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DISCRIMINATION INFORMATION

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1974; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Clay Center Unified School District #379, shall not discriminate on the Basis of Sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Clay Center Unified School District #379 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the Clay Center Unified School District #379.

Special complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

Mr. Brett Nelson
Superintendent of Schools
P.O. Box 97
Clay Center, KS 67432
(785) 632-3176
Title IX Coordinator – Section 504 Coordinator

Title IX Complaints can also be filed with the office for Civil Rights.

Regional Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114

All students attending Clay Center Unified School District #379 may participate in education program and activities, including but not limited to health, physical education, music and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

CLAY CENTER COMMUNITY HIGH SCHOOL
1630 9th Street
Clay Center, KS 67432
(785) 632-2131

Bud Young, Principal
Greg Ferguson, Asst. Principal/Athletic Director

Laurel Affolter	
Kara Bergsten	Seth Schooley
Megan Blackburn	Kari Stratton
Jordan Carlson	Daniela Thrasher
Rhea Chestnut	Eric Tinkler
Brad Conner	Randy Walling
Garrett Craig	Michelle Ware
Mikhaela Craig	Nichole Weller
Sara Daines	Michelle Younker
Jenni Davidson	
Andrea Flegler	
Rhonda Gierhan	
Dalton Haist	
Celeste Hamel	
Julie Hughes	
Sally Lee	
Debbie Martin	
Halle McClure	
Kelsie McFadden	
Robert Moran	
Dawn Murphy	
Tyler Nelson	
Brandon Pfizenmaier	
Laura Pollman	
Tricia Reichert	
David Roberts	

SECRETARIES – Lisa Schwab, Jenell Jones

POWERSCHOOL- Carrie Alton

PARAPROFESSIONALS -Shannan Appleby, Mindy Harris, Kathryn Henderson, Mona Michaud

FOOD SERVICE DIRECTOR – Joy Lund

LUNCHROOM- Chartwells Food Service

CUSTODIANS-Troy Lange, Michael Houchin

SCHOOL NURSES-Jessie Smith/Lindsay Bloomdahl

ALC-Steve Squires

CCCHS FACULTY PARKING

#1 Megan Blackburn	#19 Jordan Carlson
#2 Jessie Smith	#20
#82 TBD	#21
#3 Bud Young	#22 Sally Lee
#4 Lisa Schwab	#23 Kelsie McFadden
#5 TBD	#24 Tricia Reichert
#6 Greg Ferguson	#25 Mona Michaud
#7 Mikhaela Craig	#26 Nichole Weller
#01 Lisa Last	#27 Jenni Davidson
#02 Troy Lange	#28 Shannon Appleby
#8 Celeste Hamel	#29 Steve Squires
#9 School car	#30 TBD
#10 Debbie Martin	#31 Julie Hughes
#03 Rhea Chestnut	#32 Randy Walling
#04 Amy Glaves	#33 Tyler Nelson
#11 Eric Tinkler	#34 Dawn Murphy
#12 Sara Daines	#35 Robert Moran
#13 Kari Stratton	#36 Laura Pollman
#05 Lindsay Bloomdahl	#37 Mindy Harris
#14 Daniela Thrasher	#38 Kathryn Henderson
#15 Kara Bergsten	#39 TBD
#16 Kim Davis	#40
#17 Laurel Affolter	#41-45 Cooks
#18 David Roberts	#48 Carrie Alton

DISTRICT GYM

Halle McClure
Michelle Younker
Rhonda Gierhan
Seth Schooley
Michelle Ware

BULLPEN AREA

Dalton Haist
Brad Conner
Andrea Flegler
Brandon Pfizenmaier
Garrett Craig

**DURING DAYS OF LATE START BECAUSE OF INCLEMENT WEATHER,
EARLY PRACTICES BEFORE SCHOOL ARE NOT PERMISSIBLE.
TWO HOUR DELAY SCHEDULE**

Will be updated

REGULAR CLASS SCHEDULE

1 st Mod	(Advisory)	8:10 - 8:25
2 nd Mod		8:27 - 8:49
3 rd Mod		8:51 - 9:13
4 th Mod		9:17 - 9:39
5 th Mod		9:41- 10:03
6 th Mod		10:05 -10:27
7 th Mod		10:29 -10:51
8 th Mod		10:53 - 11:15
9 th Mod		11:17- 11:39
10 th Mod		11:41 - 12:03
11 th Mod	Tiger Time	12:03 - 12:56
12 th Mod		12:58 - 1:20
13 th Mod		1:22 - 1:44
14 th Mod		1:46 - 2:08
15 th Mod		2:10 - 2:32
16 th Mod		2:34 -2:56
17 th Mod		2:58 -3:20

12:45 P.M. DISMISSAL SCHEDULE

Will be updated

11:45 AM DISMISSAL SCHEDULE

Will be updated

**CLAY CENTER COMMUNITY HIGH SCHOOL
ORGANIZATIONS AND CLUBS
MEETING SCHEDULE**

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 379 and any questions 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.

- 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.
- 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.
- E. Funds received need to be turned in to the main office on the same day received.

23-24 STUDENT COUNCIL/CLASS OFFICERS

STUDENT COUNCIL

President – Sarabeth Martin
Vice President – Kara Floersch
Secretary – Tovah Catlin
Treasurer- Janae Wolf
Communications Director- Emma Frigon
Social Media Manager- Isley Lee
Advisor - Jordan Carlson

SENIOR CLASS

President – Caylin Pfizenmaier
Vice President – Sara Smith
Secretary- Justin Wright
Treasurer- Brody Hayes
Stuco Rep- Madison McCann

SOPHOMORE CLASS

President- Eisaac Girton
Vice President- Aiden Gordon
Secretary- Presley Borgerding
Treasurer- Annie Berggren
Stuco Rep- Kelly Martin

JUNIOR CLASS

President - Joni Begnoche
Vice President – Jace Weller
Secretary- Cole Pladson
Treasurer – Gabi Koppes
Stuco Rep – Lydia Peterson

FRESHMEN CLASS

President-
Vice President-
Secretary-
Treasure-
Stuco Rep-

ACTIVITY CALENDAR

All requests for school activities should be made through the assistant principal. School events are not to be held unless approved at least one week in advance.

All school events, meetings, etc. should be placed upon the weekly schedule of events. Items for the schedule are due to the assistant principal by the close of school every Thursday.

WEDNESDAY NIGHT – NO SCHOOL ACTIVITIES

Unless special circumstances exist and prior administrative approval has been received, school meetings and activities (on or off campus) are not to be held on Wednesday evenings. Sunday afternoon and evening should also be used for only very special events after being administratively approved.

ORGANIZATIONAL FUNDRAISING AND DONATIONS

School clubs, organizations, students and personnel may hold school fund-raising activities and events with **prior** approval of the building principal and superintendent. Applications for fund-raising should be made to the administration before any agreement is made or decision reached about such activities.

Only approved fundraising may take place in the name of the school. A financial report of all fundraising will be made to the administration by the organization.

Donations made to the school and school organizations are to be reported to the Board of Education for acceptance.

COACHES AND SPONSORS OF EXTRA-CURRICULAR ACTIVITIES

Activities Director-Greg Ferguson

Assistant Athletic Supervisor-Laura Pollman

Football-Head Coach-Marc Henry

Asst. Coaches- J.D. Lane, Pat Hays, Dalton Haist,
Ben Last, David Roberts

Volleyball- Head Coach-Robert Moran

Assistant Coach-Megan Siebold

Fr. Coach- Laura Pollman

Cross Country- Head Coach-Tyler Nelson

Assistant Coach-Seth Schooley

Boys Golf-Head Coach-Dick Ahlberg

Girls Golf Head Coach-Dick Ahlberg

Girls Tennis Head Coach-Kari Stratton

Boys Tennis Head Coach-Gary Russell

Wrestling- Head Coach-Brandon Pigorsch

Asst. Coaches-Craig Rickley, David Roberts

Boys Basketball- Head Coach-Travis Smith

Assistant Coach-Ryan Sanneman

Freshman Coach-Brandon Lee
 Girls Basketball- Head Coach-Dalton Haist
 Assistant Coach- Mike Rothfuss
 Freshman Coach-TBD
 Baseball- Head Coach-Andrew Bent
 Assistant Coach-Michael Brownell, Kelby Wichman
 Softball-Head Coach-Dawn Richter
 Assistant Coach- Megan Siebold, Wendi Holt
 Track- Head Coach-Tyler Nelson
 Assistant Coaches- Seth Schooly, JD Lane, Ian Lane
 Power Lifting-Dalton Haist
 BLT Coordinators- Nichole Weller, Robert Moran

Art Society-Michelle Younker Drama/Debate/Forensics-Megan Blackburn
 Cheerleaders-Jenelle Jones Humanities Club-Michelle Younker, Tricia Reichert
 Scholars Bowl-Jenni Davidson NHS-Tricia Reichert

Student Council- Jordan Carlson FBLA-Rhonda Gierhan
 Wrestlerettes-Rachel Pigorsch FCA- TBD
 FFA-Andrea Flegler, Garrett Craig
 Junior Class Sponsor-Lori Martin

Academic Calendar 23-24 [23-24 Academic Calendar](#)

FIRE/TORNADO DRILLS

Clay Center Community High School will have periodic, timed fire and tornado drills. Teachers are to be aware of the particular procedures for their classroom and execute the drills with urgency.

FIRE DRILL INSTRUCTIONS

Exits by Rooms

Rooms 1,2,3,4,5,28, and Lobby area by the office, and Office exit via Southwest Exit.
 Rooms 6, 7, 8, 9, 10, 11 and 12 exit via South Exit.
 Library exit through outside Library doors.
 Lunchroom commons Area exit via South Exit.
 Rooms 13, 14, 15, 16, 17 and 18 exit via North Exit.
 Rooms 19A, 20, 21 and 22 exit via North Exit.
 Room 19A exit via North Computer Lab Exit.
 Room 23 exit via the Northeast outside door.
 Room 24 exit via outside West door and move north.
 Metals and power Mechanics Shop area exit via the East door of the Shop.
 Room 25 exit via outside West door and move north.
 Rooms 26 and 27 exit via outside West door.
 Building Trades Shop area exit via East door of the Shop.
 Vo-Ag and Horticulture Shop area exit via South door of the Shop.
 Building Trades project exit via the West door of the house.
 Vocal Music exit via Northwest door.
 Instrumental Music exit via West Band Exit..
 Girls Gym classes and Dressing Room exit via Northwest Gym Exit.
 Boys Gym classes and Dressing Room exit via Southwest Gym Exit.
 Weight Training classes exit via North door of Weight Training facility.
 Drafting Room exit via East Basement Door.
 Woodworking Shop exit via East Basement Door.
 Boys Varsity Dressing Room exit via East Basement Dressing Room Door.
 Girls Varsity Dressing Room exit via Northeast Outside Gym Door.
 Southwest Auditorium exit lower Southwest Outside Door.

Southeast Auditorium exit into lobby area and through Southwest Door.
 Northwest Auditorium exit through Northwest Outside Door.
 Northeast Auditorium exit through the lobby area and Northwest Outside Door.
 Kitchen exit via outside kitchen door.
 Southwest Gymnasium exit down stairway and outside lower Southeast exit.
 Southeast Gymnasium exit down stairway and outside lower East door.
 Northwest Gymnasium exit via Northeast door.
 Northeast Gymnasium exit down stairway and outside lower East door.
 New Gymnasium exit through North New Gymnasium Exit.

INSTRUCTIONS FOR EMERGENCY TORNADO PROCEDURE

Tornado drills will be practiced from time to time and will be called on the public address system. If we should have a power failure, an auxiliary warning system will be used.

Certain parts of our building have been designated as safe areas for students and teachers. When drills are called, teachers are to go with their classes to the designated area and remain there until notified to return to their classes.

1. Area under the stage: Library
 Vocal Music
 Instrumental Music
 Rooms 2, 3, 4
 Rooms 19A, 19B, 20, 22, 28
2. Varsity Athletic Dressing Room and Locker Room:
 Weight Training Class (Groups going to this area are to cross the
 Boys Gym Class gym floor and down the southeast stairs)
 Rooms 10, 11, 12, SE Gymnasium
3. Boys Physical Education Dressing and Locker Room:
 Rooms 7, 8, 9, Commons Area, SW Gymnasium
4. Girls Physical Education Dressing and Locker Room:
 Girls Gym Class, NW Gymnasium, New Gymnasium
 Rooms 16, 17, 18
5. Finish Room-Woodworking Area:
 Woodworking and Drafting Classes
6. All Metal Shop Classes, Rooms 24 and 25 are to report to the Locker Room in the Shop.
7. All classes in Vocational Agriculture (Room 26) and Building Trades (Room 27 and housing project) are to report to the Shop Storage Room.
8. New Varsity Girls Dressing Room
 Rooms 13, 14, 15 (Groups going to this area are to cross the gym floor and down the northeast
 stairs.), NE Gymnasium, 23
9. Old Wrestling Room
 Rooms 1, 5, 6, 21

HANDICAPPED EVACUATION PLAN

In case of tornado, fire, or other building emergencies, where the building must be evacuated, the handicapped student's paraprofessional and/or teachers will escort the student to the nearest exit or shelter.

STUDENT HANDBOOK

Teachers are responsible for knowing the information contained in the Student Handbook. Teachers are the first line in the implementation of policy contained in the Handbook. Class time will be used during the first few days of school to explain the Student Handbook to students.

OFFICE 9TH HOUR SUPERVISION

9TH Hour will start promptly at 3:20 PM and end at 3:45 PM. If a student is late, without an acceptable excuse, he/she is NOT to be admitted. If a student is disruptive, ask him/her to leave and report that student to the principal.

If a student wishes to serve an office detention with another teacher, the student must have a signed note from the other teacher.

If a teacher cannot hold 9th hour for any reason, that teacher will be responsible for finding a substitute and for informing the office of the change in plenty of time to notify students where to report.

Office 9th hour is for office detentions only. Individual teachers are responsible for their own detentions.

9TH HOUR ROOM RULES

1. Students must be in the detention room by the designated starting time.
2. No food, candy, pop, radios, etc. are to be brought into the detention room.
3. No sleeping.
4. No talking except to the monitor.
5. Students are required to bring in legitimate school work or something to read so that they can stay busy the entire time.
6. Any lack of cooperation, rudeness, or violation of these rules will result in removal from the 9th hour session. If removal occurs, the student will not get credit for that 9th hour and the time period to make up the 9th hour(s) will not be extended.

TEACHER DETENTION

Teachers may require a student to remain after the normal school day as a form of discipline if the student informs parents by telephone or if the student is provided one day's advance notice in order to arrange for transportation. Teachers are responsible for supervising their own detentions.

GRADE BOOKS

All teachers are required to maintain an up-to-date grade book and/or computerized record. Absences and tardies must be recorded along with grades. These grade books and/or computerized records will be turned in at the end of each school year and will be saved for at least five years.

GRADING

Teachers at Clay Center Community High School use the following grading scale:

90%-100%	A
80%- 89%	B
70%- 79%	C
60%- 69%	D
59%-	F

While teachers certainly may turn in grades with plus and minus, in terms of grade point averaging a simple four point scale is used in computing grade point average. This means a plus and minus (for example, B+ and B-) assigned to the same letter grade have the same point value (all B's = 3, for example).

Teachers using alternate forms for grading such as mastery, rubric, performance, etc. will provide students a written description of the evaluation system used.

Grade cards are computer generated and are issued four times per year with progress reports sent home around the fifth week of each nine weeks. Credit is granted by semester and semester grades are printed upon the official transcript.

Grades on PowerSchool should be posted no later than one (1) week after the assignment is turned in to the teacher.

COMPUTERIZED PROGRESS REPORTING

Teachers are required to use a Powerteacher computerized progress report for each student in each of your classes. Grades should be posted on Powerteacher within one week after the assignment is turned in.

HOMEWORK

It is USD #379 policy that homework is not to be used as discipline or punishment.

SEMESTER FINALS

CCCHS requires building-wide semester testing. Teachers will inform students as to semester testing policies.

TEACHERS' WORK DAY

According to the negotiated agreement, teachers are to be on duty at CCCHS from 7:40 AM until at least 3:50 PM on student contact days. On days such as in-service, the agreement speaks to a 6.5 hour day excluding lunch. On school days, please be around your work areas by 8:10 AM.

LEAVING SCHOOL

Teachers that leave the building "must notify the building principal or designee when they desire to be out of the building during the day". This includes planning periods.

SMOKING AT SCHOOL

Smoking or use of tobacco in any form is prohibited at Clay Center Community High School.

CALENDAR OF EVENTS

The official school calendar is kept by the administration. Nothing is officially scheduled until it is approved by the administration and placed on the office calendar.

Everyone wishing to schedule events are to follow these procedures:

1. Obtain appropriate and available dates.
2. Determine preference of the dates available.
3. Check the date with the administration for approval and have it placed on the calendar.

CALENDAR (WEEKLY)

The weekly calendar will be more detailed, giving dismissal times, locations, etc. If it does not appear on the weekly calendar, it may not happen. Items to appear on the weekly calendar must be in the office in written form by 8:00 A.M. Friday of the previous week.

ACTIVITY SPONSORS AND BUILDING SECURITY

A staff member responsible for an activity should be present and directly supervise students under his/her direction at all times. If a student activity demands the use of another teacher's equipment, the sponsor of the activity will be responsible for contacting that teacher and working out the details. When the activity is over, the sponsor should be certain all lights are turned off and that all doors and windows are properly secured.

All students must be under the supervision of a teacher while in the building. No students are to be in the building after school hours unless they are: (1) with a teacher or (2) have been cleared through the office.

It will be a general practice not to allow students to work in the building unsupervised. Please do not allow a student to remain in the building after you leave. Do not allow a student access to keys to the building or to areas of the building to work or remain in the building unsupervised.

If you allow a student access to the building or areas of the building, or if you know a student is unsupervised in the building and you fail to ask him/her to leave the building, you accept full responsibility for their actions in cases of damage and/or injury.

All articles of value are to be locked in a secure area. All money shall be turned into the office daily to be placed in the vault.

ACTIVITY BUS SPONSORS

1. The primary responsibility for safety and operation of the bus is the activity bus driver; the primary responsibility for the conduct and deportment of the riders is the activity bus sponsor.
2. Bus sponsors will maintain a noise level appropriate/consistent with safe bus operation.
3. Bus sponsors will ensure that bus riders remain seated while the bus is in motion.
4. Bus sponsors will insist that student riders' heads and hands remain inside the bus whether the bus is in motion or stationary.
5. Bus sponsors will remain alert to potential friction between bus riders and others while the bus is waiting, loading or disembarking.
6. Bus sponsors will ensure quiet when the bus is at railroad crossings or in town so that the driver can listen for horns, and other warnings.
7. Bus sponsors will attempt to stay with the scheduled times for arrival, departure.
8. Emergency doors are NOT to be used by bus riders except for supervised loading, and unloading of equipment.
9. Food or drink will be brought on board the bus at the discretion of the activity bus driver.
10. Bus sponsors should report any incidents to the building principal on the day following the bus trip. In extraordinary circumstances, contact the building principal immediately.
11. Bus sponsors will be responsible for the bus clean-up after an activity.

ACTIVITY TRANSPORTATION

Clay Center Community High School policy is: as a rule, students shall ride school provided transportation to and from the activity site. Students may ride home with their OWN PARENTS/GUARDIANS if approval is given by the sponsor to the parents/guardians at the site.

Students are not permitted to ride to and from activity sites with boyfriends, girlfriends, other students, etc. Should emergency, unusual circumstances occur, they should be reported to and arrangements made through the principal.

FUNDRAISING/SOLICITATION OUTLINE

Fundraising-when funds are raised to support a group of students, school, organization, etc. This also includes when our students are used in the solicitation of the event and will benefit from the funds.

The BOE is requesting that all elementary schools only take on one fundraiser/solicitation that falls in the door-to-door category below, per school year. The one selected needs to go through the fundraising approval form. There is no limit to community service type events, but needs to run through the fundraising approval form.

At the secondary level, all fundraisers/solicitations need to go through the 5 steps below prior to the fundraising approval form. The board does encourage groups to minimize the door-to-door events.

Protocol:

- 1) The reason for the fundraiser...is this a need or a want? Include group/school involved.
- 2) Explore the option of using school/activity budget. Are funds available from either fund? Please report findings.
- 3) If school funds are not available, then seek out Orange and Black Pack or Wakefield Booster. Please report findings.
- 4) If funds are not available through the two avenues above, go to the students involved and get their input before proceeding with the fundraiser. If supportive, then the fundraiser can be proposed and follow the proper approval process. Share student input.
- 5) Fundraiser completed and funds deposited accordingly.

Examples but not limited to: items not listed, please advice for the category it would fall under)

Community Events/Provide a Service:

Wendy's Night, Meals at events/games (reduce asking businesses to provide items for the meals), Work auctions, Drama Dinner, Book Fair, Cheer Clinic, Art Night-baskets, and Concession stand at events, Dodge Drive, etc.

Door to Door:

Sales of tickets/chance to win, merchandise/products, addresses of patrons/family for sales, Hoops/Jump Rope for Heart solicitations, etc.

Acceptable Sales when given to parents/students only: Yearbook, School Pictures, Square-One Student Projects.

ASSEMBLIES

Teachers are expected to attend all assemblies unless excused by the principal, and help in the supervision of students. Your presence is needed to help students remember to show respect to those on the program.

TAKING ATTENDANCE

Teachers are to take attendance at the beginning of each period and record on PowerSchool. A lunch count should also be taken first period and reported to the office. Record all absences and tardies from your class in your grade book. Please take attendance seriously.

CLASSROOM LIABILITY AND SUPERVISION (Leaving the Classroom)

The laws of the State of Kansas hold you liable at all times for the students under your direction. Do not leave your students unattended except in extreme emergencies or until you have been relieved by another certified teacher.

Remember, you are liable for your actions or failure to act.

It is the professional duty of each of us to supervise those students for whom we are personally responsible. The Tort Liability Act reinforces the proposition that instructors are not to leave students unsupervised.

Base your decisions on sound judgment and concern for students.

CLASSROOM SUPERVISION

Teachers must remain in direct supervision of their students during each formal period of instruction. At no time should an instructor send his/her class to any area unsupervised. The students are your responsibility and you must assume it. I expect instructors to be in their classroom or instructional area every minute of each class period.

Never send students on personal errands. Do not let students leave the building from your class without obtaining permission from the office first.

CLASSROOM MANAGEMENT (Discipline)

Effective classroom management is essential to effective teaching and learning. It involves organization, planning, and fair, consistent discipline. Following are some time proven suggestions that should aid you in your tasks.

1. Have a plan for every class with several activities included-plan more than you think you'll need.
2. Do not allow "free time", have students begin working at the bell-get them started before you take roll.
3. Post five or six general classroom rules and consequences for violators, then enforce them fairly, consistently, without hostility.
4. Keep students in class-have a few planned activities for students who "forget" materials that will keep them busy.
5. Give assignments often, even daily-in writing and orally. You can also give a few minutes of class time to work on assignments as long as people work on them.
6. Smile, be firm but nice, give encouragement often.
7. Make a seating chart and stay with it until you know everyone's face and name well.
8. The first two to three weeks will set the tone for the year, stay in control, keep students busy, make students adjust to you.
9. Keep your standards and expectations high-slow down if you need to, but don't become easy.

HINTS FOR SUCCESSFUL DISCIPLINE

1. Know your school's procedure on discipline
2. Establish "class rules" the first day
3. Be consistent

4. Give positive reinforcement for acceptable behavior
5. Contact parents
6. Be reasonable in what you say and do
7. Drop your voice
8. Enforce all rules that have been made
9. Look for reasons behind the misbehavior
10. Talk to the offending student
11. Plan good lessons and vary the presentation
12. Be enthusiastic about teaching and learning
13. Guide learning activities so students learn to think and reason
14. Avoid “busy” work
15. Be sure your punishment is reasonable
16. Be sure to document your efforts with the student

SOME DISCIPLINE TECHNIQUES THAT DON'T WORK

1. Don't make idle threats
2. Never argue with students
3. Resist playing favorites
4. Resist using sarcasm
5. Never lose your temper
6. Never humiliate a student by a public reprimand
7. Never issue challenges
8. Never compare students
9. Don't be afraid to apologize to students
10. Never say, “get out of my class and never come back”

STUDENT DISCIPLINE STEPS FOR TEACHERS

Step I- Try to solve the problem or situation within the room. Example: Change seating arrangement, talk to the student(s) privately about the situation, etc.

Step II- Call parents. This will probably have to be done in the evening due to working parents.

Step III- Your own punishment. Example: Detention time, stay after school and help in room, room privileges taken away, time-out period.

Step IV- Send to office. The office should be the last resort and not the first. It should mean something to get sent to the office. If you send a student to the office, make sure you immediately notify us that the student should be coming.

Notes:

- A) A student should be sent directly to the office for violent behavior, severe disrespect, or refusing teacher authority and skip the first three steps.
- B) Students could also be sent to the office on occasion for “time out” or “cooling off” periods of time to help in Step III. If this is done a note or pass should be sent with the student to let us know it is a “time out” situation and not an office referral.
- C) Discipline is a ‘Team” effort and not a one person job. We must all work together for good school discipline. Good teaching and good discipline go hand in hand. If you are having discipline problems you might need to look at your teaching techniques and how you are motivating your students. Motivated students are usually not discipline problems.

DISCIPLINE POLICY POINT SYSTEM

DISCIPLINE SYSTEM

The following information will give general guidelines for assigning consequences as a result of various behavior infractions. Administrators will use their discretion in assigning consequences other than those listed. Consequences assigned for any offense may be more severe or less severe depending upon the facts and circumstances of each case.

Students may be suspended or expelled for any reasons allowed by Kansas Law. This includes the commission of any act on school property or at a school event which would constitute a misdemeanor criminal offense as well as the commission of any act, regardless of the location, which would constitute a felony criminal offense.

When In-School Suspension (ISS) or Out-of-School Suspension (OSS) is assigned, students will have the opportunity to complete missed class work. Students are the ones responsible for making arrangements to complete class work, not teachers or administrators. Work may not be identical to the classroom experience (ie VPL or other alternative schooling). Time allowed to complete this work will generally correspond to the length of the ISS or OSS and be determined by the administration.

For purposes of this policy, recommended Long-Term Suspension or Expulsion will mean a minimum of 46 school days and a maximum of 186 school days.

LEVEL 1: -Detention may be assigned by the teacher and/or administrator.

Violations including but not limited to:

Cafeteria Violation

Profanity

Clothing Violation

Hall/Grounds Violation

Display of Affection

Office Referral

Parking Violation

Electronic Violation

Skipping Teacher-Assigned Detention/School Assigned Detention

LEVEL 2: - Detention, ISS, and/or OSS

Violations including but not limited to:

Class Disturbance	Forging/Altering Passes
In Parking Lot Without Permission	Lying
Leaving Class Without Permission	Inappropriate Displays of Temper
Insubordination/Refusing a Reasonable Request	
Throwing Snowballs	

LEVEL 3:—ISS or OSS (up to 3 days)

Violations including but not limited to:

Computer Network /Internet Violation	Fighting-1 st Offense
Disrespect to Staff (could be Level 4)	Disrespect to Student (could be Level 4)
Direct Swearing to a Teacher or Staff Member	Theft
Harassment, Threats, Intimidation	
Tobacco/E-cigarettes/Vapes (use or possession)-1 st Violation	
Repeated Violations of School Rules	

LEVEL 4: -Short Term, OSS or ISS (up to 10 days)

Violations including but not limited to:

Alcohol (use or possession) – 1 st Offense	
Abuse of over-the-counter or prescription drugs-1 st Offense	
Tobacco/E-cigarettes/Vapes (use or possession)-2 nd or 3 rd Offense	
Dangerous Materials	Extortion
Disrespect to Staff	Disrespect to Student
Physical or Verbal Attack of a Student (could be Level 5)	
Drug Paraphernalia	Fight-2 nd & 3 rd Offenses
Extortion	
False 911 Call/Fire Alarm Pull	Leaving Campus Without Permission
Vandalism/Destruction of School Property	

LEVEL 5:-Recommended Long-Term Suspension or Expulsion (46 to 186 school days)

Violations including but not limited to:

Physical or Verbal Attack of a Staff Member	
Alcohol (use or possession)-2 nd or more Offense	
Abuse of over-the-counter or prescription drugs-2 nd or more Offense	
Drug (use or possession)-any offense	
Explosives	Setting A Fire
Weapons	Bomb/Bomb Threat
Felonies	

- When a student accumulates a total of 5 days of OSS in a semester, a letter will be sent to the parents/guardians notifying them of the problem and the possibility of a due process hearing.
- A student who accumulates 10 days or more of OSS during a semester may be recommended for a long-term suspension from school.

LUNCH HOUR

Teachers should remind students of the following:

2. During lunch students are to stay in designated areas and only be in classrooms when supervised by a teacher.
3. Students should not: be in the halls of the wings of the building except to return from lunch, halls that lead to the music rooms, auditorium, parking lot, other sidewalks.
4. If students are over 5 minutes late returning from lunch, they will be disciplined by the office.

EE FOOD SERVICE MANAGEMENT

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations. The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

Staff will not be allowed to charge more than \$20 on their lunch account. All lunch bills need to be paid in full at the end of each semester.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20 of meals to this account.

Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a peanut butter, peanut butter alternative, or cheese sandwich and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent of superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or online through powerschool efunds. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

CLUBS AND ORGANIZATIONS

Activities in the high school “must “ be cleared through the principal’s office and entered on the official school calendar before they may be carried out. It will be the sponsors responsibility to see that this is taken care of.

The following regulations will pertain to the activities of the clubs and organizations.

1. At least one sponsor must be present at any scheduled meeting.
2. Activities of the clubs and organizations should close by 10:00 PM during the mid-week and 11:00 PM on Friday without permission from the principal.
3. If transportation is needed, all plans must be approved by the principal.
4. Wednesday evenings will be set aside for church activities.
5. Any club or organization who plan on money raising campaigns must have approval of the principal. (These should be very limited to one major fundraising campaign a year.)
6. The school rules and regulations for proper conduct during activities MUST be followed.

TEACHER DRESS

Teachers are expected to set a good example for students by dressing in a professional manner. The school board advocates an appropriate dress code for all district's employees, which will be determined by the building principal.

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from Human Resources, the building administrator, or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to Human Resources which will issue a replacement badge at a cost to the employee of \$3.00. Badges remain the property of USD 379 and shall be returned to Human Resources at the time of resignation, retirement or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbooks or the negotiated agreement, as applicable.

LESSON PLANS

Each member on the staff is expected to have a set of plans for each subject taught. These plans are to cover at least a full week in advance. Specific plans should be made on a day-to-day basis. Quality teaching comes from good planning.

LESSON OBJECTIVE

The lesson objective will state what the student at the end of the lesson will be able to do. What the student can do at the end of the lesson is something that he/she could not do at the beginning of the lesson.

The following items are provided for our benefit. I recommend the seven steps for your plans.

Seven Steps to Lesson Design

1. **ANTICIPATORY SET**-Create an activity to focus students' attention, provide a brief practice and/or develop a readiness for instruction that will follow. It should relate to some previous learning. If successful, the anticipatory set should help the student get mentally or physically ready for the lesson.
2. **OBJECTIVE**-Teacher clearly informs the student what to expect and what to be able to accomplish by the end of the instruction. The objective should be specific in content and focus on observable behavior. The objective should let the student know what is going to happen in his own language (restating the lesson objective in their own words).
3. **INPUT**-What information must the students have in the lesson so that he/she may

reach the objective. The teacher needs to determine how the student is going to get this information or what the means of instruction will be. It is important that the teacher determines what new information is needed by the learner.

4. **MODELING**-When the student sees an example(s) of an acceptable finished product or of what the new learning looks like. The teacher needs to focus on the essentials and label the critical elements.
5. **CHECK FOR UNDERSTANDING**-When the teacher checks for student's possession of essential information and the skills necessary to achieve the instructional objective. This can be done by the teacher observing the student performing the new skill. Look for bits and pieces and small segments of the whole.
6. **GUIDED PRACTICE**-The student's first attempt with new learning is guided so that they are accurate and successful. Teachers must closely monitor what the student is doing to see that the instruction has been "taken." Mistakes need to be corrected if seen by the teacher.
7. **INDEPENDENT PRACTICE**-When the student can perform the skill of process without major errors, then they are ready to develop fluency by practicing without the availability of the teacher. The teacher does not need to monitor the practice as the student is doing it, but should check the finished product. (Homework, assignments, etc.)

NOTE: The above seven steps facilitate learning. The teacher does not have to use all seven steps for every lesson. The steps do not have to be in order.

HALLWAY AND RESTROOM SUPERVISION

It is the responsibility of all teachers to supervise the hallways and restrooms before and after school, during lunch, and during passing periods. The key to good supervision is to be visible. Students are less likely to misbehave when there is a teacher nearby. The first teacher to observe an infraction of proper hall conduct is responsible for taking corrective measures.

SUBSTITUTE TEACHERS

In a teacher's absence, the learning environment must continue. For this reason, it is essential that a substitute teacher be supplied with all the necessary information. Grade books and seating charts along with specific daily lesson plans are essentials. Do not ask substitutes to work off of your weekly lesson plans. Substitute teacher packets will be given to each substitute.

Substitute teaching is a very difficult job. Problems must be taken care of by the regular teacher.

Remember, substitutes are not babysitters. Give them material to teach, and expect that it will be taught. You should also have an emergency generic lesson plan folder on file in the office in case you are unable to leave lesson plans for the substitute teacher. Substitute teachers are contacted by Lisa. Substitute teachers needed during the school day will be contacted by the school secretaries.

SCHOOL PROPERTY AND EQUIPMENT

Every teacher is responsible for helping to supervise the appropriate use of school property and equipment. Students who abuse school property should be confronted and asked to “clean up” or “make right” whatever destruction they have caused. If they fail to do so, they should be sent to the office.

PERSONAL ELECTRONIC DEVICES

Personal cell phones shall be silenced during instructional time, while on duty supervising students or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Non-instructional time is plan time or lunch-time or other such times when teachers are not supervising students.

TELEPHONE USAGE

Teachers and students will be called out of class for phone calls when it is an emergency. Telephone messages will be relayed to staff and students as soon as possible.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, the school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. The local radio and television stations will give morning reports when school is closed or delayed. If no report is heard it can be assumed that school will be in session.

FACULTY MEETINGS

Every member of the faculty is required to be present at all faculty meetings unless excused by the principal in advance of the meeting.

INVENTORIES AND TEXTBOOKS

Teachers are responsible for keeping an up-to-date inventory of classroom supplies and equipment. You will be asked to periodically update the inventory. It is very important that you tightly control the checkout and return of textbooks.

INFORMATION ON FILE

All teachers will provide the principal with: grading system, textbook for each course, course syllabus and other course information when requested.

IN SERVICE PLAN/PROFESSIONAL DEVELOPMENT

As of October 1, 1993, all teachers are to have filed with the Board of Education an Individual Development plan for in-service. Approved in-service meetings and workshops must fit with the set building goals. Registration, travel, meals, and lodging will be paid or reimbursed. All costs involved with in-service must be approved in advance. The building in-service committee will work with teachers to complete the correct forms.

SENDING STUDENTS OFF CAMPUS AND USE OF PRIVATE CARS

Students are not to leave campus during the day to run errands for the school or to pick up items for teachers. The use of private cars for school business by students is generally prohibited unless very special reasons are approved by a school administrator and parental permission is obtained.

School board policy is very clear on the matter, "students are prohibited from driving personal automobiles to district sponsored activities during the school day."

ACCIDENTS

Accidents are to be reported immediately to the office and an accident form completed. This applies to both student and teacher injury. Accidents, for insurance purposes, need to be reported no later than 24 hours after the accident.

MAINTENANCE AND CUSTODIAL SERVICE

Except in emergency situations, all work that needs to be done should be reported to the principal who will then see that proper steps are taken to notify the custodians.

Requests for janitorial or maintenance work are to be placed in the office. The principal will then schedule the work. Do not ask a custodian to quit what he is doing and do a job for you.

Schedule requests for janitorial services as far in advance as possible, preferably one week.

Deficiencies in janitorial services should be reported to the principal in the same manner.

MAKE-UP WORK

Classes should be taught in a progressive manner and in a logical sequence. One lesson may be the groundwork for all succeeding lessons. It is to the discretion of each teacher to determine specific requirements for make-up work in each class. An expected requirement would be conferring with the student outside of regular class time (before, during, or after school), to help bring him up-to-date. It is the responsibility of the instructor to inform the student of make-up work.

A reasonable amount of time for make-up would be interpreted as the number of days absent plus one day.

KEYS

Keys will be issued to teachers at the beginning of the school year. At the end of the school term, teachers are required to turn in keys unless they arrange with the principal to keep them over the summer.

Under no circumstances lend your keys to students. Students that need in the building at night, over week-ends, or during vacations to use school facilities **MUST** be supervised by a staff member.

Teachers shall not duplicate keys.

ORDERING SUPPLIES ON THE BUILDING LEVEL

1. Items requested must be approved through the building Principal ahead of time.
2. Items will be purchased by the office secretaries
3. Do not purchase any classroom items with personal funds, no reimbursements will be made.

SPECIAL CCCHS BUILDING FINANCIAL ISSUES

1. As little money as possible should be collected and kept in the classroom. Teachers are not bankers. Money in the classroom is an open invitation to problems and poor accounting
2. Special event money (plays, musicals, etc.) will not be kept in classrooms and will be turned into the office on a daily basis, received and either stored in the vault or deposited.
3. Concession money will be given to the game administrator and deposited in the vault for security. The following day it will be the staff member in charge of the concessions responsibility to count the receipts from the night before.
4. Money raised through special projects such as magazine sales, candy sales, fruit sales should be turned in on a daily basis.

ACTIVITY FUND

All activity money collected will be turned in to the secretary in the office. Class and club treasurers should maintain an account ledger so they can verify the amounts in their funds and transactions with the office records. It is the responsibility of the sponsors to

see that the treasurers keep accurate records. Treasurers should balance their books with the office at least ONCE A MONTH. When the principal has approved the purchase, the item may be charged. After the purchase has been made, the receipt should be turned in to the office along with the invoice.

Turn all money for deposit into the office by 3:35 PM each day. Money turned in after this time will go into the next day's deposit.

NURSE'S OFFICE

If a student needs to go to the nurse's office, please have them report to the main office first.

SUSPENSION AND EXPULSION

Teachers do not have the authority to suspend or expel a student from their particular class. Only the high school principal by Board of Education policy and by state and federal laws retains that authority and legal responsibility.

EFFECTIVE TEACHING PHILOSOPHY

The quality of a school is best determined by what goes on in the classroom on a daily basis. Effective teachers make effective schools. Another primary responsibility of the principal is to provide the assistance necessary to all teachers to be effective.

There are several general items that should be happening in all classrooms every hour of the day.

1. Students should arrive and leave on time.
2. Students should remain in the classroom at all times. In most cases, being out of the classroom is a direct indication of ineffective teaching. When it is necessary for students to be in the halls, they should have a purpose. Passes are required when students are passing from teacher to teacher.
3. The teacher should directly be involved in the teaching/learning process. Any untrained person can assign pages to read and distribute prepared worksheets and tests. The effective teacher truly assists the student by using a variety of teaching techniques to stimulate learning. This does not mean that all learning must be teacher centered.
4. The effective teacher uses a structured approach to teaching and learning by considering the seven steps of the teaching act.
 - A) Anticipatory Set
 - B) Statement of Objectives
 - C) Input
 - D) Modeling
 - E) Checking of Comprehension
 - F) Guided Practice
 - G) Independent Practice

5. Students should be kept involved in the learning process for the entire hour.
6. The effective teacher must relate to the student that what they are learning is important. This can best be done by relating individual lessons to what is going on in the world today and how the knowledge will help students in the future.
7. An effective teacher's classroom is not necessarily quiet or noisy, but it is alive. Things are happening. Students are interested and learning is taking place. In 95% of the cases, if this is taking place, the previous topic of discipline will take care of itself.

FIELD TRIPS

1. Field trips must be approved by the principal at least one week in advance of the trip.
2. The trip must fit the educational objectives of the class.
3. The teacher must contact or visit places in advance.
4. Parents must be notified of particulars of the trip and sign a permission slip for their son/daughter to attend.
5. School transportation must be used.
6. Students must be under the supervision of a sponsor at all times.
7. School rules will apply.
8. Field trips after May 1 are discouraged.

SALESPEOPLE, COLLEGE COACHES, RECRUITERS, AND VISITORS IN THE BUILDING

Salespeople and college coaches are not to conduct business with teachers during class time. Any visitors to the building are to report to the office upon arrival. Teachers are to insist that salespeople and college coaches/recruiters follow this policy.

FUNDRAISING ACTIVITIES

Fund raising activities carried out by organizations must have pre-approval through building administration and the proper paperwork must be submitted.

PEP RALLIES

Pep rallies must be approved by the principal. The rallies will be held as often as deemed necessary by the cheerleaders, their sponsor, and the Athletic Director. The purpose of the pep rallies is to generate pep and enthusiasm for interschool competition.

STUDENT ACTIVITIES AND ABSENCES

Teachers, coaches, and sponsors are responsible for supplying the office secretary and bus barn with a list of students who will be excused from class for some activity such as athletics, music, debate, etc.

TEACHER RECORDS/REPORTS

Teachers will be asked from time to time to complete certain reports necessary for the operation of the school. Although we are all busy during the year, these are items that **MUST** be placed at the top of the priority list. It is very easy to delay these requests. We have deadlines to meet in the office also, so please be prompt.

GAAC SEXUAL HARASSMENT

No district employee shall be sexually harassed by an employee or nonemployee or permit sexual harassment of an employee or a student by an employee or nonemployee. Violations of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a nonemployee. Sexual harassment may include, but not be limited to:

- A) Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B) Subtle pressure or requests for sexual activity;
- C) Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- D) Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- E) Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- F) Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- G) Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- H) Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected

for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

ACCEPTABLE USE OF TECHNOLOGY BY STAFF

USD 379 is committed to providing staff members with access to computers, networks, Internet, electronic mail (e-mail), and other online services that facilitate resource sharing, research, collaborative learning, and communications. The school district encourages staff to learn to use and apply these tools in appropriate ways to complete tasks associated with their job positions and assignments.

Appropriate Use. Staff members shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers, networks, the Internet, and other online services as outlined in this guideline. Staff shall communicate with telecommunication tools in a professional manner consistent with district policies governing the behavior of staff, state laws, and federal laws governing copyright.

Inappropriate Use. Examples of inappropriate use include but are not limited to the following:

- ☐ Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- ☐ Transmitting obscene, abusive, sexually explicit, or threatening language
- ☐ Violating any local, state, or federal statute;
- ☐ Accessing another staff member's materials, information, or files without permission from the staff member;
- ☐ Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- ☐ Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- ☐ Using the network for commercial, advertisement, or political purposes;
- ☐ Using the e-mail lists from the district's Internet site, network, or servers to create mailing lists for non-school purposes;
- ☐ Installing copyrighted or personal software for use on district computers unless approved by building administrators or their designees.

Public Communication. Communication over networks should not be considered to be private. Messages may be diverted accidentally to another destination. Building administrators or their designees may review directories or messages to ascertain

compliance with network guidelines for acceptable use. Building administrators or their designees may delete files that are not kept to a manageable storage level or are deemed inappropriate.

Student Access. District staff members who make decisions regarding student access to the Internet shall, in making such decisions, at all times consider the district's educational mission and the district's Acceptable Use of Technology by Students policy.

Security. Users are responsible for maintaining a safe and secure environment. Users will keep passwords secure and will change passwords when directed by building administrators or their designees.

Security Risk. Any user identified as a security risk or having history of problems with other computer systems may be denied access.

Copyright Law. Copyright law shall be respected for all Internet and online services.

Disclaimer. The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

Statements of Personal Belief. Any statement of personal belief found on computers, networks, the Internet, e-mail, other online services, or any other telecommunication system is the author's individual point of view, and not that of the school district, school, or district staff. No representations to the contrary shall be published without written approval from building administrators or their designees. Building administrators or their designees may review all content in any internet or online accounts paid for, in whole, or in part, by the district or any school, without notice of any kind.

LACTATION ACCOMMODATIONS

The board recognized that it is important for mothers to have the option and ability to express milk in the workplace and the 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 the 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 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.