

# Elkhart Middle School

## 2020-2021 Faculty Handbook

*Thank you for being an **ESSENTIAL PART** of  
Elkhart Middle School.*

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**ELKHART MIDDLE SCHOOL  
FACULTY HANDBOOK**

**ELKHART MIDDLE SCHOOL  
MISSION STATEMENT**

"Striving for excellence the Wildcat Way"  
Wildcat Way: (E<sup>3</sup>) Exceeding Expectations Every day

**COMMITTED TO EXCELLENCE**

Elkhart schools are committed to excellence in teaching and learning for all students, thereby providing an opportunity for each student to reach his own maximum potential. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world. We will all work together to assure that every child feels important and that "Every Child Learns".

E ELKHART  
L LEADERSHIP  
K KNOWLEDGE  
H HERITAGE  
A ACCOUNTABILITY  
R RESPONSIBILITY  
T TECHNOLOGY

**GOALS OF USD #218**

In defining the curriculum of study for students during each year of the district's educational program, the board subscribes to the following goals:

1. Development of Academic Skills and Knowledge: Students will grow intellectually, creatively, and to think rationally, and evaluate critically.
2. Development of Desirable Qualities and Citizenship: Students will use knowledge and skills to perpetuate and improve a democratic society and will develop a respect for the rights, opinions, values and property of others so that they may live as responsible functioning members of the community.
3. Development of Physical and Mental Fitness: Students will develop healthy minds and bodies and acquire knowledge of beneficial leisure time activities for adulthood.
4. Development of Life Skills: Students will learn basic life skills and engage in career exploration courses.
5. Development of Cultural Awareness: Students will develop an awareness of and respect for the traditions and customs of various cultures.
6. Development of Self-worth and Dignity: Students will develop a feeling of self-worth, dignity, and the skills for developing positive inter-personal relationships.

These goals are based on the belief that, "**Every Child Learns**", and that upon graduation from the Elkhart Schools, every student will have acquired an ability to function in our society.

### PURPOSE

These pages were reproduced to give us a common fund of procedures for use in conducting a smooth school operation. Few of the ideas contained herein are original, but they have been compiled from a number of sources that we have used in the past.

This booklet is not all-inclusive nor is it to be considered final in anyway. In fact, we sincerely hope the mistakes so obvious by their absence will inspire us to work out a better teachers' handbook each year for the teachers of the Middle School.

I strongly recommend that all teachers read this handbook carefully before entering upon their duties. jot down any questions that come to mind as you read it and bring them to our faculty meetings for discussion -- **the lack of dissent usually means assent.**

### NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #218 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified District #218 compliance with regulations implementing Title VI, Title IX, or Section 504 is directed to contact Rex Richardson, Superintendent, Box 999, Elkhart, Kansas 67950, (620) 697-2195. Mr. Rex Richardson has been designated by Unified School District #218 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

### ABSENCES

The building secretary/principal needs to be notified no later than 6:30 A.M. on the day of an absence. Teachers need to call Mrs. Lana Hicks 580-651-7595 or Ms. Villa 620-360-0141, emergencies do arise, so call as soon as possible if you have to be out.

**Absentee Reports: The secretary will provide forms for you to sign when you return from an absence. It is the teacher's responsibility to fill out their META within 24 hours of being absent.**

Long-Range Planned Absences: Please notify the secretary and principal as soon as you know you will be out. We line up substitutes months in advance. If your plans change, we can always cancel a substitute, but it is not always easy to find one. Leave request forms for this type of leave (professional development, personal, professional appointments) are available electronically.

Flex Time on the last contract day must be pre-approved by building administration. Time must be made up in advance since it is the last contract day. All grades are to be completed and recorded with the building secretary. All year-end reports need to be completed. Please set a check-out date with the building administrator

### **ACCIDENTS AND ILLNESS**

First aid supplies are in the office for minor accidents. Teachers are to take precautions to protect themselves from blood-borne pathogens. Gloves are available and are to be used. There is a first aid kit in the cafeteria for playground accidents.

### **NOTICE OF ACCIDENTS**

See Workmen's Compensation on p. 16

### **ACTIVITY TRIPS**

Coaches and sponsors are to be sure that students behave on the buses. If a student cannot behave on a bus, the student should be referred to the principal for discipline. Students need to be reminded of this and that they represent our school wherever they go.

The athletic director will set up transportation for sports events. Coaches are to be sure that the AD knows your needs and that you discuss leave times for events. All other activities (Scholarship, Math, Science, Art, Band etc. must fill out a transportation request with the principal.)

Coaches/sponsors will keep secretary and principal aware of time of departure.

Coaches/sponsors are to check eligibility lists and be sure that students are eligible to participate in events. Athletic eligibility is run weekly during each season. Sponsors for Art, Band, Vocal, Science, Math, Scholarship, etc. are to submit a list of students going to the event to the office one week before the event so a check can be made on grades.

Activity buses will not make unscheduled stops. Coaches/sponsors are to notify businesses if our buses will be stopping at their establishment. Lunches prepared by our cafeteria can be eaten on the buses if necessary. Coaches/sponsors are responsible for supervising clean up. Coaches/sponsors need to submit practice schedules to the secretary and principal before each sports season.

### **OVERNIGHT TRIPS**

All overnight trips must be pre-approved by the board of education. All necessary paperwork should be prepared well in advanced in order for prior board approval for the overnight trip.

### **ATTENDANCE DUTIES**

Attendance is taken and turned in each hour via PowerSchool. Lunch count is taken and turned in during 1<sup>st</sup> period. Names of students who are tardy to class need to be submitted each class period. An attendance report will be provided each day. Teachers are to notify the office when mistakes/discrepancies are noted throughout the day.

### **BREAKFAST AND LUNCH INFORMATION**

Elkhart Middle School has a closed lunch period. To leave school to eat lunch, a parent or guardian must come to school and personally sign his child out of school on a daily basis. Breakfast and lunch are times to relax and enjoy your meal. Your respect and proper treatment of the people and property involved will make these times more pleasant. Students will be allowed to sit where they wish, but may not save seats for others. Each table has seating for eight students.

**MEALS** - Meals may be purchased at school or may be brought from home. All meals are to be eaten in the lunchroom. Students are discouraged from sharing food due to sanitary concerns. Students who purchase breakfast or lunch at school are asked to pay for meals in advance. Free or reduced-price lunches or breakfast are provided for students who qualify under district, state, and federal guidelines.

Application forms for these programs can be obtained from the office. Please do not bring glass containers. Only you or a sibling may use your lunch ticket. No food or drink shall be brought to school except in the form of a meal or lunch, with the exception of celebrations approved by the principal.

**CLEAN UP** - Use proper containers for waste disposal and eating utensils. Salt, pepper, and condiments will be provided at a designated station at the front of the lunchroom. Please leave your table clean. Food may not be taken out of the lunchroom.

### **Breakfast Prices**

Elementary Students: \$1.50

Middle/High School Students: \$1.50

Adults: \$2.25

### **Lunch prices**

Elementary: \$2.25

Middle/High School Students: \$2.35

Adults: \$3.85

### **CAMERA USE**

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined by the school staff. Cameras shall not be used in the classroom unless the photographs or videos taken are for an official or authorized school publication or broadcast. Camera shall not be used in such a fashion as to inappropriately invade the privacy of others. No camera shall be used in any restroom, dressing area, or locker room. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade-books.

For the purposes of this section, “camera” shall be defined to include film cameras, movie cameras, digital camera, video cameras, cellular telephone cameras (capable of recording either still images and / or video), video phones, web cameras, and other device capable of taking, storing, transmitting, or viewing pictures or video.

### **COMPUTER DEVICE ACCEPTABLE USE**

Students shall have no exceptions of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail computer application or information stored in district computers, computer systems, or electric devices is subject to monitoring by the staff and / or administration. The district retains the right to duplicate any information created by students in a computer system, on any individual computer, or on any electronic device. Students who violate these rules or any other classroom rules relating to computer or electronic devices are subject to disciplinary action up to and including suspension or expulsion from school.

### **CHECK OUT PROCEDURES**

A checklist will be provided to you at least two weeks before the last day of school. All areas must be cleared before you leave. Maintenance requests for summer must be turned in. Inventory lists must be up-to-date and turned in.

### **CHILD ABUSE**

Employees may file a report of suspected abuse anonymously to either the Department For Children and Families (DCF) 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is recommended the building administrator also be notified after the report is made.

### **COACHING CLINICS**

Assistant coaches may attend only clinics chosen by head coaches. An assistant of a sport may not leave the duties of that sport to attend a clinic for another sport, unless he is the head coach of the upcoming sport.

### **CRISIS PLAN**

At certain times events will occur beyond the control of school personnel, which may create an emergency or crisis. These events will require immediate decisions. When such decisions must be made, the Superintendent of Schools or the person acting in his/her stead shall make both the determination and the announcement. All teachers must be familiar with the District's crisis plan and be ready to implement it at all times. The following events may require such decision-making:

- Death of a student. (accident or suicide)\*
- Death of a staff member. \*
- Serious injury of student or staff.
- Natural disaster. (Fire, tornado, etc.)
- Terrorism.

SPECIAL CONSIDERATIONS - In cases of suicide, auto accidents, etc., the crisis plan will be followed with special effort placed on informing the media and working with parents, families and spouses in trying to keep school as normal as possible, i.e. if the auditorium is requested for a funeral it will be encouraged that services be after school hours.

### **DAILY ANNOUNCEMENTS**

Daily announcements will be made after the Pledge of Allegiance to the Flag in the morning and during the last 5 minutes of 6<sup>th</sup> hour. The intercom will be used during the day only due to unforeseen events requiring announcement.

### **DISCIPLINE**

In the 2005-06 school year we developed our building-wide expectations for student behavior. The intent was to develop consistency for our students in grades 5<sup>th</sup> through 8<sup>th</sup> through our unified message to our students. The Phases represent a procedure for face-to-face communication and action for all parties involved. We will learn and grow together as we develop effective techniques to resolve our concern for our students. Meaningful change in human behavior must involve ownership of the problem and solution for students, parents, and staff alike through developing proactive relationships.

## **BEHAVIORAL EXPECTATIONS**

### **1. Come to class ON TIME and PREPARED to learn.**

Be in your seat and ready to work before class begins.  
Have completed assignments, books, materials, and a positive attitude daily.  
Protect our learning environment from interruption.  
Give your best effort daily in all that you do.

### **2. Be RESPECTFUL in both ACTIONS and WORDS.**

Keep hands, feet, and objects to yourself.  
No putdowns, cruel teasing, unacceptable language, or rude gestures.

### **3. ACCEPT your consequences.**

Offer no excuses for being non-compliant.  
Offer no argumentative comments back to adults in authority.

### **4. FOLLOW the DIRECTIONS of all ADULTS in authority.**

Principal, Teachers, Substitute Teachers, Paraprofessionals, Secretary, Custodians, and Bus Drivers

## **PROCEDURES FOR VIOLATIONS OF SCHOOL BEHAVIORAL EXPECTATIONS**

Phase I The adult in authority will address concerns with those who do not meet expectations.

Phase II The adult in authority will contact parents when phase I is not successful.

Phase III A conference with the principal, the adult in authority, and the student will be scheduled when Phase II has not been successful.

Phase IV A conference with the parent(s), principal, staff member and student will be scheduled when Phase III has not been successful.

Phase V The principal will take the necessary action deemed appropriate to resolve non-compliance when previous interventions have not been successful.

**SEVERE CLAUSE:** Incidences of fighting, sexual harassment, property damage, possession of controlled items (weapons, drugs, tobacco products (including e-cigarettes), and alcohol), or any student being a distraction to the learning environment in the classroom will be referred to the principal immediately.

## **POSSIBLE DISCIPLINARY ACTIONS**

**COUNSELING:** Teachers, school counselors, and/or the principal will counsel with students when chronic infractions of behavioral expectations have been noted.

**BEFORE/AFTER SCHOOL DETENTION:** Teachers may detain students for rule infractions. When a student is assigned detention, his/her obligation is to the school. The student may lose time from sports, jobs, or other activities, but the detention takes precedence over other activities.

**IN-SCHOOL DETENTION:** The student is placed in Isolated School Learning Environment (ISLE) by the principal. The student is placed in a designated area, isolated from other students and activities. The student does class work for the day. Students in ISD are not eligible on those days for



extracurricular activities.

**OUT-OF-SCHOOL SUSPENSION:** For serious behavior infractions the student may be dismissed from school for a period of one to five days by the principal. All work missed can be made up at full grade value. Before a student is allowed to return to school, a conference with the principal and the parent must be held. When a student receives an OSS, all work is due the day the student returns to classes. Work not turned in that day will be given zeros. Students in OSS will not be eligible for extracurricular activities while suspended.

**LONG-TERM SUSPENSION:** Students whose behaviors cannot be controlled by the above mentioned methods would be subject to long-term suspension from school for the remainder of the term or school year. A due process hearing will be set within 5 school days of the suspension to determine the length of the suspension.

**EXPULSION:** Students whose behaviors cannot be controlled by the above mentioned methods would be subject to expulsion from school for the remainder of the school year. A due process hearing will be held within 5 school days of the suspension to determine the length of expulsion and to set up an educational plan for the student.

### **DUTIES**

**HALL DUTY** – Teachers are to supervise the students in the hallways by their classroom doors when students are passing.

**RESTROOM** – Teachers are to check student restrooms periodically when students are in the halls.

**ACTIVITY SUPERVISION** – Teachers will be asked to volunteer to help run and supervise activities. Those helping will be paid \$10.00 per hour for each event in which they help. Extra duty pay forms are electronic and must be submitted monthly.

**WORKROOM** – Coffee drinkers are asked to keep the cups and coffee maker clean. Please help keep the work area clean and neat. Make sure you take out left over foods from the refrigerator before they spoil.

Employees will pay stop payment fees if their checks are lost. We will waive the fee if they sign up for Direct Deposit.

*All staff should correct misbehavior of students in classrooms, hallways, on school grounds, and at school functions. This includes students at any grade level.*

### **FACULTY MEETINGS**

Faculty meetings will be held as needed. Collaboration meetings will be held weekly.

### **FIELD TRIPS**

Field trips are encouraged at all grade levels as long as the trip is tied to goals and objectives of the courses. Field trips involve a lot of planning and time for the sponsors. The grade level teachers may plan one or two major field trips each year.

The principal and sometimes the BOE must give approval for field trips. The teachers sponsoring a trip will need to provide the principal with a written proposal for each trip. This proposal should include: day, place, expenses, stops, and how the trip ties to the curriculum.

Transportation requests are necessary for buses/suburban. These need to be filled out as soon as a trip is planned and signed by the principal. Due to limited available transportation, sponsors need to be certain of their needs when the requests go in. Each bus driver and suburban driver will be provided accurate roster of riders and the itinerary for the trip. Drivers will not make unscheduled stops.

Parent permission forms are required for each trip. These should include all itinerary information and emergency information. Since fieldtrips are an integral part of a class, all students are expected to attend, unless otherwise determined by the principal.

### **FIRE DRILLS**

A fire drill will be held each month. The first drill will be announced. All others may be unannounced. All occupants in the building are to exit during drills and report to the designated staging area to the north of the bus lane on the west side of the building. Please communicate to the students the need for no talking during the drill, as instructions will be given at the staging area and we must have effective communication among staff members.

#### **Exit procedures:**

7/8 Math & ELA	West door (left side)
7/8 SS	West door (right side)
7/8 Science	Outside entrance to science room
Cayton	Outside entrance to Home Ec. Room
6 <sup>th</sup> B	Northwest exit (left side)
ESOL	West door (left side)
Library	Northwest exit (right side)
6 <sup>th</sup> A/Comp. Lab.	Northwest exit (right side)
5 <sup>th</sup> A	Northeast exit (left side)
5 <sup>th</sup> B	Northeast exit (right side)
Band	East door (right side)

### **GRADING**

Grades are to be submitted in a % form at the end of a grading period unless otherwise noted such as in music. The following scale will be used:

A+	-----100
A	-----95-99
A-	-----90-94
B+	-----88-89
B	-----85-87
B-	-----80-84
C+	-----78-79
C	-----75-77
C-	-----70-74
D+	-----68-69
D	-----65-67
D-	-----60-64
F	-----59 or below

Report cards go out each 9 weeks using PowerGrade. Progress reports go out the 5th week of each grading period.

## **GRIEVANCE PROCEDURE**

### **Purpose**

The purpose of this grievance procedure is to provide for the orderly and expedient adjustment of a grievance for the individual professional employees of the District.

### **Definitions**

1. A “grievance” is a complaint by a professional employee or group of professional employees based on an alleged violation, or misapplication by the school system of a law, a state regulation having the effect of law, a written contract, or a written board policy.
2. “Professional employee” means any person employed by the Board in a position, which requires a certificate issued by the State of Education or employed in a professional education capacity, by the Board, except administrative employees.
3. “Administrative employee” means any professional employee who is employed by the Board in an administrative capacity.
4. “Grievance panel” shall be comprised of at least five (5) professional employees who shall be selected annually by the Association, and the names of the panel members shall be submitted to the Superintendent at the commencement of each school year.

### **GENERAL RULES:**

1. Since the resolving of a grievance should be expedited as much as possible, the time limits of each step of the procedure shall be regarded as maximum, and every effort should be made to use fewer than the maximum number of days. Time limits, however, may be extended by mutual agreement when circumstances justify doing so. If, however, no extension of time has been mutually agreed to and the maximum in any given step of the procedure has expired and no action has been taken by the administrative employee as provided by this procedure, then in that event, the professional employee filing the grievance may consider the decision to be adverse to his position and may proceed to the next step as provided in this grievance procedure. If the professional employee filing the grievance fails to proceed to the next step of the procedure, as provided therein within the maximum time allowed, the grievance shall be deemed to be abandoned and the procedure set forth to be waived.
2. To be entitled to the benefits of the procedure hereinafter outlined the professional employee must submit the grievance as provided in Step 1 within ten (10) school days of the occurrence which has given rise to the grievance.
3. All documents, communications, and reports dealing with the processing of grievances shall be filed by the school system separately from the personnel files of the professional employees. The Superintendent or his designated agent or representative shall cooperate with the grievance panel in the investigation of any grievance before it and shall make available to said panel such information as the Superintendent judges to be pertinent to the issues under investigation.
4. Should the processing of any grievance require a teacher or his representative to be absent from his/her regular assignment, he/she shall be released without loss of pay or benefits.
5. Grievances filed toward the close of the school year shall be expedited insofar as reasonably possible, with the intention of completing the processing before the close of the school year. If completion cannot be accomplished, the processing will be re-established at the beginning of the new school year.
6. All issues and evidence upon which the professional employee intends to rely in connection with his/her grievance shall be presented to the grievance panel.

### **PROCEDURE:**

Step 1: A professional employee having a grievance shall discuss it with his immediate supervisor or principal with the objective of resolving the matter informally.

Step 2: If the professional employee initiating the grievance is not satisfied with the decision at the conclusion of Step 1 and wishes to proceed further under this grievance procedure, the professional employee shall, within five (5) school days, present the grievance in writing to the grievance panel for its consideration.

All issues and evidence upon which the professional employee intends to rely in connection with the grievance shall be presented to the grievance panel in such written grievance. At the same time the written grievance is presented to the grievance panel, a copy thereof shall be delivered to the principal and the Superintendent.

Within ten (10) school days following receipt of the written grievance from the professional employee, the grievance panel shall render a decision that (1) the grievance is a valid grievance, or (2) the grievance is not valid; provided however, that the panel may request additional information concerning the grievance and shall deliver to the employee, the principal and Superintendent a copy of such request and a copy of any and all information resulting from such a request. Only such information provided within five (5) school days following the request shall be considered.

Within ten (10) school days following the date of the requested information, the panel shall render its decision.

If the grievance panel determines that the professional employee has a valid grievance, the chairman shall so notify the employee in writing, with a copy being sent to the principal and Superintendent, and the aggrieved party may pursue his grievance by filing a written appeal of the decision at Step 1 with the principal and the Superintendent within five (5) school days after he/she has received notice of the decision of the grievance panel.

Should the grievance panel determine that the alleged grievance is not valid, the chairman should so notice the employee in writing, with a copy to the principal and the Superintendent, and this procedure is thereby terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

Step 3: If the matter is not resolved at Step 1 or Step 2, the grievant may state the grievance specifically in writing and present it to the supervisor or principal, and it will thereafter be considered as a formal grievance to be dealt with as hereinafter provided. Within (5) school days after the written grievance is presented to him/her, the supervisor or the principal shall render a decision thereon in writing and present it to the professional employee, with a copy being sent to the Superintendent. If in the opinion of the supervisor or principal he/she feels he/she does not have the proper authority to render a decision on this matter, he/she shall state as much in his/her written response and thus let the grievance move to the next step of the grievance procedure.

Step 4: Within five (5) school days after receipt of the appeal filed by the professional employee at the conclusion of Step 3, the Superintendent or his/her duly authorized representative shall hold a closed hearing with the certified employee, and his/her representative, if any, and the chairman of the grievance

panel. The Superintendent or his/her designated representative shall have the right to request the attendance at such hearing of any other persons he/she deems necessary to assure proper and expedient disposition of the grievance.

The Superintendent or his/her designated representative shall render a decision in writing to the professional employee and chairman of the grievance panel within five (5) school days after the conclusion of the hearing.

Step 5: Within ten (10) days after receiving the decision of the Superintendent an appeal from the decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of the decision at level four.

At the next regularly scheduled Board meeting or no later than thirty (30) days after receiving the appeal, the Board shall hold a hearing on the grievance. All those persons listed at level four have a right to participate at this level.

Within ten (10) days after the hearing, the Board shall communicate its decisions in writing to the employee.

### **HOMEWORK POLICY**

Homework is typically school assignments that were not completed during class time during the school day. Teachers will notify students when assignments are due. All teachers will grade the work submitted, even if the assignment is incomplete. Late work will not be accepted unless due to excused absences from school or it follows the “late work policies” outlined by the classroom teacher.

### **INTRUDER ON CAMPUS**

The best emergency procedure is to prevent bad situations before they escalate into a major problem. To do this the following steps should be taken:

- Be observant - Notice what is going on around the building and campus.
- Greet and offer help to any visitor. Make sure they are wearing a visitor’s badge, otherwise direct them to the office.
- Be visible. (Stand at your door in the hallway between classes)
- Be alert to potentially dangerous situations at all times.
- Leave classroom door locked throughout the school day.

***In the event an intruder is in the building or on the campus:*** As quickly as possible contact the office through the intercom, e-mail, or a note. An acknowledgement will be sent to the teacher. If the office determines an emergency exists, a Lockdown Level will be sent over the intercom.

#### ***Teacher Responsibilities:***

- Make sure the door is locked.
- Follow directions as defined in the Crisis plan and printed on ID badges.
- Wait for further instructions through the computer or verbally from a school official.
- An “all clear” will be made at the appropriate time.

#### ***Secretary Responsibility:***

- Call police or emergency services.
- Notify Board Office.
- Notify School Nurse.
- Turn off bells.

- If necessary to clear the building, prepare to bring office crisis bag.

#### ***Administrator Responsibility:***

- Go to scene of incident.
- Secure doors on the way.
- Tell outside buildings to remain inside (both shop buildings and field house).
- Assist in office and help coordinate movement of students.

### **LESSON PLANS**

Lesson plans are essential to good instruction. It is expected that you will assume your professional responsibility and keep your plans up to date. Please have your plans available for review at all times.

**A copy of your weekly lesson plans will be turned into the principal by 8:00AM Monday**

### **PROFESSIONAL ETHICS**

The relationship of teachers with one another is an important factor in the morale of the building. It definitely is a factor in the overall effectiveness of each teacher. The following points should be kept in mind:

- No teacher should discuss another teacher in any manner to anyone other than that teacher. If you have something to say about another teacher, say it to them. Anything else is unprofessional and gossip.
- It is poor practice to criticize or discuss any student in the presence of another student, patron, or teacher other than in a professional conference. If other people do not have a need to know, then you have no right to tell.
- When there is a problem accepting an administrative decision, the source of the decision is the best place to go to voice opinions. Teachers are advised that it is best to discuss problems and situations with the principal first. If the problem is not resolved at this level there are procedures to follow to resolve conflict.
- Teachers should be advised of and follow the chain of command in the building. The building principal is the first place to go with problems. If the principal is out of the building, another administrator or teacher will be designated to be in charge. This person will be the one to decide to call the superintendent for help with situations that cannot be resolved.

### **RETENTION POLICY**

To address the concern of administrators, teachers, and parents over the problem of promoting students who have not mastered grade level curricular objectives, the Elkhart Middle School will be implementing a new retention policy. This policy will focus on the following four core subjects: Math, Language Arts, Science, and Social Studies. Mastery of objectives means students will meet the following grade level criteria:

- Mastery of curricular objectives (checklists)
- Score a 60% or above on semester tests
- Grade average of 60% or above
- Grade level Team recommendation

If a student is having difficulties in achieving grade level criteria in any of their core classes, they will be immediately referred to the Intervention Team for possible placement in a remediation program.

Programs will be offered at each grade level. Students may be placed in one of these programs based on the following student performance data:

- State Assessment scores that fall below proficiency
- Poor student performance in one or more core classes
- Non-mastery of curricular objectives
- Grade level Team recommendation

Parents will receive written notification if their child receives a 69% or below at the end of the first semester in the core subjects of math, reading/language arts, science, or social studies. It will be recommended in the notification that the student, parent, and staff meet to formulate a plan of action to resolve the academic concern. Follow-up meetings will be recommended until the concern is remedied.

Students failing one of the core classes at the end of the second semester will be recommended to attend Summer School. Students enrolled in summer school must compete the academic standards established by the core class teacher to successfully complete summer school. In addition, the student may not miss more than four days of summer school. Students not meeting the criteria for Summer School will be placed in Refresher Class opportunities for the following school year.

Any student failing two or more of the core subjects of math, reading/language arts, science, and/or social studies will be retained at grade level for the following school year.

### **SUBSTITUTE FOLDERS**

All teachers are required to have a completed substitute folder prepared by the end of the first week of school.

### **STAFF & STUDENT RELATIONS - BOE Policy GAF**

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

### **Social Media**

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid
- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration [may/shall] periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the

School Principal and Superintendent will bring it to the attention of the appropriate employees.

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

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

#### **STUDENT MEDICATIONS**

Students are not to be dismissed or sent home alone. Parents are to be called to come get the students or make arrangements for them to sign out. Students are to sign out before leaving the building. Serious accidents do occur. The school nurse, secretary or principal is to be notified immediately so that parents can be called. It is not advised that we move injured students unless the injury is stabilized. In the event that parents cannot be contacted, the office will call emergency numbers and get assistance. As a last resort, the principal will get the student transported to the doctor or hospital.

#### **SUPPLIES/ORDERING/REIMBURSEMENTS**

Supplies are ordered at the end of the year for the following school term. Request for purchases may be made during the school year, as well. Forms are included in your Forms Handbook. The secretary will help you with the ordering. All supplies are to be purchased by PO. Phone orders also require PO# and approval. You will not be reimbursed for purchases made without going through the procedures.

#### **TELEPHONE USE**

Students are to have written permission from the teacher to use the phone during classes. Students will not be called to the phone unless it is an emergency. Teachers will be notified immediately if the call is an emergency. We will leave you messages about other calls.

#### **TORNADO DRILLS**

Tornado drills will be held three times a year. Students need to face the wall kneeling in a protective position just outside each classroom. Caution should be given to staying away from glassed areas. Students in the ESL/SPED room will go to the room at the east end of the hall. Please communicate the need for no talking during the drill, as instructions will be given in the hallway and to ensure effective communication among staff members.

*SAFETY PROCEDURES AND EXITS ARE POSTED IN EACH ROOM FOR BOTH DRILLS*



### **USE OF TRAINED DOGS TO SEARCH**

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

### **WORKDAY**

**The workday is from 7:40 A.M. to 3:50 P.M.** unless otherwise stated or arranged.

Staff who are arriving late or need to leave early are to notify the principal. Leave a note if necessary. Lunch is open. Staff who need to leave the building during the day must personally notify the principal and sign out in the office.

### **WORKERS COMPENSATION**

Reporting: In case of an injury while you are on school duty, the following steps are to be taken for Workers' Compensation.

1. Report the injury immediately to your principal or supervisor; if they are not readily available, then report to the Clerk or to the Superintendent. This includes injury over the weekend due to school activities.

2. Principal/Supervisor will give the employee the forms to complete and return to the Clerk. The clerk will then file the claim with the district Workers' Compensation carrier.

The designated USD 218 Workers' Compensation Doctor is Morton County Medical Clinic (**Dr. Perido is not part of MCMC**). Failure to see the district physician could result in the employee paying the medical fees.

### **Injuries Occurring When an Employee is "Under the Influence"**

The Workers' Compensation Law **clearly** states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

### **Recreational and Social Activities**

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

### **Injuries Suffered While Traveling To and From Work**

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

### Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not the participating in the activity.

### **GAOA                      Drug Free Workplace (See LDD)**

**GAOA**

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

### **GAOA                      Drug Free Workplace**

**GAOA-2**

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

**Approved: 4-14-2008**

### **GAOB                      Drug Free Schools (See JDDA and LDD)**

**GAOB**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided.

**GAOB                      Drug Free Schools**

**GAOB-2**

For in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees. **Approved: 4-14-2008**