

SOLOMON SCHOOLS

FACULTY HANDBOOK



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ACCIDENT REPORTS

Please fill out an accident report on a student that has an accident or injury in your classroom. AT NO TIME IS AN INJURED STUDENT TO BE LEFT ALONE.

ANNOUNCEMENTS

Announcements in the elementary and middle school will be pre-recorded and should be played within the first five minutes of the school day. Anyone having an announcement to be made should submit it in electronic form for approval in advance. For High School, the daily announcements will be made at the beginning of the day and will also be emailed to all staff and students.

ASSEMBLIES, PEP RALLIES

Unless otherwise excused by the principal, all teachers are to attend assemblies, pep rallies, etc., when they are held during the scheduled day. Teachers are encouraged to attend even when they are not held during the scheduled day. This will aid in assuring the success of the event and forming relationships with our students.

ATTENDANCE RECORDING - HIGH SCHOOL

Attendance should be taken at the beginning of each period. First hour teachers will need to obtain an accurate lunch count and record on the Google Doc by 8:15am.

ATTENDANCE RECORDING - ELEMENTARY SCHOOL

Attendance should be taken, through Infinite Campus, immediately following the 8:00 am bell. Lunch count should also be record on the Google Doc at this time. Students entering after the 8:00 bell should have an admittance slip from the office and be marked Tardy. If the student does not have a slip, they need to return to the office to obtain one.

BELL SCHEDULE - ELEMENTARY SCHOOL

First Bell	7:57
Tardy Bell	8:00
Dismissal Bell	3:27

BELL SCHEDULE - HIGH SCHOOL

1 st Period	8:00 – 8:45
2 nd Period	8:48 – 9:34
SSAG / Breakfast	9:38 – 10:10
3 rd Period	10:14 – 10:59
4 th Period	11:03 – 11:48
5 th Period	11:52 – 12:37
Lunch	12:37 – 1:07
6 th Period	1:07 – 1:52
7 th Period	1:56 – 2:41
8 th Period	2:45 – 3:30

BORROWING OF SCHOOL PROPERTY

No equipment will be loaned to any person or organization without prior knowledge and approval of the building principal.

BUILDING MISSION STATEMENTS

Solomon Junior-Senior High School will prepare its students academically, socially, and physically with the knowledge and positive attitudes necessary to live successfully in a changing society.

Solomon Elementary School will provide a positive environment for all students to acquire the knowledge and skills to be productive and responsible citizens with respect for self and others.

BUILDING LEADERSHIP TEAM

The purpose of the Building Leadership Team shall be three fold:

- a. Act as a screening committee to present and consider alternative solutions to school wide concerns.
- b. To act as an advisory board to the building principals.
- c. To serve as a communication link to improve organization within the school.

BULLYING POLICY

Bullying, by definition, is unwanted, aggressive behavior that may occur in person or electronically and involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Individuals who engage in bullying others intend to cause harm or distress on the targeted person(s). Individuals who are targeted by bullying may experience harm and distress, including impact on physical, psychological, social or educational harm.

● Prohibition of bullying applies:

- On school grounds
- At a school-sponsored activity
- On school-associated transportation
- Through school-owned technology

● Prohibited behavior:

- Physical Bullying involves hurting a person's body or possessions and may include hitting, kicking, pinching, tripping, pushing, spitting, taking or breaking someone's things, or making mean or rude hand gestures.
- Verbal Bullying involves saying or writing mean things that may cause emotional harm and may include teasing, name-calling, making inappropriate comments about someone, taunting, mocking someone, using put-downs or threatening to cause harm.
- Social Bullying involves hurting someone's reputation or relationships and may include leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone on purpose, making others feel "invisible".
- Cyberbullying involves aggressive behavior using electronic devices and may include circulating electronic images or videos, insulting text messages, bullying through online games, or bullying through social media.
- Harassment is unwelcome conduct based on a protected class (i.e. race, color, national origin, gender, age, disability, religion, sexual identification) that creates a hostile environment. It does not need to include intent to harm, be directed at a specific target or involve repeated incidents.
- Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature.

- **Reporting:** USD 393 expects that any individual who believes he/she has been the target of bullying or harassment report the incident to a USD 393 employee. This is also expected of any person in the school community who sees or receives notice that an individual has been or may be targeted by bullying or

harassment. All staff members are expected to intervene when witnessing or receiving reports of bullying and harassment.

- **Consequences:** Consequences for students will be fairly and consistently implemented, on an individual basis, dependent on the severity of the situation, and may include one or more of the following:
 - Conference with administration
 - Parental contact
 - Lunch and/or after school detention
 - Suspension
 - Implementation of a behavior plan
- **Prevention:** USD 393 will implement an evidence-based bullying prevention program to provide students with strategies aimed at preventing bullying and harassment and increasing social emotional skills of students. The bullying prevention program will also include tools to improve school climate by identifying “hot spots” in the school where students feel the most unsafe and promoting student involvement in anti-bullying efforts, peer support, and supporting a culture that encourages students to report incidents of bullying and harassment to school personnel.

CAREER AND TECHNICAL EDUCATION PATHWAYS

1. Animal Science
2. Plant Systems
3. Travel and Tourism
4. Business Finance
5. Teaching / Training
6. Early Childhood Development and Services
7. Family, Community and Consumer Services
8. Business Entrepreneurship and Management
9. Comprehensive Agricultural Science
10. Power, Structural and Technical Systems
11. Health Science
12. Food Products and Processing

CELL PHONE USE - STAFF

Teachers may not use cell phones during class time. It is suggested that you take your device with you when you leave your classroom, in case of an emergency and you need to contact the office.

CELL PHONE/ELECTRONIC POLICY - STUDENT

Elementary- 8th Grade: Students are encouraged to leave cellular telephones and other communication devices, such as iWatches, at home. Should these devices be brought to school, the devices are to be turned off and placed in the student’s backpack when entering the school building, and put into their lockers (5-8). When a teacher detects that a student is in possession of a communication device, during school hours, the following actions will be taken:

- **1st Offense:** The device will be turned over to the teacher until the end of the school day.
- **2nd Offense:** The device will be turned over to the office until the end of the school day, and parents will be notified. The student will be allowed to pick it up at that time.
- **3rd Offense:** The device will be turned over to the office. Parents will be notified and advised that they, the parent or guardian, will be required to pick it up, it will not be given to the student.

- **4th Offense:** The device will be turned over to the office. Parents will be notified and advised that they will be required to pick it up and the student must turn in their phone every day to the office for the remainder of the school year.

High School: Cell Phones should only be used for academic purposes. If a teacher catches a student not using their phone for academic purposes during class, they will be warned first, then follow the same offenses above.

Note: If a student refuses to give the teacher a cell phone they should be sent to the office and written up for open defiance. A student that brings a cell phone to school after losing cell phone privileges as given by the principal will be considered in “Open Defiance” and may be suspended.

CHAMPS

Solomon USD 393 will be implementing a Positive Behavior Support System titled “CHAMPS,” district wide. The purpose of this program is to institute common student behavior expectations in different areas of the building such as: classrooms, hallways, restrooms, etc. CHAMPS will be a district wide movement in which students will be taught expected behaviors and teachers will reinforce those behaviors.

Along with “CHAMPS”, Guidelines for Success will be taught to students. These basic guidelines are attitudes and character traits that we, as a school, envision will help prepare students for the rest of their lives. Our 5 Guidelines for Success follow the acronym “PRIDE”, which stands for:

- P - Positive**
- R - Respectful**
- I - Integrity**
- D - Dependable**
- E - Excellence**

CHILD ABUSE MANDATORY REPORTING

All employees are considered mandatory reporters for suspected child abuse of a minor. If you suspect that a child has been the victim of abuse, you are required to report your suspicions to the Principal or School Counselor immediately. Only the Principal or School Counselor will make the contact with social services or law enforcement agencies from the school. Once a report is filed, you will receive confirmation of the suspected abuse report. Reports to the Principal or School Counselor should be made in person or by phone. At no time should a suspected abuse report be emailed.

CLASS SCHEDULE CHANGES - HIGH SCHOOL

Students desiring to change their schedule must have written permission of the teachers, principal, and counselor. Such applications must be made within three school days after the beginning of each semester. Reasons for class changes are generally limited to improper academic placement or a student’s desire for an increase in academic rigor. Students will not be permitted to withdraw from a class after the deadline except for highly unusual circumstances. Low grades will not constitute an unusual circumstance.

Exceptions for a student to change their schedule:

Counselor Error: Students that have been “inappropriately placed” in a class can request a course change.

SIT Recommendation: Identified SIT students can be moved out of a class and into appropriate courses to improve their ability to achieve academic success.

Principal Override: The school principal can have a student moved into or out of a course. This rare decision will be made only after a formal parent request and after all possible teacher/student interventions have been attempted. This decision is independent of counselor input.

CLASSROOM MANAGEMENT

Teachers are expected to manage their classrooms. Students will not learn if they are in the office. Managing the classroom is a technique. The best deterrent to management issues is great classroom instruction. Always have a well-designed and engaging lesson.

COMPUTER AND DEVICE USE – IIBG

District issued computer systems and electronic devices are for educational and professional use only. All information created by staff or stored on there shall be considered district property and shall be subject unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

COUNSELING SERVICES

Students must checkout with the teacher before visiting the school counselor. School guidance counselors provide students many services. One of the most important among these services is planning – assisting students in choosing appropriate classes to provide the necessary background for future schooling or work.

CRISIS PROCEDURES

Refer to the crisis information in your Red Emergency Guide for crisis procedures.

DAILY OBJECTIVES

Daily objectives must be posted in each teacher's classrooms.

DETENTION - ELEMENTARY SCHOOL

Detentions will be served after school until 4:00pm on the day the consequence was given. Should the detention be given by a classroom teacher, the teacher should contact the parent, advise them of the consequence and make arrangements for them to serve that detention and be picked up promptly at 4:00pm. Once this has been done, please advise the building principal of the detention and the reason it is being served. Should the detention be assigned by the principal, the parents and teacher will be updated.

DISCIPLINARY PROCEDURE FOR CLASSROOM MISCONDUCT

Each teacher has a specific classroom behavior plan. It incorporates teacher/student expectations, a hierarchy of consequences for students who break the rules, and a positive reward plan for well-behaved students. It is our philosophy that the classroom teacher is the best person to deal with behavior issues. If you have a question regarding a discipline procedure, please contact your child's teacher first. Below is a general outline that our teaching staff will follow when assessing student discipline. Teachers shall document each step as it occurs:

STEP 1: TEACHER / STUDENT CONFERENCE: The teacher shall have a conference with the student.

During the conference, the teacher shall communicate with the student the nature of the infraction and what is required to change the undesired behavior.

STEP 2: DETENTION, PARENT / GUARDIAN CONFERENCE: Detention (or another consequence) will be assigned by the teacher for a classroom rule infraction. The student shall be informed of the behavior that caused the consequence to be assigned.

STEP 3: REFERRAL TO OFFICE: The student shall be referred to the principal. The referral form shall document the infraction, date, and any other relevant information. Parent/guardian contact shall be made by the principal. A written behavioral contract may be required, signed by the student, teacher, administrator, and parent/guardian.

DRESS CODE - STAFF

As an educator, you are a role model for students. It is expected that staff members dress in a professional manner at all times. Professional dress consists of business attire. Jeans and tennis shoes are not general business attire. Certain lessons may require exceptions to the general business attire, but should be discussed with administration prior. All staff members are required to follow and exceed the student dress code as a model for our students. Spirit days may allow for approved deviations from the dress code.

DRESS CODE - STUDENT

Solomon School administration, students, and their parents must share the responsibility of appropriate dress and grooming. The dress code exists to help insure a positive educational environment for all students. The following are NOT ACCEPTABLE apparel at Solomon Schools and will be subject to discipline consequences:

First offense – warning and potential clothing change

Second offense – change of clothes and referral

Third offense – ISS

- Head Coverings
- Shorts, skirts or dresses determined to be excessively short
- Clothing determined inappropriate by the administration
- Sheer or see – through shirts, tights, and blouses
- Exposed undergarments
- Shirts and/or accessories advertising drugs, alcohol, tobacco, weapons, or that suggest violence, obscenity or vulgarity
- Pajamas and/or House Slippers
- Blankets
- Bare feet
- Cut off t-shirts
- Tank tops are allowed if the straps are an inch in width
- Cleavage or otherwise bareness of the chest due to a top's cut is not permissible
- Clothing with rips, tears, or holes above the knees is unacceptable attire
- Exceptions for spirit days are at the sole discretion of the administration
- Other as determined by the administration to be disruptive or counterproductive

DUTY DAY

Teacher contracted hours are from **7:30/7:45 am to 3:45/4:00 pm**. Any tardiness or early exit requires administrator approval.

ELIGIBILITY PROCEDURE - WEEKLY

Any student receiving their first “F” in any class during a semester will be on probationary status. Any student receiving their second “F” in any class during a semester will be ineligible for the week.

Eligibility will be checked on the first day of each week during the school year, beginning the third week of each new semester. If a student is ineligible, the student will not be allowed to participate in any competitions during the following week, however they are allowed to practice. Ineligible students will use the beginning of practice as an opportunity to raise their grades by attending after school tutoring.

Students who have an “F” in a course will remain eligible but will be required to attend tutoring on a “probationary basis.” Once the student raises their grade above an “F” they will no longer have to attend tutoring. *IF A STUDENT IS ON THE PROBATIONARY LIST FOR THE SAME COURSE MORE THAN ONCE DURING THE SEMESTER THAT STUDENT WILL BE INELIGIBLE FOR WEEKLY COMPETITION UNTIL THEIR GRADE RAISES.*

E-MAIL

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. 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.

ETHICS – GBU

An educator in the performance of assigned duties shall:

- Actively support and pursue the district’s educational mission
- Recognize the basic dignity of all individuals
- Maintain professional integrity
- Accurately represent professional qualifications

EVALUATION – 72-9003

Every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by no later than the 60th day of the semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year, no later than February 15. After the fourth year of employment, every employee shall be evaluated at least once every three years, no later than February 15 of the school year in which the employee is evaluated.

In addition to formal observations, administrators will conduct periodic classroom walkthroughs using McRel’s Power Walkthrough application.

EXTRA DUTY

All extra workers who volunteer, will be paid at a flat rate of \$10.00 per hour. These will include concession stand work, gate duty, scorer’s table, assigned supervision (extracurricular), press box workers, line judges, and referee escorts.

FACULTY MEETINGS - HIGH SCHOOL

JR-SR High School Faculty meetings will be held from 7:30-8:00 am in the HS library. An agenda will be emailed to staff one day prior to the meeting. The expectation is for all staff to arrive on time.

FACULTY MEETINGS - ELEMENTARY SCHOOL

Elementary School faculty meetings will be held from 3:40 - 4:15 pm in the library. The expectation is for ALL staff to arrive on time. A schedule of faculty meetings will be shared with you digitally.

FAILING GRADES - HIGH SCHOOL

No child shall be issued a failing grade for any course in grades 7-12 without adequate notification of academic performance to the student and parents / guardians.

FIELD TRIPS

Advance requests for field trips, including transportation and other resources needs, shall be submitted by the teacher to the principal. Classroom teachers shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse. A copy of the field trip form must be turned into the office to aid in answering questions should a parent / guardian call in. ~~All students may go on field trips regardless of their grades.~~ Field trips require that the teacher has received prior approval - at least two weeks in advance - from the principal.

FINAL EXAMINATIONS

All High School teachers are to issue a final examination at the end of each semester of the year. Any final involving an activity or project requires administrator approval. All final examinations will be turned into the building principal. Final exams cannot count for no more than 20% of a student's total grade.

GIFTS – GAH

The giving of gifts between students and staff members is discouraged. Staff members are prohibited from receiving gifts from vendors, salesman or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

GRADING

It is the teacher' responsibility to grade student work on a timely basis. The expectation is for teachers to enter grades in **Infinite Campus** once a week for each course. Note: If a student is ineligible and the teacher has not updated his or her grade book during the course of the week the principal has the authority to reinstate that student in his or her organization.

HALL PASSES - HIGH SCHOOL

Students must have a hall pass to be allowed out of the classroom and in the hallway for any reason. Students will use the google form to document their time outside of the classroom. If a teacher writes a paper pass for any reason, they are responsible to logging the pass into a google form.

IN SCHOOL SUSPENSION PROGRAM - HIGH SCHOOL

Students will not be allowed any electronic devices unless approved for classroom assignments and will be required to write an apology letter for the incident. Please refer to the ISS policies and procedures in regards to assignment collection, etc.

JUNIOR HIGH SCHOOL RETENTION POLICY

If a Junior High School student (Grades 7 and 8) does not pass five classes administration and classroom teachers will recommend that the student be retained at the current grade level for the following school year.

LACTATION ACCOMMODATIONS

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues.

Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

LATE WORK POLICY - HIGH SCHOOL

The following is the late work policy for all JR-SR high school staff for the school year.

1. Assignments not turned in on the assigned time it is due is considered late.
2. Students cannot receive more than 50% off for late work.
3. Individual teachers can have a more lenient policy for late work, but must be stated in their syllabus.

LATE WORK POLICY - ELEMENTARY SCHOOL

The following is the late work policy for elementary school staff for the school year.

1. Assignments not turned in at the assigned due date is considered late.
2. Students cannot receive more than 50% off for late work.
3. Teachers can have a more lenient policy for late work and can determine how students will get the late work complete. Parents must be aware of the individual teacher's late work policy.

LESSON PLANS

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Principals shall establish methods to regularly review teacher lesson plans. Teachers are expected to have lesson plans updated by Sunday of that school week. All teachers will use Planbook for lesson plans. Your daily lesson plans should be detailed and complete to the extent that a substitute teacher would be able to do a thorough job after a review. Please make sure you place your lesson plans and any other information or items that your substitute may need, in your box, or on your desk. Your lesson plans should be well written, up-to-date and ready to be given to your principal upon request.

LEAVE PROVISIONS

Sick Leave - Certified staff members are granted the availability of 12 days of sick leave per year accumulative to 85 days. The first ten years of service, sick leave shall accumulate at 12 days per year and on the eleventh year, teachers will receive sick leave at the rate of 15 days per year. It is the responsibility of the teacher to notify the building principal as soon as the teacher realizes he/she will not be able to report to work due to illness.

Maternity Leave – An instructor may petition the USD 393 Board of Education for a prolonged extension of time for such leave after a member has exhausted all leave time as provided for under the act.

Bereavement Leave – Certified staff will be allowed 5 days of bereavement leave upon the death of a member of the immediate family. Teachers may use 2 of the 5 days specified to attend the funerals of others with prior approval of the building principal.

Professional Leave – Professional leave shall be defined as a time off from regular classroom duties to attend meetings, seminars, and workshops in the teacher's teaching subject or supplemental assignment for the purpose of improving subject matter knowledge and teaching and/or coaching skills. The teacher will be allowed up to 2 days per year for professional leave which can be accumulated to 4 days. Teachers cannot request professional leave during the first or last ten days of the school year.

Personal Leave - Each teacher is allowed 1 personal day to be used at his/her discretion. Each teacher with at least 25 days of accumulated sick leave will be allowed an extra day. Personal leave cannot be taken 2 days before or after a school break or two weeks before the end of a semester.

Note: Any leave may be taken in no less than 1 hour increments.

LICENSES

It is each teacher's professional responsibility to maintain their professional license. Keep track of renewal dates and have all materials submitted to KSDE licensure in a timely matter.

MAILBOXES

Please check your mailbox daily. Any message will be placed in your box or delivered to your door prior to the end of the school day. Should it be an emergency, staff will be notified immediately.

NON-SCHOOL EMPLOYMENT – GBRG

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract. Certified employees shall not engage in outside employment which interferes with their duties.

OUTSIDE SPEAKERS – IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process. Outside speakers should be selected so that various points of view are presented. Speakers shall not use language that calls for student to be disruptive.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are an integral component of our children's educational process. It is expected that all staff attend conferences during the duration. Refer to the district calendar for specific conference dates.

PROFESSIONALISM

Good communication is important and should be utilized by all employees. If you have a complaint about another staff member, visit with administration or visit that person. If you need me to sit in, I will be glad to do so. If you come to me about someone, know that I will want to confront the other person, or ask you to confront them. Unprofessional talk (gossip) about another staff member is unacceptable.

RELIGION IN CURRICULAR OR SCHOOL SPONSORED ACTIVITIES – IKD

No religious belief or nonbelief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

RELOCATION OF CLASS

In the event that a teacher chooses to have class in an alternate setting other than the regular classroom the building principal must be notified and approval shall be required.

REQUESTING LEAVE AND SUBSTITUTES

When you know in advance: Complete a Request for Leave using the online link to Attendance on Demand. Once approved, we will confirm receipt of it with you. Do not arrange for your own substitute. This is not an acceptable procedure. You may indicate to Becky or Joanna, your preference and they will give him/her consideration as she arranges for a substitute.

When you call in: Please complete a Request for Leave in Attendance on Demand no later than 3:30 on the day you return.

High School: Call Nicholas Owen at (785) 342-6712 if a substitute is needed.

Elementary / Middle School: Call Shalon Worcester at (785) 643-3465 if a substitute is needed.

SIGN-IN / LEAVING DURING SCHOOL DAY

Staff members who need to leave the building during the school day will be required to sign-out and sign-in at the Main Office. A Sign-in/out Log is posted at the front desk. It is important that we are able to account for all employees, especially in the event of an emergency.

SPECIAL EDUCATION COOPERATIVE

USD 393 co-ops all special education services through Salina USD 305. The following certified staff will serve as our Special Education team:

- K-6 Special Education Coordinator Kelly VanDeCreek
- 7-12 Special Education Coordinator Brandy Moon
- Gifted Facilitator Jeanie Krajicek

Solomon USD 393 has its own social worker, Wendi Pratt.

SOCIAL NETWORKING

The following guidelines are provided to help Solomon USD 393 employees appropriately use social media and networking as effectively as possible. The purpose of these guidelines are also to remind employees of the importance of (a) maintaining professional relationships with students and with one another at all times; and (b) not engaging in social media and networking for personal use on work time.

- Employees may not use social media and social networking for personal use during work hours.
- Posting confidential and/or proprietary information about the district, its data, students, or its employees is forbidden. Inappropriate posting of this sort can lead to disciplinary action. Employees are expected to behave ethically.
- Posting of inappropriate messages, photographs, and/or documents is not permissible. Employees should understand that doing so can have professional and/or personal ramifications that can expose employees to liability; whether posted on district or personal time.
- Remember that as a district employee, you are an ambassador for the district. Thus, you must be mindful in your usage of social media and social networking that your actions may have personal, professional, ethical, and legal consequence for not only you, but also for your colleagues, the district, and community at-large.
- The school board discourages school district staff from socializing with students outside of school in person or on social networking websites.

STAFF-STUDENT RELATIONS

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 of consent.

STUDENT IMPROVEMENT TEAM

The purpose of the Student Improvement Team is to identify non special education students who are struggling academically, socially, or emotionally and provide strategies to help them become more successful in the school setting. The SIT team will meet monthly with students on plans to discuss interventions and modifications to the regular education curriculum if needed.

SUBSTITUTE PLANS

All staff members who teach classes or supervise students are REQUIRED to leave DETAILED substitute plans when you are absent in order that your routines can proceed as normally as possible in your absence. Please be sure to include the following in your plans:

- a list of students for each class that you teach, along with any special needs and resources
- a copy of your daily schedule (including any duties) - lesson activities for the day(s)
- discipline procedures for your classroom

Lesson plans are not to be dictated over the phone. It is your responsibility to see that plans are delivered to school prior to the start of the school day. It is also good practice to include at least 5 days of emergency substitute plans in the event you are unable to prepare plans for an absence.

SUPERVISION OF STUDENTS - JGFB

Students shall be supervised by school personnel when they are under the jurisdiction of the school. Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engage in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by administration. Each building principal shall make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specified times in designated areas. Supervising students is of the utmost priority for any teacher. The expectation is that all teachers supervise students in the hallways during passing periods. Teachers who have morning and afternoon supervision will monitor the commons and the parking lot.

SUPPLIES

Teacher materials such as dry erase markers, erasers, papers, pens, pencils, etc., can be obtained from your building office. Please be frugal in their use and comment to the secretary regarding inventory needs.

SUSPENSION – GBK

The superintendent shall have the authority to suspend licensed employees with pay pending further board action. The superintendent may suspend licensed employees with pay for any reason, including, but not limited to, one or more of the following: alleged violation of board policy, rule or regulation; refusal or failure to follow a reasonable directive of an administrator; the filing of a complaint against the employee with any civil or criminal authority; the alleged commission of an offense involving moral turpitude; or other good cause. If a suspension without pay is imposed on an employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

SYLLABUS - HIGH SCHOOL

Please create a syllabus for each course you teach. Also, make sure that parents are able to view your class syllabus by requiring a signature or posting it on your classroom website. The following should be included in your syllabus:

- Course description
- Course objectives
- Grading procedures
- Late-work and make-up work procedures
- Classroom rules and consequences – behavior plan
- Anything else you feel is pertinent to the course you are teaching

STAFF REQUEST FORMS

Staff can access request forms on the district website or ask for a paper copy from the office secretaries.

1. Extra Duty Compensation – This form is to be completed when staff work over their contract hours. Examples include substituting during plan time, working athletic and activity events, etc. Extra duty forms must be turned in by the employee on a monthly basis or compensation will not be granted.
2. Event Request Form – This form is to be used when employees request to host an event in the district or attend an event with a student group.
3. Transportation Request – This form is to be completed and turned into the building principals at least one week in advance, or you may send an email with your request. Please include how many in be going, the specific address of where you are going and if you are stopping anywhere else, what time you will leave and return and where you want to be picked up. Vehicle keys will be distributed by the district office secretary.

4. Fundraiser Request – This form is to be completed and approved by building principals prior to any fundraising activity.
5. Student Club Request – This form is to be completed and approved by the building principal and superintendent prior the formation of any club or organization.
6. District Purchase Requisitions – Complete a purchase requisition and turn into your principal for approval.
7. Activity Account Requisitions – This form is to be completed and approved by the building principal prior to any purchase from a school activity account. Approval will not be granted if there are not a sufficient amount of funds in the account.

TEACHER-STUDENT RELATIONS

In more than 90% of the situations, you will determine the relationship between yourself and students. If you have spent time making sure that your classes will be interesting, meaningful, challenging and motivating to your students, they will be more likely to achieve success. If your classes are becoming more difficult to control, evaluate your teaching techniques and the amount of time you are spending in preparation. Make it a point to attend your students' activities outside the classroom. Your attendance will help students to see that you care about them as whole persons, which will improve your teacher-student relationship.

TEACHING METHODS – ICAA

The teaching staff is required to keep abreast of current and innovative teaching methods. Use of current research findings to improve instruction is encouraged as a part of the district's school improvement efforts. With prior administrative approval experimentation with teaching methods is permitted.

VIDEOS – IFAB

Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum. Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials.

Videos and or movies shall be reviewed for their appropriateness for the grade level at which they will be used. Videos may be shown if all copyright guidelines have been followed and if they are specifically related to the curriculum. Showing movies for the purpose of entertainment is prohibited without prior permission from the principal. All films, videotapes, DVD's, and other electronic resources chosen for use in the classroom will be carefully reviewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of students. The following guidelines apply:

1. Parent will receive one-week advance notice when a teacher plans to show:
 - a. Elementary school students any film, video, DVD, or electronic resource that is rated PG or higher.
 - b. Junior High students any film, video, DVD, or electronic resource that is rated PG-13 or higher.
 - c. High School students any film, video, DVD, or electronic resource that is rated R.
2. Such notice to parent will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Films, videotapes, DVD's, and other electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional materials.
4. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the film, video, DVD, or other electronic resource.

5. No film, video, DVD, or other electronic resource having a rating of X or NC-17 will be shown to students in district schools at any time.