Students needing extra time for learning may be enrolled in Central School's after school study program. Teachers may request that a student attend. Teachers are required to supply the A.S.I.S.T. coordinator with lesson plans and materials for student work. Student misbehavior during A.S.I.S.T. will disqualify them for services.

## **BICYCLES**

Students may park their bikes in the racks east of the building. Kindergarten and first grade students are not allowed to ride bicycles to school unless accompanied by an adult, either on a bike or walking. Try to watch for this with the students catching the shuttle from Central to either South (preschool and kindergarten) or Park (first grade only).

## **CELL PHONES/ELECTRONIC DEVICES**

Cellular phones and electronic devices shall not disrupt the educational process. Cell phones shall not be used from 8:00 a.m. until the dismissal of school. Students are expected to give cell phones to the classroom teacher when entering the classroom. The cell phones will be returned to the student at the end of the school day.

1<sup>st</sup> offense: Cell phone will be confiscated by the staff member observing the infraction. Student may pick it up at the conclusion of the day from the staff member.

2<sup>nd</sup> offense: Cell phone will be confiscated until the parent or guardian retrieves the phone from the office.

3<sup>rd</sup> offense: The device will be confiscated and held in a secure location until the end of the semester/year pending parent approval or the student will face disciplinary consequences.

Cameras and other items capable of making pictures are banned from the bathrooms and locker rooms. Any electronic item (cameras, music devices or other devices) used in the classroom may be confiscated by teachers that prohibit usage in their classrooms.

## **DAILY CLASSROOM SCHEDULES**

While most of our daily schedule is built around the Parallel Block Schedule at Central, some choices remain within the domain of the teacher. Please turn in your initial daily schedule to the office by the end of the second week in September. Additionally, please advise us whenever you have made a major change.

## **DELIVERIES AT SCHOOL**

Flowers, balloons, candy, etc., delivered to the school will be held in the office until classes are dismissed for the day. Students will be called to the office after school for their delivery.

## **DISCIPLINE**

### Procedure for Sending Students to the Office

The referring staff member will fill out an electronic discipline referral in Infinite Campus. An email will be sent to the building principal about the discipline incident. The student will be summoned to the office as determined by the severity of the situation and the availability of the principal. In the case of severe behavior, the individual should: 1) call

the office for assistance or 2) accompany the student to the office. (Be sure to ask someone to cover your students while you are gone.)

The principal or a designee will assess the situation as described on the IC discipline referral and administer the necessary consequences as designated in the USD 405 Discipline Guide. If a discipline slip is to be sent home, it will be filled out in the office by either the student or the person in charge of disciplinary measures and a copy placed in the teacher's box.

### **LUNCH**

Teachers will accompany students from Central to the cafeteria as they are dismissed to lunch and meet them at the door leading from the Central playground (or gym, in inclement weather) as they return from their lunch period.

### **LOST AND FOUND**

A lost and found box for students' items is located in the foyer leading out the north door to the playground. Please have students check this area on a regular basis for items they may have left on the premises.

### **PARENT PARKING INFORMATION**

Parents are requested NOT to wait for their children EAST of the building after school. There is concern that students might dart into the street and be hit by a bus or car coming through that street. Parents may park on St. John street, in the parking lot on the west end of the building, or in the parking stalls in front of Central School. It is illegal to double park, so we ask that parents not block traffic by parking in the street to wait for students.

### **RECESS**

Afternoons or mornings when there is no physical education, students may receive a 15-minute break. There will be no specific schedule for outside recess breaks. Recess breaks should be taken only when they do not interfere with the block plan.

### **TOYS, ETC.**

Toys, dolls, gum, candy and other distractible items should not be brought to school without teacher permission. Any sharp-pointed object and other weapons are not permitted at school. In order to avoid losses and misunderstandings, students are discouraged from bringing their own balls and playground equipment to school.

# ADDENDUM - LYONS MIDDLE SCHOOL

## LYONS MIDDLE SCHOOL MISSION/VISION STATEMENT

In order to help students become contributing members of our community and nation, the staff at LMS will provide a positive learning environment where all students master the intended curriculums, learn problem solving skills, critical thinking skills, and develop a desire for life-long learning.

## LYONS MIDDLE SCHOOL WHY:

We need to support our students.

## BELL SCHEDULE

8:00 - 3:10 (M-Th) 9:00-3:10 (F)

<b>Monday</b>	<b>Wednesday</b>	<b>Friday</b>
1 <sup>st</sup> Period		1 <sup>st</sup> Period
2 <sup>nd</sup> Period		2 <sup>nd</sup> Period
3 <sup>rd</sup> Period		3 <sup>rd</sup> Period
4 <sup>th</sup> Period		4 <sup>th</sup> Period
Homeroom		
Lunch		Lunch
5 <sup>th</sup> Period		5 <sup>th</sup> Period
6 <sup>th</sup> Period		6 <sup>th</sup> Period
7 <sup>th</sup> Period		7 <sup>th</sup> Period
8 <sup>th</sup> Period		8 <sup>th</sup> Period

\*Tuesday/Wednesday will be a modified block with longer class periods. Tuesday will be first through fourth periods. Wednesday will be fifth through eighth periods.

\*\*Some classes are on semester or trimester terms. This is to increase the variety of curriculum offered to our students.

## ACTIVITY ELIGIBILITY

Students are required to meet Kansas State High School Activities Association (KSHSAA) guidelines in regard to academic eligibility. Currently KSHSSA requires students to pass five (5) subjects of equal weight during his or hers last semester of attendance.

Students not meeting the academic threshold will remain eligible to participate in all activities as long as they meet the requirements of the LMS eligibility policy.

Students are required to meet Kansas State High School Activities Association (KSHSAA) guidelines in regard to academic eligibility. Currently KSHSSA requires students to pass five (5) subjects of equal weight during his or hers last semester of attendance.

Each Wednesday morning, an eligibility report will be running in the office. If a student is failing a class at that time, the teacher will make a phone call to the parents/guardians. This needs to be a verbal conversation. If the parent is not reached, leave a message and plan to call back. During this conversation, discuss why the student is failing the class and what they can do to improve their grade. Each attempt and conversation will be

logged in the appropriate document and emailed to the principal by the end of the week.

### **ATTENDANCE**

Tardiness will be handled as a disciplinary action. Students at LMS will be counted tardy if not in class when the period begins unless excused by another staff member for late entrance. Any students without an excuse are subject to discipline. A student who is more than 15 minutes late to class will be considered absent and the excused/unexcused absence policy will be in effect, the tardy consequence is still applied. Tardiness are cumulative per week.

### **DISCIPLINE**

All teachers will be asked to work with their students to develop a classroom student management plan for implementation in their classroom. These plans may vary in structure, but they should include consequences for both appropriate and inappropriate student behaviors in accordance with the school's CHAMPS program. These plans must be something you can implement and manage. Teachers are responsible for communicating their classroom plan to the parents, by distributing them the night of parent orientation and/or sent home in the event the parents are not present at orientation. Teachers will POST classroom rules and TEACH them to the students.

Students may be detained before or after school for disciplinary reasons by the teacher or administrator. Parents should always be informed.

While students may be suspended or expelled from school, this will only be done in extreme situations, and only by the principal.

*There will be no corporal punishment administered at any school.*

#### Planning for Good Discipline

Teachers will have a written plan for the disciplinary actions that will be taken within their classroom. These should conform to established LMS policy (LMS Parent/Student handbook and USD 405 BOE policy). Each student shall receive a copy of your rules, expectations and they must be administrator approved and filed in the LMS office.

#### Short Term Time Out

The office will maintain a 'time out' area for students needing to be removed from the classroom for a short amount of time in order for them to regain control of their behavior and return to class. Implementation of this 'time out' area will be one of the consequences available when a student has been sent to the office with an IC discipline referral.

#### In School Suspension

An In-School-Suspension (ISS) room will be an optional consequence. This alternative educational setting will be available to all sixth through eighth grade students should that option be indicated by the USD 405 Discipline Guide.

The following guidelines apply to the ISS classroom:

- 📄 Students will report to the office at the beginning of each day.

- ☐ Students will be escorted to the ISS room by office staff or someone appointed by the principal
- ☐ The sending teacher will be responsible for student activities and materials each day.
- ☐ A student choosing to not follow the ISS classroom rules will earn another day of ISS.
- ☐ Continual or extreme disruptions in the ISS classroom will result in Out of School Suspension (OSS)
- ☐ Physical assaults in the ISS classroom will result in parents and police being called and in OSS.
- ☐ Not reporting for ISS (with an unexcused absence) will result in OSS.

While in ISS, students will adhere to the following rules:

- ☐ Students will act in a respectful manner to themselves and others.
- ☐ Students will respect school property.
- ☐ Students will demonstrate good work habits.
- ☐ Students will remain awake at all times
- ☐ Students will keep themselves and objects contained to their study carrel.
- ☐ Hands will be raised for permission to talk.
- ☐ Instructors directions will be followed.
- ☐ Students will gain permission from the instructor to leave their seat for any reason.
- ☐ Assignments will be completed accurately.

A checklist will be maintained documenting student behavior during their stay in ISS. Three checkmarks for poor behavior will earn that student an additional day of ISS.

*A conference with the school principal or a designee is required before a student may be readmitted to class.*

### **GRADES AND GRADING PROCEDURES**

Student's Grades: The most important factor in the system of grading is students and parents understand the grading system. Grades should reflect the quality of work that the student has been required to do in a given class. Grades should be based on academic achievement. Characteristics such as classroom behavior, attendance, and level of self-responsibility may be reflected through comments or through a separate work ethic grade. AR activities and participation grades are limited to a maximum of 15% of a student's grade total. It is important to have documentation in your grade book to support all factors that are used to determine a student's grade. Teachers should notify students and parents through a written handout what factors are used in grading, and the weight that those factors have in determining the grade. The academic threshold for LMS students is a cumulative grade of sixty percent (60%). IP Lists will be printed on Wednesday morning. Any student failing on Wednesday and still failing by the end of the day Friday will have a study hall time during Power Hour the following week. Students on the study hall list will report to the appropriate room during Power Hour on Monday. Here they will work on increasing their grade to above 60% and passing.

Grading Scale: All teachers will follow the following scale.

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

IP = 59 - 0

Grades must be recorded into Infinite Campus within 3 days of collection. Hourly attendance must be kept in Infinite Campus. Classes are graded on a running total basis by semester. All behavior referrals to the office, ISS, or which are assigned a consequence, must be documented in Infinite Campus within 48 hours of the happening. Year classes are averaged on a two-semester basis for determining pass/fail for 8<sup>th</sup> grade. Students failing a required class will have to make up that class before they can go through promotion. A file with the student's alternative assignments and/or missing work for each semester a student fails shall be provided for use in Breakfast Club, Directed Studies, and principal/Summer School staff.

### **HONOR ROLL**

Student's grades will be computed each nine-week period for selection to the High Honor Roll or Honor Roll. The requirements that students must achieve for each level of the honor roll are; High Honor all A's, Honor all A's and B's. An "in progress" grade will negate a student's eligibility for the honor roll.

### **PROGRESS REPORTS IN THE CLASSROOM**

The purpose of these reports is to inform students and parents that there is concern about the student's work in a class and that they are in danger of failing or may/have dropped significantly in scores the class for the quarter or semester. These reports will be sent home with students every three weeks. Also, it is important to use this time to inform parents of improvement that a student has made. Being positive whenever possible is very important. Teams and programs will be expected to have classroom activity information given to the principal for inclusion with the grades every three weeks.

### **STUDY GROUPS**

The Lyons Middle School faculty will participate in study groups at the designated times reserved for this opportunity. Study groups are defined as a small number of individuals joining together to increase their capacity through new strategies to meet the needs of students. The power in the whole faculty study group process rests in the promise that, what teachers become more skillful at doing will result in higher levels of student learning. Study groups that function simply to satisfy the interest of the individuals in the groups often lack the content focus that will boost the goal of schools. The goal of whole-faculty study groups is to focus the entire school faculty on implementing and integrating effective teaching and learning practices into school programs that will result in an increase in student learning and decrease in negative behaviors of students, as reflected in related, relevant data sources.

During the school year, faculty study groups will be held Friday afternoons. The last period of the day will conclude at 2:10 p.m. Staff members must be actively involved in their study groups at 2:25 p.m. Study groups will conclude at 3:25 p.m.

## ADDENDUM - LYONS HIGH SCHOOL

### Mission Statement

**The Mission of Lyons High School is to assist students in developing knowledge, skills, and values needed to enable them to reach their full potential as productive members of society.**

601 E. American Road  
Lyons, KS 67554  
620-257-5114

### **ACTIVITY & ATHLETIC ELIGIBILITY REQUIREMENT FOR INTERSCHOLASTIC PARTICIPATION**

Requirements for participation in activities that involve other schools are set and regulated by both the B.O.E and the KSHSAA. As a member of the association, each school must comply totally with its rules and policies. A local board of education may establish a more restrictive policy than the one set by the association.

Students are required to meet Kansas State High School Activities Association (KSHSAA) guidelines regarding academic eligibility. Currently KSHSAA requires students to pass five (5) subjects of equal weight during his or her last semester of attendance.

KSHSAA requires students to pass five subjects of equal weight during his or her last semester of attendance. U.S.D. 405 rules are more stringent.

**Teachers must have grades for the ineligibility list to the office by a Wednesday morning at 10:00**

The following academic eligibility policy will be in effect for USD #405 students participating in all extra-curricular activities. Academic Eligibility is applicable to any activity resulting in public performance, competitive event which a student represents their school, loss of school time or school activities. An event that a class grade is connected is exempt from the above definition.

The eligibility policy will be in effect the first full week of school. Ineligibility will be in effect for one week beginning on Monday morning of that week through Monday morning of the next week. A student must be passing seven subjects to be eligible to participate in activities and field trips (longer than one class period). A student's ineligibility status will remain in effect for one week regardless of academic achievements. A student not passing 7 courses has until Monday at the start of the school day after the Thursday In-progress list to improve their grade to allow eligibility for that week. The student is responsible for communicating the grade improvement to the office by providing



irrefutable proof of the grade change. USD #405 rules are more stringent. Students who are ineligible may not participate in activities and field trips that extend beyond a given class period.

### **ATHLETIC WORKERS/EXTRA DUTY ACTIVITY JOB RESPONSIBILITY**

In fulfillment of one's responsibility in supervision during activities held in the school, generally non-classroom activities, please use the following information to govern your activity.

1. Each individual is responsible to maintain good conduct and sportsmanship.
2. Each individual is responsible to maintain order and ascertain potential problems. Try to prevent problems prior to their occurrence.
3. Your responsibility is to execute good judgment and secure the above climate. If one is to be removed, do it or secure the assistance of supportive personnel to do this. You may wish to obtain the assistance of your immediate supervisor in the event of removing an individual.
4. Ticket sellers and ticket takers are to maintain accurate accounting of money and tickets. The balance between tickets sold and money must agree. Program dissemination is also your responsibility.
5. Basically, one will probably be doing a satisfactory job if concern is given to order and efficiency in the doing of your duties. Circulate throughout the hall where the performance is being held.
6. Please do not bring children with you when performing your duties. The tasks require your total attention. If a special need develops, please contact the principal for request to bring a child along.
7. Patrons are not to be issued passes to leave the facility. The KSHSAA recommends that all patrons remain in the arena unless they wish to purchase another ticket.
8. All concessions are to remain in the concession area or the cafeteria. We will have to remind individuals from time to time until they become accustomed to this requirement. It is necessary to keep all carbonated beverages in the cafeteria.
9. Students should respect the athletes by being in their seats during action on the court. Encourage all students to find a seat in the stands and support our teams.
10. It is necessary that each supervisor and staff person on duty support other members on duty. It is a difficult task and requires support from all avenues.

Several other suggestions should be made at this time. Supervisors, please be moving around the gym during the evening contests. DO NOT congregate in one area, but rather spread out over the seating area. Look for situations that may call for your attention. If you correct a student, expect him to respond in a positive manner.

### **AWARDS AND LETTERS**

A standard six-inch 'L' will be purchased for awarding to any student that has earned the Lyons High School Letter. A letter will be given to a student one time. Successive awards related to lettering will be made in the form of a bar and an activity emblem.

Each group giving awards will be responsible for the cost within their department.

### **CLASS MEETINGS AND OTHER GROUP MEETINGS**

The class/club president should consult with the sponsor. Meeting times will be scheduled during Lyons Pride Period. Sponsors should attend all meetings of their group and assist officers in parliamentary practice. It is necessary for the office to know of any and all meetings of such school groups, whether meeting at school or elsewhere, in order that conflicts may be avoided and that the office may be able to answer inquiries concerning those attending such group meetings. Have this information in the office one day in advance if it is not a regularly scheduled meeting.

At no time should a group of students hold a meeting without a sponsor present. Meetings used to discuss students follow due process procedures.

### **GRADING AND RECORDING GRADES**

Grading Scale: All teachers will follow the following scale.

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

Grades will be issued each semester for student report cards. Parents should be informed of in-progress grades in all subjects.

- a. Adjustments for curving grades are allowed provided they are then reported to the office as a percentage. The percentages will then be used to help calculate a student's rank and GPA.

### **ORGANIZATION FUNDS**

All class funds are handled in the office. Prior to the making of a charge account, it must be approved by the head sponsor or assistant sponsors. Send a slip, signed by the sponsor, authorizing the pupil to make the purchase for your organization. Also, have the students sign the charge slip at the store. These approval slips may be acquired from the office. (Sponsors should keep an account of these charges and see that they are paid promptly.) ORGANIZATIONS OF THE SCHOOL ARE NOT PERMITTED TO OVERSPEND THEIR ACCOUNTS.

### **SCHOLARSHIP BANQUET**

Students that have a 3.68 G.P.A. on a 4.0 scale for each of the first three nine week's grading periods, will be honored at a scholarship banquet.

## **STUDY GROUPS**

The Lyons High School faculty will participate in study groups sessions at the designated times reserved for this opportunity. Study groups are defined as a small number of individuals joining together to increase their capacity through new learning to meet the needs of students. The power in the whole faculty study group process rests in the promise that what teachers become more skillful at doing will result in higher levels of student learning. Study groups that function simply to satisfy the interest of the individuals in the groups often lack the content focus that will boost the goal of schools. The goal of whole-faculty study groups is to focus the entire school faculty on implementing and integrating effective teaching and learning practices into school programs that will result in an increase in student learning and a decrease in negative behaviors of students, as reflected in related, relevant data sources. During the school year, staff is expected to be actively engaged in study groups.

## **FINAL TEST REGULATIONS INCLUDING NINE WEEK AND/OR SEMESTER TEST**

1. All students are to be given a semester and/or nine weeks final.
2. Tests are to be administered during the regular classroom time.
3. Tests which are designed for a longer period than an hour, the instructor may begin a portion of the exam on another non-testing school day.
4. Students should not be required to take more than four tests per day. This includes chapter tests, laboratory quizzes, etc.
5. Adjustments, which are unforeseen, will be made by the administration.
6. A provision may be made to exempt students with an 'A' grade from taking a final semester exam.
7. Final tests will be worth 10-20% of the class grade. Teachers have the authority to decide the percentage used in their classroom.

## **SEMESTER TEST INCENTIVE POLICY (Lyons High School)**

Students may be exempt from taking their semester finals if they meet the following criteria at the end of each semester.

1. This policy will be administered on a class-by-class basis. (Teachers choice to opt-in for their classes)
2. All students who have a grade of A, no office referrals for the semester no unexcused absences and five (5) or less cumulative tardiness to all classes for the semester will be exempt from the semester final exam. Professional appointments (dentist, doctor, legal) are not discounted from the three (3) day limit required by the incentive policy.
3. Absences due to school activities will not count against the student's attendance for the purpose of the incentive policy.
4. Students who have excessive absences from a class as determined by the teacher or whose grade is B or less for the semester must take the semester final exam.

5. Students who are exempt from the semester final will have the option of taking the semester final exam to raise their grade in the class. (Taking the semester test cannot hurt their current grade.)
6. Students exempt from the semester test do not need to be present during the scheduled test time.
7. Students are expected to be in class on time for scheduled finals. Students who are not on time for the scheduled final may be denied the opportunity to take the finals. Students will not be allowed to take finals early.