



2023-2024
RCHS
FACULTY
HANDBOOK

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GAA Goals and Objectives

GAA

All employees shall follow all applicable board policies, rules and regulations.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See BDA)

RILEY COUNTY HIGH SCHOOL

A place where students will be empowered to learn.

The above statement was selected by the faculty as the "mission statement" for Riley County High School. The purpose of a mission statement is to serve as a philosophy and guiding light for each of the various classes and activities that comprise a school. It is the driving force behind the most important decisions regarding the school. As such, it was not selected lightly. A great deal of thought went into the exact wording of the statement.

Empowerment has been defined as the process of providing people with the opportunity and necessary resources to enable them to believe and feel that they understand their world and have the power to change it. Empowerment does not guide or direct action; it excites action.

Students at RCHS will not only be taught facts and figures; but also the skills necessary to continue to acquire knowledge after their formal education is complete. These skills are essential in today's ever changing world. Research tells us that the average person will change careers four times over the course of his or her lifetime. Each change will require that new information be learned and mastered. In order to cope with the knowledge explosion and changes in careers, individuals must know how to learn. Learning does not consist of acquiring more information, but rather expanding the ability to produce the results we truly want in life. The goal of the faculty and staff of RCHS is to both model and empower lifelong learning.

Empowerment of learning cannot be accomplished through the efforts of the faculty or the students working alone. It will be necessary for the faculty, staff, students, and parents to work together if we are to make significant progress in this never ending journey.

DISTRICT MOTTO

“All our Children Learning”

USD 378 MISSION STATEMENT

The mission of USD 378, Riley County, is to put into action our district's motto, 'All our children learning.' The Riley County schools are a place where students will be empowered to learn and will graduate as responsible citizens with skills in creative thinking, decision making, communication, self-discipline, and cooperation.

WE BELIEVE...

- ✧ *Students are our first priority.*
- ✧ *Our culture focuses on being positive, proactive, open and inclusive.*
- ✧ *Operating as a collaborative community is key to students' and the district's success.*
- ✧ *Everyone has opportunities to make choices and is responsible for outcomes.*
- ✧ *High expectations lead to higher performance which, in turn, empowers the individual and strengthens society.*
- ✧ *In visionary and innovative thinking to keep the district and its students on the cutting-edge.*

- ✧ *The power of our district resides in our passion for our students and their education.*
- ✧ *We prepare students and provide them with essential tools to live and learn with meaning and impact.*

ADMINISTRATION

Superintendent of Schools – Mr. Cliff Williams
Principal – Dr. Charles Kipp
Assistant Principal – Dr. Erin Flair

BOARD OF EDUCATION

Samantha Brown	President
Nathan Mead	Vice-President
James Greer	Member
Chris White	Member
Julie Thiele	Member
Justin Ricketts	Member
Jeff Hancock	Member

FACULTY

Alexis Bowen	Mathematics
Andrew Garver	Industrial Arts
Dunia Harmison	Science
Deb Huyett	Vocal Music
Jayne Krohn	Social Science
Erin Lloyd	Band
Jennifer Meadows	Art
Samantha Netterman	English
Hannah Pickering	English
Zac Rieck	Business/Computers
Kathy Seyfried	Spanish/VPL
Megan Steiner	FACS
Weston Steiner	IRC
Mick Tener	Counselor
Doug Thompson	IRC
Steve Wagner	Body Conditioning/PE/Health
Jessica Whitesell	Social Worker
Anna Williamson	Vocational Agriculture
Breanne Williamson	Science
Erik Willimon	Social Science/Physical Education
Jesse Woodard	Mathematics

STAFF

Grace Brown
Stephanie Henton
Janet Schooler

TBD

Kris Burnett

TBD

TBD

Trish Bostick
Jonathan Bostick
Jared Sheldon
Angie Marden
Amanda Pfizenmaier
Dustin Webber
Conrad Seyfried
Donna Tittel
Cara Rignell

Food Service Director
Food Service
Food Service
Food Service
Library-Media Specialist
Nurse
Custodian
Custodian
Custodian
SRO
Secretary
Secretary
Network Administrator
Technology Assistant
Technology Assistant
Concessions

CURRICULUM AND PROFESSIONAL DEVELOPMENT COUNCIL

USD 378 maintains a Curriculum and Professional Development Council to recommend changes in course offerings in the Riley County schools. Input from patrons, teachers, parents and students are encouraged. If you have ideas of curriculum changes for our school, please contact one of the following members by calling the school:

Charles Kipp- RCHS
Erin Flair-RCHS
Mick Tener-RCHS
Kathy Seyfried-RCHS
Erik Willimon-RCHS
Cliff Williams – Superintendent

Jared Larson-RCGS
Ben Gordon-RCGS
Alissa Duncan-RCGS
Darnell Vargo*-RCGS
Whitney Easterberg-RCGS
Alicia Klucas-RCGS
Donica Nelson-RCGS

SCHOOL HOURS (DUTY DAY)

Teachers are to report to school by 7:45 a.m. and remain at least twenty minutes after dismissal (3:50p.m.). Students needing extra help should be encouraged to come to classrooms immediately after the close of school or prior to the beginning of school for additional teacher aid or information.

TEACHER ATTENDANCE

If a teacher is planning to take leave from school, he or she should enter their absence in AESOP. The teacher should do this by 6:00 am for days of unplanned absences, and as far in advance as possible for planned absences.

STAFF CONDUCT

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Bullying behavior toward a student or staff member.
- Causing damage or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any other activity sponsored by the board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.

- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
 - District Polo shirts and jeans may only be worn on Friday or in-service days; Jeans are not permitted at any other time unless prior approval is received by the principal.

District employees who violate these rules are subject to disciplinary action.

POWERSCHOOL

Each teacher needs to have his or her PowerGrade updated by 8 A.M. every Monday morning.

LESSON PLANS

An efficient and successful teacher plans his/her work in advance. All teachers are encouraged to maintain written lesson plans. For evaluation purposes, lesson plans of all staff members will be checked. Weekly and major project plan dates are to be posted within the classroom and a daily objective is expected to be on the board.

ATTENDANCE RECORDS (JB)

All teachers shall maintain student attendance records in their grade books or a separate book, or in a computer program. Attendance slips should be posted on the clip outside the classroom door at the beginning of each period. Students on the un-excused absence list from the daily bulletin must have an admit slip from the office before they may be admitted to class.

CLASSROOM TIME

Classroom time is the most important time in the world to a student. Teachers have a duty to make the most of every minute. Each student should be entitled to full classroom time instruction in each class. Every effort will be made to preserve this time for instruction. Salesmen will not be allowed to contact a teacher at the classroom door except during the teacher's planning time. Messages to students will be very limited.

Do not leave students unattended. Arrangements should be previously, of necessity, have to be late to class or leave early. Of course, these occasions of leaving are to be kept to an absolute minimum. The teacher charged with the responsibility of a group of students for a block of time. Do not short change the parents' most valued possession by leaving the classroom.

Instructional Expectations:

Research and experience demonstrate several successful teaching methods for increasing student learning. The average student attention span is 20 minutes, and for the special needs

student it is much less. Bringing a variety of instructional techniques to the class can help retention plus meet more student learning styles.

1. Use three or more learning styles in a block of time. Example:
 - a. lecture/media presentation/guided learning/independent work
 - b. media presentation/guided learning/independent work/group work
 - c. student presentation/media presentation/guided learning
 - d. group work/independent work/teacher lecture/demonstration
2. Lectures should not go over 30 minutes.
3. Do not follow up a lecture with a discussion.
4. Media presentations should be limited to less than 30 minutes at a time.

BUILDING PASSES AND HALL PASSES

Students are to come to class prepared. Locker passes during class are not permitted unless absolutely necessary, and they have their planner as a pass. Teachers are encouraged to limit student passes and have consequences for those who come to class unprepared. In order for a student to go to another instructor from the library or any room, the instructor has to request that the student be sent to his/her room prior to that time, and write in the planner of the student. Any student leaving the high school building for emergency or business reasons must secure a pass to leave the building signed by either the principal or secretary. The library, counselor's office, and/or principal's office are included in this rule.

GRADING

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. According to Board Policy IHA, the following grading system has been devised for that purpose:

A=90-100	The student is more than meeting the demands of the teacher. Work is on time. The work is of superior quality. It shows mastery of the subject matter. Has the ability to carry the job through and exerts a positive influence on the class.
B=80-89	The work is of a superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
C=70-79	Satisfactorily performs required work. The work is on time and is of average quality. The student is showing achievement.
D=60-69	The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and

confused. Work is below normal, but shows some evidence of growth.

F=below 60 Unsatisfactory with little growth, lack of interest and irregular attendance and attention. No credit.

I=incomplete This is given when all work is not turned in for some excusable reason. If not turned in within a reasonable time, this grade becomes an "F".

P Passing

S Satisfactory work being done.

U Unsatisfactory work being done.

Students should have access to their grades and should be informed of their individual assignment and average grades on a weekly basis.

Sufficient information should be presented to the student concerning the methods of evaluating his/her behavior in a classroom situation. This can be accomplished by observing the following procedures:

1. Teachers should explain to their pupils at the beginning of their courses the objectives of the class, upon what type of achievement pupils will be graded, and how this grading will be made.
2. Pupils should not hesitate to consult with their teachers about grades. A pupil teacher conference can do much to help a student understand the grades given and to discuss ways and means of improvement.

MAKE UP WORK

Students are expected to make up the schoolwork missed within a reasonable amount of time. The student should make every effort to complete the work prior to the absence when advance knowledge of a pending absence is known. In cases where the work cannot be made up prior to the absence, once the student returns he/she will be allowed an amount of time equal to the length of the absence plus one (1) day to complete the make-up work. For example, if a student has been gone for three excused days, they would have four days to get the make-up work completed.

FAILURE TO COMPLETE ASSIGNMENTS

Ample time should be allowed to complete homework assignments. Therefore, it follows that students should be expected to hand in work on time. Each teacher should formulate his/her own policy for late work or no work. Prior to the first day of school, each teacher should discuss his/her proposed policy with the principal and provide him a copy. On the first day of school, the teacher should inform students of this policy in writing. Throughout the school year, the teacher should be consistent in enforcing his/her own policies.

ACADEMIC HONESTY

Students are capable of producing authentic work. Students are responsible for their own actions. When a student misrepresents his/her work it may involve copying, cheating, plagiarizing, or assisting someone in the behavior. Cheating, copying, plagiarizing, or helping someone to partake in academic dishonesty is not acceptable behavior.

Classroom teachers deal with incidents on an individual basis. Consequences are at the teacher's discretion and may include parent notification, receiving a zero for the work or retaking the assignment or test for partial credit. Additional consequences may be issued by the administration.

Definitions provided by Scholastic Children's Dictionary, 2002:

- Cheat – To act dishonestly in order to win a game or get what you want.
- Copy – To do the same as someone else.
- Plagiarize – To steal and pass off the ideas or words of another as one's own.

REPORT CARDS

Report cards will be sent No Reply email via our School Messenger system at the end of each quarter. Grades are available in the parent portal for each quarter during the school year. A paper copy is stored in each students cumulative file at the end of each year.

TRANSFERRING OF RECORDS

Upon request, the District discloses education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

HONOR ROLL

The nine-week honor roll will be announced on Thursday following the end of the nine-week period. The honor roll will be based on a point system:

A = 4 points

C = 2 points

B = 3 points

D = 1 point

Students maintaining an average of 3.50 or better will be designated honor roll students. Students maintaining an average of 3.00 to 3.49 will be designated to the honorable mention list. No Riley County High School student with a grade lower than a "D" will be eligible for the honor roll or honorable mention lists. The Honor Roll will be calculated by the office.

College students with five (5) hours of college credit equals two high school credits and three (3) college credits equal 1 high school credit. With four credits from RCHS and one to two credits from college, a student will be eligible as a full time student (taking 5 or more classes). Students with incomplete grades are **not** eligible for Honor Roll recognition.

SEMESTER TEST POLICY

In order to clarify semester tests, the following items are listed:

1. Semester tests are required by the administration.
2. Each instructor should set up a value of the test toward the final semester grade (e.g. 1/3, 1/4, 1/5, and etc. of the final grade).
3. The grade shall be recorded in all grade reports, grade sheets, and grade cards.
4. In administering the test, all faculty members shall follow the guidelines as set forth in the semester test schedule announced by the office.
5. Tests shall be so designated as to be completed in the time assigned by the administration.
6. Semester tests will take place the last day the class meets each semester.

SUBSTITUTE PLANS

In case of an absence, every effort should be made to have detailed lesson plans available for the substitute. Since absences can be unpredictable, each teacher should keep a file of emergency lesson plans for the substitute. These plans could consist of open book quizzes, pop quizzes, worksheets, reading assignments, etc. This file should be updated periodically. In addition, the following information would be beneficial:

1. A seating chart of each class and the grade book.
2. A notation concerning procedures.
3. Helpful personal information about pupils and their characteristics.
4. Information about location of keys, desk copies, necessary materials, and extra duty assignments.

KEYS TO MAINTAINING GOOD DISCIPLINE

Young people expect a certain amount of discipline and those teachers who demand it are the ones whom students long remember.

Each teacher is responsible for the discipline of his/her room. It will add strength to the teacher's work with the students if the teacher will combine ingenuity, tact, and firmness to take care of the problems which might arise. Bear in mind that it is not the severity, but the surety that makes for good discipline. Establish a few expectations you can live with and enforce them fairly and consistently. A copy of these expectations should be on file in the principal's office and posted in your room.

1. Expect good behavior...the self-fulfilling prophecy is especially true for discipline.
2. Be fair and consistent...uncertainty breeds misbehavior.

3. Be patient...they don't get it the first time, neither will you, don't let them see you sweat.
4. Recognize the importance of every child...even teenagers respond to encouragement. Be positive. Avoid sarcasm and ridicule at all costs.
5. Avoid threats...don't back a student or yourself into a corner. Recognize possible situations and use strategies, such as empathy to defuse.
6. Remain calm...80% of all discipline problems are caused by how the teacher, or principal, reacts to a student's actions. The calm person is always perceived to be in control of the situation.
7. Establishing a parent contact makes discipline a team effort, instead of all on your shoulders.
8. KEEP YOUR SENSE OF HUMOR...not every problem is a tragedy. Many potential problems are diffused by an ability to laugh at ourselves. If you have no sense of humor, develop one.

PARENT TEACHER COMMUNICATIONS (JFAC)

If there is a lack of understanding or communication between the parent and teacher, it is our desire to eliminate and correct this barrier, which tends to destroy confidence in our local educational program. The accepted procedure for hearing complaints is as follows:

1. Concerning classroom or teacher...
 - a. A parent/guardian is requested to contact the teacher and make an appointment to discuss the problem.
 - b. If the parent or guardian/teacher conference is not satisfactorily resolved, the parent/guardian or the teacher may request an interview with the principal of the building.
 - c. If the parent/guardian and principal cannot resolve the problem, a conference with the superintendent should be scheduled.
 - d. If the superintendent and the parent/guardian cannot resolve the problem, the board of education will arrange to hear the total report and make a final decision.
2. Concerning school policy or organizational procedure...
 - a. The parent/guardian should contact the building principal and discuss the problem.
 - b. If the parent/guardian and the principal cannot resolve the problem, a conference should be scheduled with the superintendent.
 - c. If the parent/guardian and the superintendent cannot resolve the problem, the board of education will arrange to hear the total report.
3. Concerning reports received by telephone...

- a. Except for very minor questions, telephoning is not a satisfactory procedure for discussing differences.
 - b. Administrators accepting complaints by telephone will follow up by discussing the matter with the teacher or student involved.
4. Results of registered complaints...
 - a. As indicated in all the procedures listed, the teacher and the administrator will discuss and review all the facts involved in the area of complaints. After considering all facts provided by student, parent/guardian, and teacher; the problem will be resolved or adjusted to the best judgment and ability of the administration. A parent/guardian dissatisfied with the decision may proceed to the next line of authority.

It has been, and shall remain, the policy of the school to welcome parents to visit the school at any time. Furthermore, parents/guardians should feel free to contact teachers regarding areas of concern in any of our classrooms. Parent/guardian teacher conferences will normally reveal all the facts of the problem and, in most cases; the problem will be resolved in a cooperative and understanding manner.

Parents/guardians occasionally report that they hesitate to contact a teacher for a conference regarding their children for fear the teacher will hold a grudge against the student or will take it out on the student in the classroom. This is not a fair statement. A teacher with this attitude could not expect professional support and would not remain in the teaching profession very long. Your personal efforts to resolve any feeling of lack of communication between the parent/guardian and the school would be appreciated. Teachers owe the parent/guardian every opportunity to know the school program and to understand the daily procedures in our classrooms.

HALL DUTY

Between classes, at noon, and after dismissal; all instructors should be in the hallway to help maintain appropriate discipline.

SEMINAR DUTY

Teachers are responsible to do a grade check on Wednesdays for students in their seminar.

Each seminar teacher will contact the parents of their seminar students to set up a student led parent teacher conference. These will be held at the end of the first and third quarters.

Seminar teachers will also monitor each students progress on their student engagement project and hold them accountable for completing all tasks associated with the project.

1. Teachers should have clear expectations for students and help students be aware of their own progress.

2. Teachers should provide opportunities for extra time and help (before or after school, seminar) and encourage students to take advantage of them.
3. Teachers should communicate with parents in a timely fashion regarding any students who are having difficulty.

FACULTY MEETINGS

Faculty meetings will be scheduled as needed

GUIDANCE AND TESTING

The guidance counselor will handle the testing program. An attempt has been made to free the counselor for several hours each day to allow time for conferences with students who desire to make use of this service. Encourage your students to avail themselves of this service.

Any student desiring to see the counselor should have an appointment slip issued to him/her prior to the conference by the counselor. This form will specify the time and date of the conference. This will stop any excessive loitering in the hallway without proper supervision. Conferences should be scheduled for a student's free time if at all possible. If a student must be removed from a class, the counselor will attempt to make prior arrangements with the student's instructor.

LIBRARY

The purpose of the library is to enrich and supplement the instruction in the classroom and to provide recreational reading. Regulations concerning the use of the library by students can be found in the Student Handbook. A few suggestions for improving the library service follow:

1. Books and reference materials should be placed on reserve by the teacher and library aide if many students need to use them. This practice will enable more students to obtain the material they need.
2. Teachers must check out library materials. Audio visual equipment should be returned with the covers replaced, cords properly stored, plug-in adapters left on the cords, and ready for the next person to use. Students returning equipment should be aware of the proper place to store the equipment.
3. The library aide will be able to give more help to a group if the purpose of the library assignment is known in advance. To avoid conflicts and assure assistance for the students in doing their research, a teacher sending a class or group of six or more to the library for class research should make arrangements twenty-four hours in advance. A teacher is expected to be in the library with a class unless other arrangements are made.
4. Students sent to the library from a class for any other reason are expected to use this time for study related to that class and should have a definite assignment, such as to select a book or to study the text or library materials. Discipline can be improved if such is stated

on the pass. If the library is too crowded, it may be necessary to limit the number who can go to the library without advance arrangements.

5. Other library rules will be posted in room one by the library aide. Each teacher should keep informed.

MAILBOXES

Every instructor has an assigned mailbox. Please check it each morning and evening when checking in or out and keep it free from other than mail use.

PUBLICITY

Newspaper, radio, newsletters and social media are our best sources for keeping the public informed of our school program. Teachers are encouraged to submit news either in the area of straight news or feature stories.

News releases should promote favorable publicity and are very important in our attempt to keep the public informed. Teacher must keep in mind that one of the most constant sources of publicity is that carried by pupils from the classroom each day. The classroom teacher with the many personal contacts with pupils, parents, and others must at all times represent "good teaching". Teachers will daily be judged by their students and it is important for the quality of the "home report" to be extremely good.

CUSTODIANS

Teachers can help by seeing that their rooms are kept in order. Keeping the desks in their proper places, papers off the floor, and books and magazines in their proper places will help the custodians do a better job. Equipment in the rooms that is in need of repair or replacement should be reported to the principal's office.

KEYS & CELL PHONES

A set of keys will be checked out to each teacher. Take good care of them. Teachers must not leave their keys where students may use them and **UNDER NO CONDITION** should the teacher give or loan keys to students to unlock other rooms. Teacher's personal electronic devices and cell phones are not to be used for personal reasons while directly supervising students during regular school hours. If you change your class location or leave the building with students during the regular school day, notify the office. A school cell phone will be provided or you may use your personal cell phone providing the office has the contact information.

STUDENT TELEPHONE USAGE

The office phone is not for student use except to call parents in the case of emergencies or for school business. Telephone calls are not to be made during class time. The office will handle incoming calls for students and students will not be called from classes to take calls unless it is an emergency. The cost of long distance calls is the financial responsibility of the student.

BELL SYSTEM

In the morning, there will be a five-minute warning bell at 8:10 a.m. At 8:15 a.m., the last bell will ring. Hereafter, the bell will ring for dismissal at the end of the class period. Students will have five minutes to pass to the next class. Remember...each teacher should dismiss his/her own class. The way a group of students leave one class determines a lot of what will happen during the next period. Teachers need to be in the halls monitoring student behavior during passing periods. There will be a fifteen-minute warning bell for physical education classes, shop, home economics, and all business classes.

INTERCOM SYSTEM

Each room has a speaker to receive and transmit to the office. The intercom will be used very sparingly. If it is an item which can be put in the daily bulletin, please do so.

ASSEMBLIES

Various school assemblies will be planned throughout the year. These are usually held in the gymnasium. Students and teachers are expected to attend the assemblies as if they were in class. Students will sit with their class or advisory group, whichever has been assigned for the assembly.

CARE OF BUILDING AND EQUIPMENT

It is most frustrating to see public property vandalized or destroyed. This reflects poorly on the pride we take in our school. Every teacher should take special interest in the maintenance of the furniture and equipment. Some classrooms have multi-teacher use; but if everyone will strive to teach regard for property, we can be successful in developing proper attitudes and pride among the students.

Any students found writing on desktops, or other such instances, should be dealt with appropriately.

Teachers are responsible for equipment in their rooms or under their jurisdiction. Each teacher should see that all equipment is returned to its proper place as soon as the teacher, or student, has finished with it.

All classrooms should be locked during the lunch period and after school. Upon leaving the building for the day, the teacher should check that windows in the room are locked, lights are out, shades are adjusted, and door is locked.

PURCHASES

Requests for supplies or equipment are to be submitted in writing to the building principal on a "Requisition Form" or use eRequisition. If funds and other factors make the purchase immediately possible, a purchase order will be issued. There are both high school activity funds and district office funds. When a district office purchase order is used please indicate on the

form if it has been ordered, faxed, or picked up-so that the district treasurer won't duplicate orders.

All purchases are to be made before or after school, not during school hours. Very few exceptions will be made to this policy. Students are not to be sent from the building to run errands and make purchases. Plan Ahead!

The school will not assume financial responsibility for any account charged without proper authorization. Strict adherence to this procedure is expected. Be sure to include the vendor, address, phone number and fax number on all requisitions and purchase orders you complete.

DISTRICT ACCOUNTS FOR FACULTY

All staff accounts are due within thirty (30) days, which may include: lunch charges or family fees. All staff lunch accounts must first have money deposited in them to cover the daily charges. Once an account is a negative twenty dollars (-\$20.00), the account will be frozen until paid and additional money is deposited.

Any and all unpaid accounts after thirty (30) days may be deducted from your monthly payroll.

STUDENT DEBTS-CARRIED OVER

Prior to enrolling for the next year all carried over debts are expected to be paid in full. If families are not able to meet their expected financial obligation, then a payment plan will be developed, agreed to and signed between the district and the debtor. Further if the plan is broken or a carryover debt continues it will be added onto the debt record, ultimately to be paid in full prior to a graduating senior receiving their graduation cap and gown.

SCHOOL FOOD SERVICE (JGH)

Our school lunch program, with the help of government assistance, enables us to offer nourishing and balanced meals to students at a fraction of their normal cost.

Money for lunches will be taken at the office every morning prior to 8:15 a.m. and/or during noon hour upon passage to the lunchroom. Cash sales will be made in the cafeteria line for that day only. Students are assigned an ID # to be used in purchasing breakfast or lunch. Lunch money will be refunded upon request by a parent. Extra milk may be purchased. Students carrying lunches will pass through the lunch line with the other students if they wish to purchase

milk. All lunches will be eaten in the cafeteria only. Students needing free or reduced meals should contact the office.

Lunches will be served beginning the first day of school. Breakfast will be available beginning the first day of school. Families may not accumulate a debt of more than \$20.00. After a family reaches a delinquent amount of \$20.00 for the 2017-2018 school year, their student(s) will not be allowed to get a regular meal, but will be allowed to have a peanut butter and jelly sandwich or another nutritional alternative made by the school cooks. When an account reaches delinquent amount of \$15.00 notification will be sent home to parents. Delinquent accounts will be notified each day

after lunch by a confidential note from the office and a note will be sent to parents regarding their delinquent meal account. The student's high school third block teachers will give these notes to the students. This will allow the possibility of delinquent accounts to be paid before the next day's meals. Meals can be purchased in the office before school, during

lunch or after school. Checks should be made payable to **USD 378 LUNCH PROGRAM OR RILEY COUNTY HIGH SCHOOL**.

<u>BREAKFAST</u>		<u>LUNCH</u>
Extra milk	\$0.50	\$0.50
Adult	\$2.70	\$4.35

Vending machines are operated for the students' benefit and not as a source for the noon meal. In order to conform to state guidelines, vending machines will be turned off while lunch is being served. Vending machines will not be available during class time. Changes will be made by the office secretary before school and at noon.

ACTIVITY FUNDS

Handling School Activity Funds

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 378 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures. Money may not be kept by the teacher or sponsor overnight; money must be secured in the office. Office staff will receipt all money.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play

coaches, etc., within the school should be limited to nominal sums. Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.

[See KASB recommended policies GAJ and JL.]

- D. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general.
[See KASB recommended policies DK and JH.]

CLUB / ORGANIZATIONS (JHC)

Each organization sponsor shall see that the secretary and treasurer of each organization keep a record of all activities. Organizational treasurers are responsible, along with the sponsor, to see that all bills are paid. All responsible persons are to sign payment authorization vouchers. **As a fundraiser to help offset entry fees, all Club/Organizations that have to pay participation entry fees to enter competitions MUST host one home event.**

FUND RAISING (JH)

Sales promotions for money-making projects should be kept to a minimum. All money-making projects must have permission from the principal in writing.

The purpose of fund raising activities is to support the school. The organization needs to clearly state the purpose of the fund making event and where, how, when, and for what purpose these funds will be spent. Any activity sponsored by the school will be solely a school activity and no charge or offering shall be made or taken by any outside group.

The board, by allowing fund raising events and activities, is in no way obligating any school district money to be used on the project selected by the various committees. So that all parties involved, both school district and organizations, are able to maintain their credibility no organization should undertake more than one (1) project at a time. Any funds raised using school facilities should be expended for the expressed purpose for which those funds were raised.

Employees of the school district should not solicit support nor be actively involved in the formation of special interest groups or committees unless so instructed by the administration. The board shall use discretion to insure one group does not receive favored status.

ACTIVITY SCHEDULING AND SPONSORSHIP (JH)

Student activities are an integral part of the school program. They must be well supervised and well-coordinated. All meetings, parties, etc., not listed on the regular schedule of classes must be scheduled through the office. The calendar in the main office is the official school calendar and it must be consulted before an activity is scheduled. However, no activity should be placed on the calendar without the consent of the principal. Activities should not be scheduled on Wednesday evenings or Sunday.

On a rotation system, teachers will be asked to help sponsor school dances. The students need to see that staff members have an interest in them and their activities.

PRACTICE SESSIONS

School night practice sessions involving students are to be over and the building cleared by a reasonable hour. Except in rare instances, these practices should be concluded and the building closed by 10:00 p.m. Any sessions running past this time must have the approval of the principal in advance. Permission will be granted only for valid reasons. There should be no school activities scheduled on Wednesday night or Sunday, unless KSHSAA or the Mid-East League dictate such activities. If it is necessary to schedule activities, please notify the building principal. Students should be out of the building by 6:30 on Wednesday nights.

Sponsors of practices are not to leave the building unlocked unless someone is on duty and charged with the supervision of the building. The sponsors shall make arrangements so that students are limited in their activities to the general area assigned for practice and are not to roam at will about the building. **Sponsors will be the last persons to leave.**

TRANSPORTATION

Arrange for all buses or vehicles through the transportation director.

The following rules have been set up for securing transportation and for the operation of transportation.

1. Get trip approved by building Principal.
2. File trip plans with the transportation director at least one week prior to the scheduled event. If this is not done, transportation may not be available.
3. In general, transportation will be on a first come first serve basis (exception...scheduled athletic events).
4. The sponsor (teacher/coach) is responsible for leaving the vehicle in clean condition.
5. Drivers will be paid on the basis of driving time.
6. Report any maintenance or repairs needed to Mr. Clark.
7. Only school personnel are allowed to drive the vehicle and must be approved in advance by the district office.

OUT OF STATE TRAVEL POLICY

Past practice and policy has dictated that the district provide transportation for all in state school sponsored activities. The Board will not approve any out of state travel for any national competitions or any non-sanctioned or non-approved KSHSAA event.

OVERNIGHT TRIPS WITH STUDENTS

There must be an adult sponsor in each student hotel room when students stay overnight on a school sponsored activity or event. Adjoining rooms can count as one room with one adult for both rooms.

KSHSAA STATE EVENTS

When students and staff are representing the school at state qualifying or state events and/or staff are at professional development out of district activities the district will provide/reimburse

meals at a daily rate of \$19 total as follows: \$5 breakfast if you leave after 6 AM but before 7:30 AM on the day of the activity or spend the night, \$7 for lunch if you leave after 10 AM but before 11:30 AM on the day of the activity or have spent the night and \$7 for dinner if you leave after 4 PM but not before 5:30 PM, or overnight accommodations; whichever is the least costly for the district.

Transportation and over-night stay will also be provided by the school district for students and staff representing the school at these qualifying events.

CLASS & SEMINAR PARTIES (ORGANIZATIONS)

Each class and/or organization may have one party per semester, provided an open date may be found on the school calendar. All party dates must be cleared through the principal's office at least two weeks in advance so that there will be no conflicts as to time and place.

These parties will be limited to students of Riley County High School and outside guests as set forth in the Student Handbook. All district school staff members and the parents of the students involved are welcome as guests at any time. Regular school behavior and dress will be observed at all functions.

In regard to the Junior-Senior Prom, the following policy will be adhered to:

1. The Junior-Senior Prom will be held on a Saturday night during the spring semester.
2. Decorating will start no earlier than 4:00 p.m. on Wednesday prior to the prom.

GUIDELINES FOR PEP CLUB BUS SPONSOR

1. Call roll after bus is loaded...before going to and coming from the game.
2. Sponsors should sit in the vicinity of the pep club.
3. No student who has ridden an activity bus will be allowed to return home by another means unless his/her parents/guardians contact the sponsor in person and request that the student be released to them.
4. Students not going on the bus may not ride home on the bus.
5. After the return trip, sponsors should stay in the building until all bus riders have left the building.
6. Sponsors should be aware of and enforce bus passenger rules (such as not standing when the bus is in motion).
7. Students violating rules should be reported to the office...penalty, in most cases, will be losing the privilege of riding the bus.

CONCESSIONS STANDS

Guideline for Concessions Stand sign up and fundraising at RCHS events

1. After the schedules are certified correct, on the first day of school the concessions stand sign-up sheet will be posted internally for the first week of school.
 - a. Each internal group (classes-Juniors, etc., student organizations-FCCLA, courses-Guitar, activities-Softball, Band) and outside groups that give all of their proceeds back to RCHS (Blue Crew, After Prom) will be allowed to sign up for one major and one minor event.
 - i. Major concessions events are-
 1. Friday night football, Saturday tournaments, track meets, and all basketball games
 - ii. Minor concession events are-
 1. JV football Monday night, JV basketball, softball, baseball, cross country, volleyball games
 - b. After the first week if there are any openings internal groups will be allowed to sign up for as many as possible.
2. After these two weeks then the concessions stands will be opened up to groups on a first come, first serve basis following this order of preference:
 - a. Outside groups that give all of their proceeds back to RCHS-
 - i. For example-Blue Crew, After Prom
 - b. Outside groups that give a lot of their proceeds back to RCHS-
 - i. For example-Optimist
 - c. Outside groups located within Riley County School District that don't give any of their proceeds to RCHS-
 - i. For example-Scouts, Brownies, Pride
 - d. Outside groups that are located outside the Riley County School District lines and don't give any of their proceeds to RCHS-
 - i. For example-Manhattan Basketball Association

All sign-ups will be considered official only when it has been assigned by the Riley County High athletic director.

BULLYING POLICY (JDDC)

I. PURPOSE

The Riley County School District is committed to providing all students, staff, and visitors with a safe and civil school environment in which all members of the school community are treated with dignity and respect. The district, school, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Riley County School District will not tolerate behavior that infringes on the safety of any student.

The Riley County School District expects students and/or staff to immediately report incidents of bullying to the administration. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling on a school vehicle, or at a school-sponsored activity.

To ensure that bullying does not occur, the Riley County School District will provide staff development training in bullying prevention to build each school's capacity to maintain a safe and healthy learning environment.

To ensure that bullying does not occur, the Riley County School District will provide lessons on bullying prevention for all students. Students who are in violation of this policy are subject to disciplinary action up to and including expulsion.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, harassment, or intimidation by either an individual

student or group of students is expressly prohibited on school district property, in a school vehicle, or at a school sponsored activity or event. This policy applies to students who directly engage in an act of bullying and also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy refers to any intentional and repeated written, electronic, verbal, or physical act or actions against another person which has the effect of:

- Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness or persistence of negative actions.
- Interfering with a student's right to attend a safe, non-threatening school environment.
- Placing a student in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property due to the severity of the negative action.
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another person.

B. No teacher, administrator, or staff member of the school district shall permit, condone, practice, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- E. A person who engages in an act of bullying, reprisal, or false reporting of bullying, or who permits, condones, tolerates bullying shall be subject to discipline for that act in accordance with the school district's policies and procedures.
- F. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.
- G. Individuals found to have violated this policy will be subject to disciplinary action. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions to suspension and/or expulsion. Where appropriate, students who violate the bullying prohibition shall be reported to law enforcement.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying means repeated acts (verbal and/or non-verbal expressions and/or behaviors, including written statements and electronic transmissions) that are coercive and intimidating and inhibit a positive and supportive learning environment.
- B. Bullying involves conduct by a student that interferes with another student's educational benefit, opportunities or performance; is severe, persistent, or pervasive creating an intimidating or threatening educational environment; has the effect of substantially disrupting the orderly operation of the school.
- C. Bullying behaviors may include but are not limited to:
 - Spreading rumors
 - Teasing
 - Ostracizing/socially isolating
 - Threatening
 - Gesturing
 - Setting up/facilitating bullying behavior by others
 - Physically harming
 - Verbally taunting
 - Destroying/damaging property

IV. REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to the administration. A student may report bullying anonymously. An oral report shall be considered a complaint as well.

- A. A teacher, administrator, or other school employee shall be particularly alert to possible situations, circumstances, or events that may constitute bullying. Any such person who receives a report of, observes, or has other knowledge or belief of

conduct that may constitute bullying shall inform the administration immediately. The administration is responsible for receiving oral or written reports of bullying at the building level.

- B. Reports of bullying are classified as private educational and/or personnel data and/or as confidential investigative data, and will not be disclosed except as permitted by law.
- C. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's grades or educational environment.

V. REPRISAL

The administration will discipline or take appropriate action against any student who retaliates against:

- Any person who makes a good faith report of alleged bullying.
- Any person who testifies, assists, or participates in an investigation.
- Any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VI. TRAINING AND EDUCATION

- A. The school district will develop a school-wide bullying prevention program.
- B. The school district will provide annual information and any applicable training to school district staff regarding this policy.
- C. The school district will provide annual education and information to students and parents regarding bullying.

VII. NOTICE

The school district will give annual notice of this policy to students, parents/guardians, and staff. This policy will appear in the student handbook.

SEXUAL HARASSMENT (JGEC, GAAC)

Sexual harassment of a student by another student, an employee of this district, or any non-employee or non-student will not be tolerated on USD 378 property. Violations of this policy shall result in disciplinary action. Sexual harassment may include, but not be limited to:

1. Sexually oriented communication, including sexually oriented verbal and nonverbal "kidding" or harassment or abuse.
2. Subtle pressure or requests for sexual activity.

3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual activity.
4. Creating a hostile school environment, including the use of innuendoes or overt or implied threats.
5. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body.
6. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity.
7. Sexual assault or battery as defined by current law.

Any student who believes he/she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

DRUG FREE SCHOOL POLICY (GADB, JDDA, LDD)

Riley County High School is a drug free school. Possession of any nonprescription drug including alcohol or tobacco products, including e-cigarettes by students on school property is forbidden and shall result in disciplinary action by the principal. Additionally, violations of this policy will be reported to the local law enforcement agency. Use of tobacco is prohibited by school board policy in all USD 378 school facilities by all persons.

REPORTING CRIMES TO LAW ENFORCEMENT (JDDDB, JDD, EBC)

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and /or has been found:

- a. in possession of a weapon,
- b. in possession of controlled substance or illegal drug; or to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the (principal/superintendent) shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student has been expelled from school or suspended for an extended term (more than 10 school days), the principal/superintendent shall give written notice of the explanation of the expulsion or suspension and shall include the pupil's name, address, date of birth, and

driver's license number to the division of vehicles of the department of revenue if the expulsion or extended-term suspension was imposed for:

Possession of a weapon at school, upon school property, or at a school activity; or

possession, use, sale, or distribution of an illegal drug or a controlled substance at school, or at a school supervised activity, behavior at school, upon school property, or at a school activity, which resulted in, or was substantially likely to have resulted in, serious bodily injury to others.

SUSPECTED CHILD ABUSE AND/OR NEGLECT

The Kansas Child Protection Act requires suspected cases of child abuse and/or neglect must be reported by teachers and school personnel to the Department of Social and Rehabilitation Services or the District Court. Should concerns of this nature arise, notify DCF immediately at 776-4011. It is important that you document your concerns and deal with them in an expeditious manner. The Principal should also be informed of your concerns.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that USD378 Riley County with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD 378 Riley County may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD 378 Riley County to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want USD 378 Riley County to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. USD 378 Riley County has designated the following information as directory information:

- | | |
|--------------------------|----------------------------------|
| -Student's name | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |

- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

STATEMENT OF NON-DISCRIMINATION

Discrimination against any student on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent of Schools, 204 W. Kansas, Riley, KS 66531, 785-485-4000, has been designated to coordinate compliance with non-discrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building or compliance coordinator. Any student complaint of discrimination shall be resolved under the district's discrimination compliant procedure.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations: in a shelter, motel, vehicle, or campground; on the street, in an abandoned building, trailer, or other inadequate accommodations, or; doubled up with friends or relatives because you cannot find or afford housing – THEN, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your area contact is: Superintendent of Schools, 204 W. Kansas, Riley, Kansas 66531. 785-485-4000.

Your state coordinator is: Tate Toedman, Kansas Department of Education.

STATE REPORT CARD

Riley County USD 378 Report Card can be found on the Kansas State Department of Education website for State Report Cards: <http://online.ksde.org/rcard>

TECHNOLOGY

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

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

ACCEPTABLE STAFF USE OF THE INFORMATIONAL RETRIEVAL SYSTEMS

USD 378, Riley County is working to provide access to information retrieval systems for all students, faculty and staff. An information retrieval system is a term that includes all existing technologies related to computers and the Internet. Students must have permission from their parents or legal guardian to access information retrieval systems at school. (Form IRS)

In making decisions regarding student access to information retrieval systems, USD 378 considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to information retrieval systems enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of information retrieval systems throughout the curriculum and will provide guidance and instruction to students in its use. Students will be monitored by faculty while using these systems. As much as possible, access from school to information retrieval systems resources should be structured in ways which point students to those which have been evaluated prior to use.

Students utilizing district-provided information retrieval systems access must first have the permission of and must be supervised by USD 378's professional staff. Students utilizing school-provided information retrieval systems access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of district-provided information retrieval systems access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of USD 378. **Access is a privilege, not a right. Access entails responsibility.**

Users should not expect that files stored on information retrieval systems will always be private. Electronic messages and files stored on school-based computers may be treated like

school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following use of district-provided information retrieval systems access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material; games and music
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state or federal statute;
4. to vandalize, damage, or disable the property of another individual organization;
5. to access another individual's materials, information, or files without permission;
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission, and
7. to advertise non-school sponsored events, or to advertise for sale or purchase of non-school sponsored equipment, materials or services.

Any violation of this policy and rules may result in the loss of district-sponsored access to information retrieval systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The district makes no warranties of any kind, neither expressed or implied, for the information retrieval systems access it is providing. The district will not be responsible for any damages users suffer, including, but not limited to--loss of data resulting from delays nor interruptions of service. The district will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through district-provided information retrieval systems access. The district will not be responsible for unauthorized financial obligations resulting from district-provided information retrieval systems access.

Permission forms are available at Riley County High School.

Adopted by USD 378, Riley County Board of Education: 7/21/2004

IIBG

Computer Use (see GAA and JCDA)

IIBG

Use of District Computer/Privacy Rights

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and shall be subject to 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 violations of this policy.

Copyright (see ECH)

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

Installation

No software, including freeware or shareware, may be installed on any district computer until cleared by the Network Administrator. The Administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedure. Freeware and shareware may be downloaded only onto workstation floppy disks, not hard drives. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Electrical, Hardware, and Software Upgrades

The District will maintain a plan that clearly articulates the regular upgrading of technology hardware and software and for electrical upgrades as needed. The plan will be evaluated and updated annually at the direction of the Superintendent.

Equitable Distribution of Available Technology

The District will maintain a plan to insure the equitable distribution of available technology. This plan will be evaluated and upgraded annually at the direction of the Superintendent.

Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights

Employees and/or students shall have no expectation of privacy when using district email or other official communication systems. Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials

Computer material or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

Approved: March 2, 1998

Revised: August 19, 2002

EMERGENCY PROCEDURES

CRISIS

In the event of a school crisis, refer to the District Crisis Violence Plan. The school intercom system may be a vital tool. Should a crisis situation arise in or near your classroom; use the intercom, telephone, or send a runner (choose the safest method to explain the situation).

In the event of a death or life threatening medical emergency occurs outside the school day, the principal will email all staff.

STUDENT INJURY OR ILLNESS

Teachers should constantly be alert to the safety and wellbeing of our students. Students who become ill in class should be sent to the office first. Teachers are NOT to make arrangements to send the students home. Please bring them to the office. Sometimes it is definitely best for the teacher to accompany the student to the office.

SEVERE WEATHER INFORMATION

Unfortunately, there is a time of the year when we do have severe weather. Every precaution will be taken at the schools to protect the students. In the event of bad weather, necessitating the closing of school, **Parent Square** will be used to disperse information. Information may be sent to the following radio and television stations: KMAN-1350 AM (Manhattan), KCLY-100.9 FM (Clay Center), Angel 95 (Manhattan), or WIBW-TV Channel 13 (Topeka), KSNT- TV Channel 27 (Topeka)

FIRE DRILL PLAN/INSTRUCTIONS

In case of any natural or man-made fire, the following procedure will be used at Riley County High School. The alarms will be activated or a vocal "move to fire safety zone" announcement will be utilized.

Southeast (Red Zone) Rooms: 100 (Office), 101 (Krohn), 102 (Willimon), 103 (Pickering), 106 (Seyfried), 141 (M. Steiner), and 142 (South Gym) will exit through the southeast door of the main entrance. Move to the east side of the front parking lot to last set of stalls. Report attendance to designated faculty members. 1st Contact: Amanda Pfizenmaier. 2nd Contact: Charles Kipp/Angie Marden

Southwest (Navy Zone) Rooms: 104 (Resource Classroom), 105 (Netterman), 107 (Harmison), 108 (Tech), 109 (B.Williamson), 110 (Library/Burnett) 111 (Technology), 112 (Bowen) and Stage will exit through the southwest door of the main building. Move to the northwest end of the stadium by the dumpster/football shed. Report attendance to designated faculty members. 1st Contact: Dunia Harmison 2nd Contact: Samantha Netterman

Northwest (Gray Zone)- Rooms: 113 (Woodard), 114 (Custodian), 115 (Band/Choir), 126 (Wagner/Locker Rooms), 135 (SPED), 136 (SPED Resource), 201 (Meadows), 204 (Transportation) 205 (A.Williamson), 207 (Garver), 129 (North Gym), 301 (Weight Room) 302 (Health Room), 303 (All Purpose) will exit through the northwest door of the main building. Move to the west end of the gravel parking lot by the grass. Report attendance to designated faculty members. 1st Contact: Jesse Woodard, 2nd Contact: Jennifer Meadows

Northeast (Columbia Zone) Rooms: 129 (North Gym), 130 (Kitchen), 131 (Cafeteria), 132 (Conference), 133 (Rieck), 134 (SPED Resource), 137, 138 (SPED), 139 (Counselor), 140 (SPED Resource), North Gym, and Cafeteria will exit through the northeast door of the main building. Report attendance to designated faculty members. 1st Contact: Weston Steiner 2nd Contact: Doug Thompson

All persons in the building must leave the building during the fire drill. The designated faculty members will use their phones to report attendance. Once the "all clear" has been given by building administration, occupants may return. Shop classrooms will exit through the closest outside classroom door and join the closest group. Report attendance to the nearest faculty mentioned above.

DISASTER DRILL/INSTRUCTIONS

In case of any natural or man-made disaster, the following procedure will be used for the Riley County High School buildings. A vocal "take cover" signal will be utilized. Faculty will use phones to report attendance to the office personnel. Students are to remain in assigned areas until the "all clear" is given. When the "all clear" is given, all participants will return to the building.

Southeast (Red Zone) Rooms: 100 (Office), 101 (Krohn), 102 (Willimon), 103 (Pickering), 106 (Seyfried), 141 (M. Steiner), and 142 (South Gym) will move to the south tunnel through the east entrance and report attendance to: 1st Contact: Amanda Pfizenmaier. 2nd Contact: Charles Kipp/Angie Marden.

Southwest (Navy Zone) Rooms: 104 (Resource Classroom), 105 (Netterman), 107 (Harmison), 108 (Tech), 109 (B.Williamson), 110 (Library/Burnett) 111 (Technology), 112 (Bowen) and Stage will move to the south tunnel through the west stage entrance and report attendance to: 1st Contact: Dunia Harmison. 2nd Contact: Samantha Netterman

Northwest (Gray Zone) Rooms: 113 (Woodard), 114 (Custodian), 115 (Band/Choir), 126 (Wagner/Locker Rooms), 135 (SPED), 136 (SPED Resource), 201 (Meadows), 203 (Garver), 204 (Transportation), 205 (A.Williamson), 207 (Garver), 129 (North Gym), and 301 (Weight Room), 302 (Health Room), 303 (All Purpose) will enter the old weight room through the west door entrance to the stage and report attendance to: 1st Contact: Jesse Woodard . 2nd Contact: Jennifer Meadows

Northeast (Columbia Zone) Rooms: 129 (North Gym), 130 (Kitchen), 131 (Cafeteria), 132 (Conference), 133 (Rieck), 134 (SPED Resource), 137 (SPED Resource), 138 (SPED), 139 (Counselor), 140 (SPED Resource), will move to the old weight room through the northeast doors of the north tunnel and report attendance to: 1st Contact: Weston Steiner . 2nd Contact: Doug Thompson

Students in the south gym will move to the south tunnel hallway through the south stage stairway. Teachers will report attendance to: Amanda Pfizenmaier, Charles Kipp or Dunia Harmison

Students in the north gym will move to the north tunnel (old weight room) through the closest entrance. Teachers will report attendance to: Jesse Woodard, Weston Steiner, or Doug Thompson

RCHS FIRE, TORNADO, AND DISASTER EVACUATION PLANS FOR DISABLED STUDENTS

WHO IS RESPONSIBLE FOR EVACUATING THE DISABLED PERSON? Each teacher, organization sponsor, and principal will be responsible for any disabled person under their supervision during the time of evacuation because of tornado, fire, or disaster.

HOW SHALL THE DISABLED PERSON BE EVACUATED? Each teacher, organization sponsor, and principal shall have a plan to help or aide in the evacuation of the disabled person. The teacher shall use prudent and reasonable means to safely move the disabled person to safety. This may be helping push a wheel chair or possibly carrying a person who is unable to walk without aid.

WHERE SHALL THE DISABLED PERSON AND THOSE HELPING MEET AFTER EVACUATION? Each teacher, organization sponsor, and principal shall designate a place where students and others who may or may not be disabled to meet where everyone can be accounted for. This would be the regular fire drill gathering areas or in case of tornado the appointed shelter areas.

RILEY COUNTY HIGH SCHOOL FIRE, TORNADO, AND DISASTER EVACUATION PLANS FOR DISABLED STUDENTS

WHO IS RESPONSIBLE FOR EVACUATING THE DISABLED PERSON? Each teacher, organization sponsor, and principal will be responsible for any disabled person under their supervision during the time of evacuation because of tornado, fire, or disaster.

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ESI ACKNOWLEDGEMENT FORM (GARF)

Kansas regulations now require that parents are with notice of written policies regarding Emergency Safety Interventions ("ESI"). District policy is available on the school website, <http://www.usd378.org>. In addition, we will provide a copy of the policy at any time upon request.

EMERGENCY SAFETY INTERVENTION DOCUMENTATION

K.A.R. 91-42-1(c) defines an emergency safety intervention (ESI) as “the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.”

K.A.R. 91-42-2(a) (3) requires that whenever an ESI is used, the parent(s)/guardian(s) must be informed in writing within two school days. Email meets the definition of notification by writing.

Information includes Student’s Name, Grade Level, Date an ESI Used, Beginning and Ending Times an ESI used, Type of ESI Used: Seclusion or Restraint, Duration of Seclusion/Restraint: Location of Incident, Name of Staff Member(s), Who Participated in or Supervised the ESI, Witnesses to Incident, and Description of Incident.