

WHS/WMS FACULTY HANDBOOK

2021-2022



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NONDISCRIMINATION STATEMENT

USD #289, Wellsville, Kansas does not discriminate on the basis of race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the USD #289 Human Rights Officer Jerry Henn, who can be reached at (913) 883-2388, 602 Walnut Street, Wellsville, Kansas 66092, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

ROOM ASSIGNMENTS

Chaney, Craig	110	ONeil, Rick	Gym
Davis, Chuck	126	Osborn, Jean	125
Davis, Pam	118	TBD	124
Evans, Eric	103	Oshel, Bill	121
Harrison, Ripp	119	Jerry Hunsaker	Gym
Brianna Kear	113	Ross, Dave	122
Stendabach, Miranda	106	Rottinghaus, Dawn	102
Cale Paquette	117	Sayler, Eric	107
Long, Brent	115	Trendel, Mike	106
Batchelder, Brian	101	Richards, Barry	112
Face, Karla	123	Villaca, Kris	104
McCarty, Duane	114	Meghann Leintz	100
Messer, Mark	111	Sheri Bentley	207
Brock Campbell	215	Jodi Hylton	200
Jim Soden	206	Linda Robinson	223
TBD	213	Tim Savage	208
Rob Hedrick	203	Jeff Jones	206
Jacob Claycomb	219		

Class Sponsors

9th Grade	10th Grade	11th Grade	12th Grade
Villaca	Davis	Chambers	Messer
Oshel	Sayler	Patton	Paquette
McCarty	Kear	Trendel	Stendebach
Face	Rottinghaus	Harrison	Chaney
Leintz	Ross	Batchelder	

EMERGENCY PROCEDURES (FIRE AND TORNADO)

TORNADO DRILL

- Rooms 102, 103, 104, 105, 106, 107, 116 and 117
ARE TO STAY SEATED IN THEIR CLASSROOMS
- * Rooms 118, 122, 122A, 123, 124, 125, & 126 report to 117
- * Rooms 110 & 111 report to 106
- * Rooms 112 & 113 report to 104
- * Rooms 100, 101, 114 & 115 report to 116
- * Rooms 119 & 121 report to 103
- * PE/Strength Training classes report to Room 102

DO NOT LEAVE DESIGNATED AREA UNTIL INSTRUCTED TO DO SO BY THE OFFICE!

FIRE DRILL

- * Rooms 110, 111, 112, 113, 114 & 115 - Use Northwest exit
- * Room 117 - Use Northeast exit from commons
- * Room 116 - Use door that exit outside
- * Rooms 100, 101, 102, 103 & 126 - Use front doors
- * Rooms 104, 105, 106, 107, Mac Lab & Library - Use Southwest exit.
- * Rooms 119, 121 & varsity dressing rooms - Exit through your doors
- * Room 118 - Use front doors by superintendent's office
- * Room 122, 122A, 123, 125 & 126 - Use middle school doors west of rooms

DUTIES OF TEACHERS

All teachers should have a copy of the Board of Education Policy Handbook and a Student Handbook in which most of these duties are spelled out.

1. Faculty members are responsible for the material in the Board of Education Policy Handbook, the Student Handbook, and the Faculty Handbook.
2. Teachers are to be at school at 7:20 a.m. and should remain until 3:15 p.m. It is the duty of all teachers to turn on your computer prior to 1st hour and read your E-mail. The teacher is also required to read all E-mail messages at the end of the school day prior to signing out. Requests to leave the building during your planning hour should be directed to an administrator. The building principal may approve requests for early departure by teachers.
3. Faculty meetings will be scheduled as needed. On non-instructional days the faculty duty day will be from 8:00 a.m. until 3:30 p.m. On Fridays or on days when school is closing preceding a vacation period, teachers may leave the building immediately following the dismissal of students.
4. Teachers are to be in the classroom by 7:20 a.m. unless scheduled for duty elsewhere. **Teachers are expected to be in the classroom at all times during class time. You are morally and legally responsible for your students.**
5. Teachers are responsible for the control and discipline of their pupils during class and all pupils while not in the classroom.
6. Profanity - Teachers should not use profanity in the classroom or when speaking to students.
7. **Make sure all textbooks and other supplies are checked out and returned when school is over.**
8. Students want to be treated as adults. They should not be leaving the classroom after the bell to go to their lockers. Students in the hall during class time must have a pass from the teacher. Do not excuse students to visit students in another class.
9. Post the daily bulletin where students can refer to it.
10. You are expected to attend all scheduled faculty meetings and school assemblies.
11. Students staying after school to study, do make-up work, for detention or practice must have their sponsor/teacher with them. ***Sponsors/Coaches must be the last to leave the building.***
12. Only **administrators** may give permission to a student to leave the school grounds.
13. Make-up work must be assigned for all classes missed. Beginning the day the student returns to school, allow the same number of days missed as the length of time to make up work missed. MISSED TEST – test will be taken in the time allowed for make-up work. Please read the student handbook for additional information.
14. Teachers are not to send classes or students unaccompanied to the lab to work.
15. Administration and faculty need to work closely together in order to stay consistent in enforcing the **policies on discipline, tardiness, etc.** Become familiar and follow U.S.D. #289 discipline policy procedure. Keep a log of parent conferences (specify if by phone or person to person conference). You may also use log entries in PowerSchool or keep record of parent conferences and/or communication.
16. Eligibility – Each Friday the office will generate an F list if a student is flunking 2 or more classes. Teachers need to have their grades updated every Thursday on power school.
17. All school-sponsored activities must be approved by the principal and placed on the calendar so as to minimize conflicts in scheduling.

CLASSROOM SUPERVISION

All teachers will be expected to supervise their classroom and hall area near their classroom (before school, starting at 7:20 a.m. and between class periods). It is important for you to greet your students each morning as they come into your class. Please be at your doors at 7:40 a.m. to welcome them each day.

ACTIVITY FUND DISBURSEMENTS

All requests for disbursements of funds i.e., checks for entry fees, purchases, etc. must be on a requisition with documentation of cost. Receipts must accompany requests for reimbursement. All such requests require authorization from the principal.

DRIVING RECORDS

It shall be the responsibility of all employees to annually provide documentation to the superintendent of the validity of license certification by the Kansas State Department of Revenue. If an employee's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving school transportation until the license is restored. If a school employee is ticketed for a driving violation, this action is to be reported to the superintendent during the next school day.

FINAL EXAMINATIONS

All teachers are required to administer, grade, and record a final semester exam in every class. A copy of the exam must be turned in to the principal one week before the exams are to be administered if requested.

KEY POLICY

It shall be the policy of USD 289 to assign an employee keys necessary to enable that employee to be effective in their assigned position. Faculty members who lose keys must pay the cost of replacing applicable locks and keys up to \$500.00. It should be clearly understood by all employees that the loaning of USD 289 keys is not an acceptable practice.

SEMINAR MEETINGS

Requests for meetings during seminar should be submitted the week prior to the meeting date requested.

PARENT/TEACHER CONFERENCE POLICY

Educating the student needs to be a joint effort between the school and the home, with good communication between the school and home a necessity. When face-to-face meetings are requested, the educator should be as accommodating as possible in arranging to meet with the parent. Parents should be treated as "customers" and school personnel should demonstrate the utmost cooperation. However, at any time a conversation becomes adversarial, abusive or no longer productive, the employee should end the meeting as politely as possible and refer the parent to the person next in the chain of command.

Suggestions for ending the meeting include:

- * Inform the parent that the same issues are being repeated and that it appears an administrator should be involved to help move to an acceptable resolution.
- Inform the parent the conference has ended and that the parent needs to contact the appropriate administrator.
- * If the parent does not choose to end the conference, the employee should walk away from the meeting.

All parental conferences/phone calls should be documented for future reference.

All meetings that do not end satisfactorily require the employee to notify their immediate supervisor at once followed by a written report of the meeting.

Potential problems/adversarial conferences can many times be prevented when the teacher initiates phone calls or makes reports home that request parental intervention or reply.

MEDIA CENTER GUIDELINES

Students using the library and computers must have work to do.

Students must report back to their classes from the computer lab before the end of the period.

The Library Media Center is to be used for research or quiet reading.

Students will not be admitted without a pass.

Teachers will accompany their class and enact authority for a learning environment unless special arrangements have been made.

STUDENT USE OF THE COMPUTER LAB

1. If your class plans to use the computer lab, please schedule ahead of time – there is a sign-up sheet in the library. You are to be in the lab with your class and monitor the behavior of students who use the lab.
2. Students are not to be out of class and in the lab without supervision.

ACTIVITY/FIELD TRIPS

Activity/Field trips will be limited to one per grade level during school hours. Any teacher, sponsor, or group wishing to take more than one field trip per year, must get approval from the district office. Students participating on a field trip are expected to have a signed parent permission form turned in to the teacher prior to the departure. Teachers have full authority on the field trip and students should be reminded that they represent their school at all times. Requests for field trips should be submitted for approval one month in advance.

Before leaving on any curricular, co-curricular, or extra-curricular activities trip sponsored by U.S.D#289, the coach/sponsor will be responsible for the following:

1. An itinerary with approximate times and activities scheduled for the duration of the trip complete with approximate time of return to Wellsville.
2. A list of the students attending.
3. A notebook containing the emergency cards for the students attending the activity. This will be taken on **all** out of town activities. (Coaches/Sponsors)

The sponsor will send out the list of students to the rest of the staff.

USE OF SCHOOL EQUIPMENT

Prior to checking out school equipment, you must submit an **Equipment Checkout Form** and receive approval.

LUNCH PERIOD

Lunch period will be twenty-five minutes in length. We have a closed lunch period, which means that students are not allowed to leave the building during lunchtime.

PEER GRADING OF ASSIGNMENTS

Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

MOVIE POLICY

All movies shown must be related to the curriculum. Movies that are rated R must not be shown without administrative approval and students are not to watch R rated movies without a signed parental permission form.

CHILD ABUSE POLICY

Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

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

DCF Access to Students on School Premises

The building principal is authorized to act in loco parentis to protect the interests of the student when allowing a student to be interviewed by DCF representatives on school premises.

Cooperation Between School and Agencies

Elementary and secondary schools, DCF and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, law enforcement officers on school premises for the purposes of investigating a report of suspected child abuse or neglect shall not be in uniform.

To comply with the child abuse law, any teacher or other school employee who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect will immediately report such suspicions in the following manner:

Reporting Procedure:

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended that the building administrator also be notified after the report is made. If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal will confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff members prevent or interfere with the intent to prevent the making of a report of suspected child abuse.

As much of the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

In all cases reported to the DCF, it is recommended that an oral report to the principal be made as soon as possible and be followed by a written report.

In Kansas, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

USD #289 DISCIPLINE POLICY-See Student Handbook

DISCIPLINARY ACTIONS, AUTHORITY AND PROCEDURES DEFINED:

- A. Teachers shall follow these steps in disciplining a student:
 - Step 1: Teacher-student conference.

Step 2: Teacher-parent telephone conversation or conference or discipline slip sent home to parent or guardian.

Step 3: Student referred to the school administration.

Provided, however, teachers have the right and obligation to refer a student to the school administration immediately WITHOUT completing steps 1 and 2 above.

Teachers, in order to assure uninterrupted learning activities in their classrooms, may use any or all of the following options without regard to the order listed:

Option 1: Detentions before or after scheduled school hours. The student shall be responsible for obtaining transportation home.

Option 2: Teacher-parent conference.

Option 3: Teacher-parent-administrator conference.

Option 4: Teacher-student-administrator conference.

Option 5: Discipline points.

Option 6: Extra work assigned by the teacher.

Option 7: Consult counselor.

Option 8: Change student's seat in the classroom.

Option 9: Send written report to parents.

B. If a student is referred to the administration for disciplinary action, any or all of the following actions may be implemented by the principal or assistant principal:

Required action: conference with student.

Option 1: Short-term suspension from school (not more than five [5] school days).

Option 2: Long-term suspension from school (not more than 90 days).

Option 3: Expulsion from school not to exceed 186 days.

Option 4: Change student's schedule.

Option 5: Conference with parents.

Option 6: Refer to juvenile authorities or other law enforcement authorities.

Option 7: Recommend student for special counseling and/or special programs.

Option 8: Withdraw student from class with no credit.

Option 9: Office detention or other make-up time.

C. During a suspension, suspended students shall leave the building and grounds immediately following notification of a parent or guardian and shall NOT be allowed to:

1. Return to school until a satisfactory parent-administrator conference has been held, and
2. be on school grounds including the parking lot, and
3. attend school functions at USD #289, and
4. participate in any type of extra-curricular activities and/or practices.

Hearing Committee

Upon the recommendation of an administrator, a hearing committee of certified personnel shall be convened by the superintendent to consider the merits of a case presented by the recommending administrator to impose long-term suspension or expulsion upon any pupil. Such committee shall be composed of three certified employees of the school district, and chaired by a district administrator, other than those who may present evidence against the pupil. All rights of due process, as provided by state statute, shall be preserved.

Rules and regulations

The administrator and his staff of each school may make rules and regulations necessary for implementing this policy and for maintaining good discipline. Any rules or regulations made within a specific school must not be in conflict with the policy set forth in board policy or K.S.A. 72-8901 through 8906. It is acknowledged that it would be impossible to list all of the situations that could result in disciplinary action. It must be understood that the administrators and staff will take whatever action is required to uphold the spirit and intent of the policies and procedures of this school.

LAW AND JUVENILE OFFICER POLICY

If a law enforcement officer requests a visit with a student during school time, the office shall first contact an administrator. The administrator will inform the officer that before the officer is allowed to talk with the student that the parent or guardian must be contacted and be present (if so desired by the parent or guardian) at the interview.

If a law enforcement official calls at the school to make an arrest of a student, the above procedure shall be followed: and before the student is taken from the school, the arresting official shall notify a parent or guardian. In case the law enforcement official does not notify a parent or guardian, the administrator will make contact before the student leaves school.

This procedure shall also be used if an officer of the court (Juvenile Officer) requests a visit with a student. The exception to the above will be in the case of suspected child abuse in which case the officer of the court will be allowed to visit with the student before parental or guardian contact is made. If the officer of the court takes the student from school, the officer will call a parent or guardian before leaving school with the student. In case the officer does not call a parent or guardian, the administrator will make contact before the student leaves school.

STUDENTS RIGHTS

1. A student has the right, by law, to attend a public school as long as he conducts himself in accordance with building and district rules, regulations and policies, and does not infringe upon the rights of others.
2. A student and their Parent/Guardian have the right to receive, upon the opening of school or at the time of their enrollment, a publication setting forth the major rules and regulations to which students are subject.
3. A student has the right to have in the classroom an atmosphere conducive to a good learning climate and to participate in a school curriculum which will provide personal satisfaction for them, give them the knowledge, skills, and understanding adequate for responsible citizenship; and help them to understand and appreciate the cultural heritage of various ethnic groups in our society.
4. A student has the right to participate with teachers and administrators in recommending school policies and curriculum through advisory councils, student government and/or student representation at faculty and administrative meetings where matters relevant to students are being discussed. An individual student has the right to express his viewpoint and recommendation either to the representative body or directly to the school building administrator, either orally or in a written form in a courteous and respectful manner.
5. A student has the right to safety and security to person and property in the confines of the school building and grounds.
6. Student meetings on school property are subject to approval of the school administration and require the presence of a staff member. Freedom of expression is subject to laws and rules relating to profanity, obscenity, libel and slander. The school is responsible for passing judgment on materials containing obscenities, commercialism or are of an obscene or defamatory nature.
7. A student has the right to be informed of the procedures to be followed in redress of grievances or complaints.
8. In matters of disciplinary action where suspension or expulsion from school may be imposed, a student has the right to due process of procedure as prescribed by law.

STUDENT RESPONSIBILITIES

A student has the responsibility to abide by the rules and regulations of this school district. If the rules are broken, the student breaking them must be held responsible and assume that quick and fair disciplinary action will be taken in accordance with school policy.

Technology Policies for Use of" the district network" and the
"Internet"
Wellsville Schools
U.S.D. #289

Definition: "The district network" is defined to mean all hardware, such as computers, peripheral input and out devices, system serves, and network and Internet communication equipment, and software, such as operating systems, application programs, and programs for network and Internet communications.

1. Take care of the equipment.
Do not have food or drinks around computer equipment. Do not mark on the equipment. Use care in moving and handling computer equipment. You are financially responsible for any equipment and/or property checked out to you by the Wellsville Schools. No personal diskettes will be allowed at the Wellsville Schools. If you need diskettes, the school will provide them.
2. Be polite on "the district network" and the "Internet".
Do not use abusive or vulgar language in "E-mail" messages. Make your messages short and to the point. Do not tie up "the district network" by downloading large files or sending huge "mailings".
3. Respect the privacy of others.
Do not give out your passwords, and do not try to "break" the passwords of other users. All communications and information accessible via the network should be assumed to be private property and subject to copyright laws. Do not delete, modify, or tamper with another person's files or documents without permission. All programs, files, and documents accessible at the Wellsville Schools should be considered copyright protected. Do not copy any programs, files, or documents without permission.
4. Use the "district network" for appropriate educational activities.
Do not use "the district network" or the "Internet" to access or disseminate vulgar, illegal, or sexual explicit material. Note that "the district network" files and electronic mail ("E-mail") are not guaranteed to be private. The people who operate and manage the system have access to network files and mail. Messages or information relating to, or in support of, illegal activities may be reported.
5. Ownership and Presumption of Privacy.
"The district network" is owned by U.S.D. #289, which has sole control over the use of said network. Users of "the district network" have no presumption of privacy. Be aware that when you are using "the district network" you are leaving behind an electronic trail of your activities, which can be traced. U.S.D. #289 reserves the right to monitor all aspects of "the district network" to assure compliance with the stated Technology Policies set forth in the document.
6. Be conservative.
If you are the last one using equipment, turn it off. Doing a proper "shut-down" on computers and turning off printers when not in use will save power. Do not print more material than you need to. Use the screen to edit documents and only print final copies. Do not print a page of reference material when you only need a paragraph.