

LINCOLN ELEMENTARY

1020 Grant Street

Clay Center, KS 67432

785 632-2156



**“Empowering lifelong
learners to achieve their
individual successes.”**



**Lincoln Elementary
Apollo II Redesign
Vision Statement**

**2023-24
Staff Handbook**

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Lincoln Elementary School

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	Alicia Farley	Physical Education	Travis Smith
Custodian	Dallas Breen	Gifted	Mary Mellon
	Stephen Waller		
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Food Service	Tiffany Melton	Media Center Assistant	Janice Hershberger
	Shawna Sutton		
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	Megan Siebold	K-3 Para Educator	Ashley Adams
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	Kelli Hays		Tamara Darnall
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	Cari Pfizenmaier		Mandy Hessling
2nd Grade	Natalie Payne		Chelsea Hitsman
	Krista Thomas		Austin Hittle
	Randi Weller		Bonnie Houghton
	Jessica Young		Tasha Pfizenmaier
3rd Grade	Andy Bent	Speech Clinician	Becky Schurle
	Stephanie Brownell	Speech Para Educator	Silvia Solomon
	Nicole Edwards		Chelsie Helms
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INTRODUCTION

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to inform staff of some of the policies, practices, and related information concerning the Lincoln Elementary School. An attempt has been made to provide information that will be helpful to you; however, please realize that the answers to all questions may not be found in this handbook. In the event you cannot find an answer in the handbook, feel free to contact the principal.

This handbook is merely a guide and it should be realized that many of its provisions could be supplemented at any time by the administration.

GENERAL INSTRUCTIONS FOR ALL TEACHERS

1. This handbook is prepared especially for beginning teachers and teachers who are new to Lincoln Elementary. However, the information contained herein is applicable to all teachers. It should be used as a guide only. It does not attempt to answer all questions with which you may be faced, but each teacher should become familiar with the contents of this handbook.
2. The teachers' workday begins thirty minutes before the opening of school (7:55) and ends thirty minutes after school is dismissed (4:05).
3. Teachers are to remain at the school building during working hours, unless specifically excused by the principal. The same is true of students. Teachers are not to send students to run errands of any kind during school hours without the knowledge and approval of the principal.
4. Teachers shall not dismiss their students earlier than the regular scheduled time without the permission of the principal.
5. Teachers may hold students after school for conferences only with the permission of the principal.
6. Teachers shall be directly responsible to the principal. They shall promptly and consistently carry out the instructions of their principal.
7. Teachers shall observe all school regulations, seek professional growth, and participate in curricular study.
8. Teachers shall make immediate report of any unusual disorder among students under their charge.
9. Teachers shall be responsible for classification and grading, as well as promotion of their students in accordance with policy and instruction of the principal.
10. Teachers shall not loan school property, nor shall they take school property from the building. Keys issued to teachers are for their personal use, and shall in no instance be loaned to people not directly connected with the school. Keys should never be given to students to

enter the building.

11. Teachers shall be responsible for the discipline of students enrolled in their classes and for the discipline of students on school property.
12. Teachers shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by the school district.
13. Teachers shall notify Frontline (Automated Sub System) or the secretary when they must be absent for illness.
14. Teachers are expected to attend all faculty meetings unless specifically excused, in advance, by the principal.
15. In the case of suspected abuse/neglect or other situations that a teacher or staff member feels may need SRS attention, you are required by law to report the situation directly to SRS. A staff member may also notify the building principal of the situation, but it is the teacher's responsibility to report the matter to the proper authorities.
16. All problems and situations involving a custodian shall be channeled through the building principal, except in the event of an emergency.

WHAT IS EXPECTED OF THE TEACHER

1. Be dependable; be on time.
2. No teacher or class may make a decision for another teacher.
3. Keep your students where they belong and under your supervision.
4. Do not leave a class unsupervised.
5. Do not send students off the grounds during school hours.
6. Discourage leaving the room. Do not permit a student to go to another class to talk to another student.
7. Excuse your class on time.
8. No class is to be dismissed ahead of schedule without approval of the principal.
9. Require excuses for tardies and absences.
10. Keep accurate attendance records and reports.
11. Never use a nickname on any school record.
12. Teach manners and citizenship at all times.
13. Teach students to respect good honest work by doing it.
14. Discourage loud talk and roughness in the buildings or on school property.
15. Teach spelling in all classes.
16. Do not sit on chair top or desk top while conducting class.
17. Discourage students lounging with feet in another chair.
18. **There is no problem important enough to consistently keep you from your door before and after school and during change of classes.**
19. Report any unusual happenings to the office.
20. Report approaching discipline problems to the office before they become serious.
21. Classroom discipline is the responsibility of the teacher.

- 22.If in doubt about authority to discipline students—discipline them.
- 23.Keep students occupied with constructive work at all times.
- 24.All supplies must be purchased by requisition.
- 25.Faculty members are to attend assemblies.
- 26.Do not leave the building during school hours without approval of the principal.
- 27.All scheduling will be done in the office. Do not try to influence students to change their schedule after school starts.
- 28.Do not give your keys to students.
- 29.Take all reasonable precautions to care for equipment.
- 30.Make no commitment for another faculty member and make no promise you cannot deliver.
- 31.**FACULTY MEMBERS/COACHES WHO HAVE STUDENT GROUPS IN THE BUILDING, AT TIMES OTHER THAN SCHOOL HOURS, SHOULD BE THE FIRST TO ARRIVE AND THE LAST TO LEAVE THE BUILDING.**
- 32.Be firm, reasonable, and businesslike in your dealings with students.
- 33.Remember: schools are for students--not teachers.
- 34.Salesmen are not to approach teachers during school hours.
- 35.If you have a problem that the office can help you solve, come in and present it.
- 36.All visitors shall check in the office prior to visitation.

ABSENCES

SUBSTITUTE TEACHERS

Each teacher will maintain a substitute folder in their classroom where it can be easily accessed in their absence. The folder will contain the following:

1. Special plans for the next day or week (assemblies, etc.).
2. Current class rosters for each hour.
3. Duties for that week.
4. Lunch Schedule - when to take/pick up students from lunchroom.
5. Special needs of students.
6. Seating chart for each hour.
7. Classroom rules and negotiations.
8. Class schedule (entire school and individual teachers).
9. Student discipline forms.
10. Copy of fire evacuation route and tornado drill procedures.
11. General emergency plans (two days). Additional items that should be out or close to the substitute folder.
12. Lesson plan book
13. Copy of student handbook
14. Grade book, with instructions for use
15. Absentee slips, with instructions for when and how to use them.

TEMPORARY LEAVE POLICY

School personnel will be granted twelve days temporary leave per year cumulative to sixty (60) days. Teachers who are ill should contact Frontline or the secretary as soon as possible so that arrangements can be made for a substitute. Substitutes will be secured by and paid by the school district. All personal and professional leave must have the approval of the building principal and the superintendent in advance (personal leave at least five working days prior to the date requested). A copy of the sick leave policy can be found in the negotiated agreement.

ABSENCE AND TARDY

Teachers are required by law to keep an accurate record of the attendance of their students. PowerSchool: Daily attendance is taken on PowerSchool. Teachers must take roll and post it by 9:00 each morning and again in the afternoon by 2:00. All students who are not in your room must be listed--even if you know where they are. **Be sure to note plainly in your grade book the day a student adds or drops from your class.**

Students are expected to be in class on time. Tardies are to be given to students who are not in your class. You can assign classroom detentions for these infractions according to your class rules. Students who are tardy to class without an acceptable reason should be given an unexcused tardy. The slip should note the reason for the unexcused tardy. The office will handle all unexcused tardies.

STUDENTS ON ACTIVITY TRIPS OR MISSING CLASS TIME

If you are taking students off school grounds for any reason, a parent permission form must be sent home and signed and the district's parent permission form must be signed before the trip takes place.

Students who are representing the school at home or in other towns at the request of the school will be listed on a field trip request form. The faculty member responsible for the group will fill out a field trip request form at least one week in advance, the principal will sign the form and the secretary will copy and distribute it. These forms need to be filled out any time a group of students will miss class time.

ACADEMICS

HOMEWORK PHILOSOPHY

It is recommended that faculty members plan their classroom procedures so that ample time is allowed for most students to complete their classroom assignments while the teacher is present. Homework assignments should be reasonable and in line with the expectations of the school. Meaningful homework should be assigned as needed.

GRADING PRACTICES

- 1.To be flexible in meeting the learning needs of students, teachers may want to use a variance grading systems.
- 2.A student may receive a grade other than a letter grade, but all students will receive a mark to indicate his or her relative performance (ex. pass/fail, incomplete, modified).
- 3.As a precaution against unexpectedly low grades, progress reports will be sent home upon completion of four weeks of school during each quarter.

TEXTBOOKS

Teachers are responsible for the textbooks under their supervision. Be sure you can account for every book assigned to you because replacement costs are taken out of the Lincoln instructional supply budget.

Suggestions for textbook check-out and inventory:

1. List all books assigned to a classroom on the check-out form whether they are checked out or not.
2. List books in numerical order on the check-out sheet.
3. Keep track of destroyed and lost books, writing down whether or not they were paid for.
4. When the textbooks are checked in at the end of the year, please leave the check-out form with the textbooks for the textbook inventory summer staff.

LESSON PLANS

An organized direction for the class to proceed should be planned by the teacher formally in his/her daily lesson plan book. This gives the teacher a space to reflect on the class progress and plan for the week's coming activities. These should be thoroughly thought through and written out with the state standards in mind.

ACTION PLANS

GOAL ACTION PLANS

It is the responsibility of each instructor that is to be evaluated the following school year to have an accurate copy of his/her goal action plan for the upcoming school year on file with the principal. These should be turned in to the office during May for returning teachers. Every new teacher should have his/her goal action plan turned in by September 15.

CRISIS PLAN

Teachers should be familiar with procedures used in the USD #379 Crisis Plan. Practices of certain areas of the plan (i.e., lockdown) will be held during the school year. A written exam over the crisis plan will be given each semester for the teacher and staff to complete.

ACTIVITIES/EVENTS/PROCEDURES

ASSEMBLIES

Instructors will sit with their respective classes during assemblies. Teachers are responsible for the behavior of their students during assemblies.

ACTIVITIES IN THE SCHOOL BUILDING

When it is necessary for a teacher to have an organization or activity in the building, it is most important that the teacher make the proper arrangements through the principal for the use of the building. The teacher must be present to allow only those who are taking part in the activity to enter the building.

Students are expected to be under the supervision of the teacher at all times. They are expected to be in the same room as the teacher unless excused from the room. Do not permit destruction of property or the use of equipment, which is not part of the activity. If the meeting is scheduled for a certain time, be sure to arrive well in advance of that time. **Do not leave until all students are picked up from the event.**

In order that there be no conflicts on activities, the teacher must register with the secretary the date and purpose of the activity so that it may be placed on the official calendar. Activities in which students are to perform before the public outside of school must also be registered well ahead of the time so that the last minute conflicts will not arise.

CLASS PARTIES

Lincoln class parties should be well organized and planned in such a way that they encourage our students to want to attend and to participate. No classroom parties should be planned during the school day without prior approval of the principal. These should be kept to an absolute minimum.

VIDEOS

Videos can be a useful and important part of a student's education. At enrollment, a form will be filled out with the parent indicating if they wish to be notified in advance by a teacher if their student's class is going to view a film rated anything except "G". If parents wish to be contacted, it is the teacher's responsibility to let the parent know in writing what is to be shown, the rating, and allow a chance for previewing if the parent so desires. One week's notice should be sufficient; with proper lesson planning, this should not be a problem. An alternative for the student(s) who will not view the film should be available with no grade penalty or other punishment for not viewing the film. **It is the teacher's responsibility to know which student(s) in their classes parents must be notified in advance.** Teachers should never show a film that they have not previewed themselves and should only be showing films that are

educationally relevant to the curriculum in their class.

NOTIFICATION FOR BOMB THREATS

Keeping in compliance with Lincoln Elementary Emergency/Crisis Plan, a warning system has been established to evacuate the building upon receiving bomb threats at Lincoln. A secretary will announce, "Teachers, may I have your attention. We need to evacuate. Please bring your class rosters, emergency numbers, and building keys." The fire alarm will be sounded immediately following the announcement. This informs the staff that they are to evacuate the building and move away as far as possible. Quickly take roll and await transport to the crisis location, where teachers will again take role. (Please refer to the emergency/crisis plan for additional information).

FIRE DRILL

The fire alarm is a long, shrill, continuous sound, which is heard in the hallways. Lights flash in the hallways and the fire doors automatically shut during this drill.

As quickly as possible when the fire alarm sounds, staff and students should evacuate the building in an orderly fashion by the appropriate exits as posted in each room. Staff and students should be familiar with each possible exit they may need to use. If your first exit is blocked, the students and staff should exit by the second exit as posted in each room. Students and staff should move as far away as possible from the building, quickly take roll, and wait for the all-clear signal to be given by the building principal or his designee. When the all-clear is given, the students and staff will return in an orderly fashion back to the appropriate classroom.

The staff is to take their classroom rosters with them during any evacuation. They should be the last ones out of their classroom and be sure all students have evacuated.

Teachers with handicapped students: The para assigned to those students will be responsible for being sure they are removed safely from the room. In the para's absence, the teacher assigned to the room will be responsible for removing any handicapped students as needed.

This procedure should be reviewed with all staff and students frequently.

TORNADO DRILL

The tornado drill alarm is a ringing, continuous, warbling sound, which is heard through the intercom. When the alarm is sounded, students are to go to designated areas as posted in each room.

Students will remain in these areas until the all-clear is given by the principal or his/her designee. When the all-clear is given, the students and staff will return in an orderly fashion back to the appropriate classroom.

The staff is to take their rosters with them during any evacuation. They should be the last ones out of their classroom and be sure all students have evacuated.

Teachers with handicapped students: The para assigned to those students will be responsible for being sure they are removed safely from the room. In the para's absence, the teacher assigned to the room will be responsible for removing any handicapped student as needed.

This procedure should be reviewed with all staff and students frequently.

USD 379 WORKER'S COMPENSATION PROVIDERS

The board of education of USD 379 named the Clay Center Family Physicians as the district's designated workers'-compensation provider in its regularly scheduled meeting on March 6, 2006. In order to be eligible for workers'-compensation benefits, any employee incurring a work-related injury must utilize the Clay Center Family Physicians as the first medical contact. All incidents must be reported to your direct supervisor immediately and necessary forms completed.

Office hours and locations serving you:

Clay Center, 609 Liberty; 632-2181
Monday - Friday, 8:30 a.m. - 5:00 p.m.
Saturday (Urgent Care Only), 8:00 a.m. - 12:00 noon

Clyde, 815 Campbell Street; 446-2226
Monday - Friday, 8:30 a.m. - 4:30 p.m.

Linn, 706 West 3rd Street; 348-5503
Monday, Wednesday, and Thursday, 8:30 a.m. - 4:30 p.m.
Tuesday and Friday, 8:30 a.m. - 12:00 noon

Wakefield, 709 Elm Street; 461-5457
Monday - Thursday, 8:30 a.m. - 12:00 noon

After hours, call the Clay County Medical Center at 785 632-2144.

BUDGET/INVENTORY

HANDLING SCHOOL ACTIVITY FUNDS

All Funds raised by any school organization through any 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 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.

- 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.)

SUPPLIES

Teachers will be given a budget each school year for supplies. Supplies must be ordered with a requisition and approved by the principal and superintendent. This is done for the purpose of keeping better records of purchases, avoiding duplication of purchases, and assuring receipt and payment. Please be considerate and try to avoid last-minute orders. **Under no circumstances should a teacher buy items and expect reimbursement without prior approval of the building principal.**

BUILDING BUDGET

Each teacher has been assigned a classroom budget. If a teacher wishes to purchase something out of his/her budget, a requisition must be completed and turned in to the building principal. If funds are available in your budget, the request will probably be approved. Teachers need to keep an accurate account of their budgets, as they will not be allowed to over spend. Special requests should be discussed with the building principal.

INVENTORIES

All teachers are expected to take a complete inventory at the beginning and end of the school year. It is to be filed in the office. Instructors should record the description, cost, date of purchase, serial number, etc. of all items in his/her room.

COMMUNICATION

COMMUNICATION TO PARENTS

It is important that communication between teachers and parents be established and maintained to inform the parents of the student's progress - good or bad. At the end of every fourth week of the nine weeks, progress reports will be sent out to the parents to let them know how their child is doing in each class. In addition to the progress reports, communication should be sent out on a weekly basis when there is a noticeable change in student performance in your classes. Examples would be a grade level drop in a short period of time, etc. Do not forget to send progress reports home when a student has made a noticeable improvement in your class. It is the teacher's responsibility to be sure this is completed.

MAIL

Each teacher has a mail box in the workroom where mail will be placed daily. Each teacher should visit his/her box when arriving in the morning and at noon. **Do not let mail or other items accumulate in your box as this tends to give the workroom an unsightly appearance.**

E-MAIL/COMPUTER/POWERSCHOOL

Teachers should be routinely checking their e-mail and will be responsible for putting grades, attendance, etc. on their classroom computers daily. All afternoon messages for students will be e-mailed by 3:20 each day. **Grades should be entered no later than one week after an assignment is due.** If a student is allowed to use a teacher's computer for research, etc., he/she must be monitored closely by the teacher. No student should ever be allowed to get on the Internet without supervision. Students are absolutely not to be in a classroom, alone, working on a computer. Teachers' passwords should not be given to students, substitutes, or other staff members under any circumstances. Students should not be allowed to check a teacher's e-mail or use programs designed for teacher/staff use only (i.e. PowerGrade).

ANNOUNCEMENTS

Announcement bulletins will be distributed via e-mail. Teachers wishing to include announcements must notify the office before 8:00 a.m. These announcements, if possible, should be in the office by 3:30 p.m. on the previous day. Announcements will be read on the intercom as needed.

TELEPHONE CALLS

No teacher or para will be called from a class to answer the phone except for emergencies. The number will be taken and given to the individual called so they may call back when free from class. Students may take or make calls during the noon hour, before school, or after school if

absolutely necessary. The telephone in the office is for that purpose. If making a personal call, please use your calling card, etc. **If you try to make a phone call between classes, you should plan on being done, by the time your break is over and be sure your class/hall is covered. If the phone call cannot be completed during a break, it should not be made until a more convenient time.**

CELL PHONES and ELECTRONIC DEVICES

Personal cellular telephones/pagers and other digital audio and video devices 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. Use of a cell phone during the instructional part of the day needs to be approved by the building principal.

INTER-COMMUNICATION SYSTEM

An intercom system is installed for our convenience. It is to be used for school purposes. You may call the office at any time by depressing the button and calling in. Please release the button so the office may respond.

REPORTING STUDENT ACCIDENTS

When a student under the supervision of a teacher is injured or involved in an accident, the supervising teacher must report the accident to the principal and the school nurse. An accident report must be completed by the supervising teacher.

DISCIPLINE

GENERAL GUIDELINES

The discipline of **ALL** students is the concern of **ALL** teachers. Good discipline in the school is extremely important to all. In the end, good discipline is most important to students, for upon it determines the kind of education they will receive. Without good discipline, the schools cannot discharge their primary function of guiding the development of new citizens. Without it, students cannot realize their greatest opportunities for growth.

Most discipline offenses are symptoms of deeper difficulties, and common corrective measures may remove the symptoms but not the cause. If the student can be taken aside in a private conference as soon as possible after an offense, there is no gallery to play to. A sincere and friendly approach by the teacher may lead to the heart of the problem and result in a change in the personality of the student. In maintaining discipline, teachers must be able to proceed with the assurance that support will be

forthcoming from the principal and the board of education. In order to give the support which the teacher needs, the principal and the board of education must know that the teacher's procedure has been in accordance with good educational practice.

In order to form the basis of mutual understanding between the board of education and its employees, the following principles are set forth:

1. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing things that are constructive and worthwhile, rather than punishing students for doing things that are destructive and antisocial.
2. Not all students respond to positive discipline, and punishment or curbing of some kind is required.
3. Good discipline is always fair, dignified and in good temper.
4. Corporal punishment must not be used as a means of discipline.
5. When conferences with the teacher and principal, and joint conferences with parents, fail to bring about acceptable classroom behavior, long-term-suspension proceedings may result.

Conduct of Students Leading to Suspension or Expulsion

Students at Lincoln are expected to conduct themselves in an appropriate manner. Classroom and hallway behavior is expected to contribute to the educational atmosphere of the school. In cases involving classroom behavior problems, the procedure listed below will be followed. This procedure is listed in sequence; however, the treatment of each incident will hinge upon the merits of the case and will be decided upon by the principal.

1. At the first indication of a behavior problem, the teacher will arrange for a conference with the individual student. A written summary of this conference will be forwarded to the principal.
2. If the problem continues, the teacher will schedule a conference with the team and the student and the **teacher will contact the parent**. A written record of this conference and any action will be signed by the teacher and the student and will be sent to the student's parents.
3. If a serious problem arises with the student after the teacher-student-team conference, the student will be sent to the office and the parent will be notified of this problem. The student or the school will call the parents. A conference may be established with the parents to discuss the re-admission of the student to class.
4. If satisfactory results and improvement are not obtained from the above steps, or should any further trouble arise, the student will be sent to the principal for disciplinary action.
5. Should further disciplinary problems arise with the student, a recommendation for the expulsion of the student may be made to the superintendent by the principal.
6. In extreme disciplinary situations, the teacher may refer the problem to the principal immediately.

SENDING STUDENTS FROM THE ROOM

Students are to be sent from the classroom only when such measures seem absolutely necessary. For the teacher's own good, he/she should try to handle all of his/her own disciplinary problems so far as possible. When and if you do send students from the room or class, never send them to the

library but directly to the office. Be sure to notify the office immediately by intercom if a student is sent from your room. You must contact the principal as soon as reasonably possible to explain the circumstances causing the student to be sent from the room.

The placing of students alone, in the hall or in a vacant classroom is not a legal responsibility you want to assume and it is not an acceptable practice in this building. Students whom you feel need to be isolated should be isolated in the classroom or another solution used if necessary.

CLASSROOM EXPECTATIONS

Each teacher must have posted in their rooms a set of 3-4 classroom expectations that are easily read by all who enter. Keep the expectations simple, but to the point. Example would be to "Always do your best work.", etc. The building principal will be looking for these to be in place by the first day of school.

CLASSROOM CONTROL

The following are some ideas that were helpful to me in the classroom. I am sure you have used them before, but a review might be helpful in dealing with classroom control problems:

1. Know each individual student through cumulative card and health card. Have him sit where he can see and hear.
2. Maintain a neat room environment. Make an attempt to arrange the room so students can move around without disturbing one another. A smooth organization of routines should be planned and agreed upon by teacher and students.
3. Plan for the group, but consider the individual. Keep the lesson length within the attention span of the group and provide maximum opportunity for student participation. The lesson should be interesting, varied, challenging and presented with confidence.
4. Be prepared by having all necessary materials on hand. Anticipate routine needs including passing and collecting materials. Anticipate clean-up.
5. When teaching a lesson, stimulate, provide variety, use different methods of presentation, be sure each student knows what to do, allow time for asking and answering questions, and provide for slow learners and gifted children. Try to avoid asking questions which could result in a chorus answer. Instead of "Did we do that?" say "Did we do that, Bill?"
6. Obtain attention through a signal, which says, "May I have your attention, please?" Obtain undivided attention. Establish the fact that the signal is given ONCE. Never teach to inattention. Compliment those who are ready--who are really helping the group. Remember to speak definitely, firmly, with confidence and authority, yet softly. Give one direction at a time, clearly, using a minimum of words. Give

students an opportunity to ask legitimate questions. EXPECT THE BEST!

7. Get a good start. Be in your room early and make preparations to start class activities as soon as the bell rings. Do not permit any student to monopolize your time at the very beginning of a class. Establish a routine for roll taking and getting into the activities of the day. If you know what you are going to do and the students know what you are going to do and what is expected of them, the battle is half won.
8. Change your pace. It is overly optimistic to expect a group of students to give complete attention to a given line of work for an hour.
9. Teach on your feet as much as possible. Not only are you in a position to see and hear what goes on, but students can see and hear you better.
10. Be fair. Students are particularly sensitive to any injustice, real or imagined. Do not have obvious pets. Give each student a chance to gain some recognition. Marks are the pay-checks which these students receive from you for their work. Be sure the grades are fair. When a question concerning fairness or accuracy of a grade arises, nothing can be lost by discussing the matter with a student. If there is any doubt in your mind after the discussion, no harm can come in giving the student the benefit of the doubt.
11. Do not harangue an entire class. It is usually fruitless. If an entire class seems to be in error, the trouble may be at least partly the teacher's own doing. If a disciplinary matter arises in which several students are involved, you probably will be more successful in handling them one at a time. Pick the most flagrant offender first and ignore the others until you have finished with him/her. This procedure may take a little longer, but in the long run it will be worth it.
12. Reprimand in private. Accord the student the courtesy of a private dressing down.
13. Do not threaten any action which you might not be able to carry out. It is better not to threaten at all. Act! Act with consistency.

WRITING ASSIGNMENTS AS PUNISHMENT

Forcing a student to write sentences, compositions, list of words or copying magazine articles as punishment is not to be used. There can be no justification for using writing as a form of punishment. How can we expect children to enjoy writing if we use such a disciplinary technique?

EQUIPMENT/FACILITIES

ROOM ASSIGNMENTS

Room assignments are made for the purpose of giving the teacher a definite bulletin board space, desk, and storage area. It also includes the responsibility of reporting to the principal any janitorial work that needs to be taken care of in the room, pencil sharpeners, blinds, desk tops, lock, etc. Other responsibilities, which the teacher should assume, are:

1. Orderliness of material on the shelves
2. Care of desktops
3. Care of walls
4. Individual room libraries
5. Chalk/dry-erase marker and erasers

The teachers' desks often set the tenor for the student's attitude toward room cleanliness and care; therefore, it is a good plan for teachers to keep their desktops orderly and neat as possible. On the first day of school, teachers should impress upon the students the desire for neatness in the school building and in the room. Have students "pick up" around their desks at the close of each class period. Definite seating arrangements will contribute to the cleanliness of the classroom. Teachers will be responsible for the closing of windows and shutting off fans and lights at the close of the day. Establishing good rapport and understanding and appreciating the custodians will make your work much more pleasant and enjoyable.

CLASSROOM AND EQUIPMENT CUSTODY

Faculty members are responsible for equipment in their rooms or under their authority. The classroom teacher should immediately report any damage or theft of equipment to the principal. They should see that all equipment is returned to its proper place as soon as the teacher or student has finished using it. Equipment in need of repair or replacement should be reported to the principal. When leaving the building for the day, teachers should see that the windows in their classroom are locked, that lights are turned off, and the door is locked.

USE OF FACILITIES

Use of the Lincoln Elementary building needs prior approval of the building principal. All events or use must be scheduled through the secretary, in advance.

USE OF CLASSROOMS/GYM

From time to time throughout the school year a teacher's classroom, the gym, etc., may be needed for other activities (assemblies, etc.). The teacher requesting such use must notify the building principal and the teacher whose room is in question in advance of the activity. The building principal may also request the use of your room from time to time as needed. Flexibility in this area is a must.

USE OF EQUIPMENT

All teachers should know how to operate the different machines, which the school has. This includes TV-VCR-DVD, computer, overhead projector, tape recorder, copier/fax machine, projector, etc. Whenever school equipment is not working properly, please notify the office at once.

USE OF EQUIPMENT OUTSIDE OF SCHOOL

School equipment should not be taken from the building for personal use. Any equipment which is to be taken from the building must be cleared with the principal in advance.

Possession of a key that fits another teacher's room does not give permission to enter and use equipment. Specific arrangements should be made with the party responsible for the equipment.

USE OF SCHOOL VEHICLES

The school will attempt to provide transportation for teachers to attend meetings and events which are part of their school responsibilities. You must make arrangements with the principal and superintendent for the use of school vehicles. Please try to give ample advance notice.

HARRASSMENT

SEXUAL HARASSMENT - EMPLOYEES

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. 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 non-employee. Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

Subtle pressure or requests for sexual activity;

Persistent, unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by implied

or overt threats concerning an individual's employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or

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.

SEXUAL HARASSMENT - STUDENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action, including termination, of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definitions

Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

Subtle pressure or requests for sexual activity;

Persistent, unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile school environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

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; or

Sexual assault or battery as defined by current law.

Any student who believes he or 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.

PROFESSIONAL RESPONSIBILITIES

CODE OF ETHICS

No teacher is worthy of membership in their profession unless they are thoroughly imbued with a determination to render the service for which the profession exists. The following are important professional responsibilities of all teachers:

1. Every member of the profession should be a progressive student of education.
2. Every member should willingly assume his/her proportional share of the civic and social obligations of the community.
3. Every member should use only constructive criticism when dealing with others.
4. Every member should hold his/her contract inviolate unless voluntarily released by their employing body.
5. Every member should direct his/her criticism or suggestions to the principal.
6. Every member should be honest, sincere, and cooperative with their colleagues.
7. Every member should refrain from criticizing his/her predecessor.

TEACHER MEETINGS

Staff meetings will be held as needed. Staff meetings will usually begin at 3:45 p.m. Staff members are expected to attend all staff meetings unless excused, in advance, by the principal.

REPORTING AND LEAVING

Teachers are expected to be in the building by **7:55 a.m.** and to be present until **4:05 p.m.** unless they have cleared with the building principal to leave before then. With careful planning, it should not be necessary for a teacher to go to town for supplies during the school day. If it becomes necessary for the teacher to leave the building during the school day, he/she must clear with the building principal and sign out in the office.

PROFESSIONAL DRESS

All faculty are professionals and should dress as professionals. Jeans may be worn on Fridays. Other special occasions may be allowed as long as communication has been made with the principal.

STAFF IDENTIFICATION BADGES

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, who will issue a replacement badge at a cost to the employee. 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.

RESPONSIBILITY FOR KEYS

Each teacher should have a set of keys for his/her room and the building. Teachers are requested to take good care of keys. They should not be left where students may take them. Master keys will not be checked out to teachers.

TEACHER RESPONSIBILITY

Teachers should be in their rooms during class time. If a teacher needs to leave the room, he/she should find someone to supervise their students until the teacher returns. A classroom of students should always be supervised.

HALL SUPERVISION

Teachers are responsible for reporting any type of undesirable action noted in the halls. They should keep the halls clear of traffic and avoid unnecessary noise without being unreasonable. Classroom teachers should walk students to and from special classes. **Each instructor is expected to be at the door of his or her classroom or in the hall outside the door while classes are passing.** This aides in hall discipline and tends to keep the students moving. There will be some noise and we should expect students to visit, but yelling, whistling, running, pushing, or any unfriendly act should not be tolerated.

COPY MACHINES

1. No students are to run the copier, except CCCHS Classroom Aides.
2. Copier use is taken from our **building instructional budget**.

CARE OF THE BUILDING AND PROPERTY

1. School rooms should be kept as neat and inviting as possible.
2. Desks should be cleared every evening. Marker boards should be erased as soon as information on them is no longer needed.
3. Nails and tacks should not be driven into the walls. No tape or sticky hangers, etc., should be placed on drywalls. Any alterations of the room or equipment must be cleared with the principal and the work completed by the custodian.
4. Teachers should keep their desk, bookcases and storage areas neat.
5. If anything in your room needs the attention of the building custodian, be sure that the principal is notified in order that the same may receive the proper attention.

PERSONAL COMMUNICATION DEVICES

Personal cellular telephones/pagers and other digital audio and video devices 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. Use of a cell phone during the instructional part of the day needs to be approved by the building principal.

MORNING DUTY/BUS DUTY

Some teachers and staff will be assigned a duty at the beginning of the school year. They should become familiar with the day and time of the duty and be there **on time** to supervise students. Being consistently late for your duty is not an acceptable practice. **If you can not make your duty for any reason, it is the teacher's responsibility to be sure a replacement has been secured.**

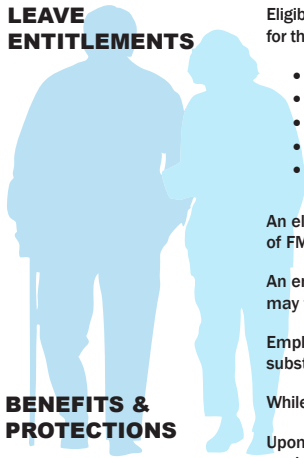
LUNCH

Teachers must know their lunchtime and pick-up time. You should not take your class early and you must be sure to pick them up on time. If teachers are late or early, it can create a problem in the lunchroom, as not enough seats are available, etc. An extra three or four minutes may not seem like much to the teacher, but it creates supervisory problems in the lunchroom. Please pay close attention to your lunch times and be sure to inform your substitute as to the procedures and times. Students should be escorted by the teacher to the lunch line. **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.**

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Optional Employee Handbook Language: Lactation Accommodations

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

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

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

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

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may

make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

KASB Optional Employee Handbook Recommendation – 6/17

NOTE: *The location selected for this purpose should have an electrical outlet or access to electricity through the provision of extension cord(s); proximity to clean water; adequate lighting; a chair and a small table, counter, or other flat surface for the employee's use; and either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.*

BREAKAGE

With numerous students about the building, accidents can happen. Accidents generally happen because of carelessness. Help to prevent accidents. If damage is sustained, students are to be held liable unless it was unavoidable.

SCHOOL SECRETARIES

The secretaries have many duties to perform. Their first responsibility is to their office duties and to the principal. They will do tasks for the staff as time permits. Please do not expect that they will be able to complete tasks for you on short notice.

COLLECTION OF STUDENT BILLS

All money collected from students must be turned in to the office for accounting purposes. This includes lost or damaged library materials, lost or damaged textbooks, broken equipment, etc. Teachers should not be collecting money and keeping it to purchase new books, etc. This money must be turned in to the central office and proper replacement items need requisitioned.

The building principal will help in the collection of bills as needed after teachers have exhausted all their efforts. It is the responsibility of the teacher to be sure any classroom bills are collected by the end of the school year. You should start in April (or before) and begin sending notices to parents for books, project, etc. money. As the year draws closer to the end, teachers should make phone calls to try to get the materials returned or paid for. Bills are easier to collect when the students have not left for the summer.