

# **Sedan JR/SR High Faculty Handbook**



**2020-2021**

**This handbook does not supersede the Board of Education.**

NOTICE OF NONDISCRIMINATION USD 286 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age as to treatment of students in programs and as to employment and provides equal access to the Boy Scouts and other designated youth groups. Persons having inquiries concerning the District's compliance with Title VI, Title IX, Section 504, the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act and the Age Discrimination Act may contact the school district's ADA and Section 504 coordinator, Superintendent at 416 E. Elm Sedan, KS 67361 620-725-3187. Those wishing to make a federal inquiry may do so at the U.S. Department of Education through the Office for Civil Rights. Contact may be made at OCR.KansasCity@ed.gov or (816) 268-0550.

## **Personnel Policies and Regulations**

### **Online Training and Policy Acknowledgement.**

Each USD #286 employee shall complete, in a timely manner, all Safe Schools online trainings required of their position, and acknowledge all district policies and procedures.

The employee should seek assistance from their immediate supervisor, or the district office, should he/she need assistance in meeting this requirement.

### **Transcripts**

An official transcript of credits for each teacher is maintained in the office of the Superintendent.

All new teachers shall file an official transcript before employment begins. All teachers are requested to file all credits that may have been earned. Salaries will be paid only when official transcripts are up to date. License Certified employees will not receive individual reminders from the district office of when they must renew their license. Renewing a license is the employee's personal and professional responsibility. All certified staff members of the district should receive quarterly reminders through e-mail similar to the information shown below through PDC at Greenbush.

### **“Do you know when your certificate/license is up for renewal?”**

Information can be found on-line by visiting the Kansas State Department of Education's website at [www.ksde.org](http://www.ksde.org). Click on “TEACHER LICENSURE”, then “LICENSE LOOKUP”. Enter a social security number (without dashes) or Teacher ID Number, and the last name on current license. The information on file with KSDE will include endorsed areas, date of issuance/expiration.

### **DO YOU KNOW WHAT YOU MUST DO TO RENEW YOUR CERTIFICATE/LICENSE?**

Check your current certificate/license. Specific information printed on the certificate/license details what must be submitted to KSDE for renewal. If you are planning on taking courses to renew a certificate/license, remember that only graduate credit that is in your professional field may be used.

The teachers' license shall be submitted at the earliest possible date. This includes all new teachers and other teachers whose license is new. Salaries will be paid only when a current license is filed in the District Office or when the license renewal is shown as being processed on the KSDE website. Failure to maintain a current professional license may result in termination of employment.

## **Confidentiality**

We are obligated by law to protect students' right to privacy by keeping all information related to students' education records confidential. We cannot discuss a student's academic progress or behavior with anyone other than his or her legal guardian, unless otherwise allowed under state or federal law. Reference Family Educational Rights and Privacy Act (FERPA) and BOE Policy Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW; Washington, D.C. 20202-4605

## **Child Abuse/Neglect Reporting**

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials.

The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. DCF or Law Enforcement Access to Students on School Premises.

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation. Cooperation between School and Agencies Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform. Reporting Procedure The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made. If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report. If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition. Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

### **E-mail Privacy Rights**

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

### **Social Media**

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, USD 286 has established the following guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media for professional use.

### **Professional Social Media Accounts**

- Professional (school use) social media accounts must be approved by the building Administrator or employee's supervisor.

### **Responsibility:**

- Employees using social media are responsible for their words and actions.

### **Protect confidential and proprietary information:**

- Do not post confidential or proprietary information. This includes information that may become public, but has not yet been announced or posted.
- Employees who share confidential information do so at the risk of disciplinary action.
- Federal requirements such as FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Information Privacy Protection Act) and COPA (Children's Online Privacy Act) as well as state regulations apply to social media use.

**Respect copyright and fair use:**

- When posting, be mindful of copyright and intellectual property rights.

**Don't use USD 286 District images for endorsements:**

- Do not use any Chautauqua County Community School or district name, logo or image to promote a product, cause, or political party or candidate.

**Terms of service:**

- Obey the Terms of Service of any social media platform employed.

**Think twice before posting:**

- Privacy does not exist in the world of social media.
- Consider what could happen if a post becomes widely known and how that may reflect both on you and the school district.

**Use good judgment:**

- Remember that what you write is public. You should always assume that it will be read by the board of education, superintendent, principals, co-workers, parents, students, the school community, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post.
- Be careful that what you write would not impair your ability to work with your co-workers, students, parents or other members of the school community.
- If you have identified yourself as a USD 286 staff member on your site, anything you post reflects on your school district position. It should be clear that the views expressed on your site are not necessarily those of USD 286.
  - Remember that what you write, even if retracted, is archived and can be with you longer than you might expect.
- Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes students, employers, colleagues, and peers. Consider this before publishing.

**Be respectful:**

- Don't use ethnic slurs, personal insults, obscenity, or engage in conversation that would not be acceptable in our workplace.
- Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor.

**Strive for accuracy:**

- Get the facts straight before posting them on social media.
- Review content for grammatical and spelling errors. This is especially important if posting on behalf of a school or the school district.

**Inappropriate content:**

- If you discover inappropriate content, please contact a district administrator or technology direction immediately.

## **TEACHER WORK DAY**

The teacher workday is defined in the master agreement. It is from 7:40 a.m.-3:40 p.m. Teachers must sign in and out at the main office. If circumstances require that you depart from the schedule occasionally, please visit with Mr. Rieschick in advance. Please let the office know if you are leaving the building in case we need you for something!

## **PROFESSIONALISM**

As a teacher, all eyes are on you in the community. It is our desire to be considered as "professionals" and in assuming this role we should keep in mind the following:

- Insist that students call you Mr., Miss, or Mrs. - no first names or last names only. It is also better for faculty to avoid the use of first names among themselves when *students are present*.
- Teachers are not to talk about controversial school issues in the presence of students or where they are likely to be overheard by students.
- Do not discuss one student in an unfavorable light with other students.
- Do not discuss a student with a teacher where students can possibly overhear you.
- To degrade fellow staff members or administrators openly is unprofessional. As members of the same team, we must have enough respect for each other to talk about our differences face to face in a professional manner.
- Do not try to be "one of the kids." They do not want that, nor do they respect it. They are looking for role models. It should be our aim to be good models.
- A good teacher works hard to earn respect--and to keep it. He/she understands the difference between being liked and being respected. It is this understanding that keeps him/her from moving in the wrong direction to get respect. He/she recognizes that there is a direct relationship between the degree of respect earned and his/her degree of effectiveness as a professional teacher.
- A professional teacher realizes that all human beings and institutions make mistakes; school and co-workers are no exception. We must not degrade each other for our mistakes or air our 'dirty laundry' in public. Instead, we must work together to be the best we can be, learning from our mistakes.

Remember that all educational positions of employment were created because of the learner. Our professional efforts, especially individual and faculty decisions must be based first upon what is best for the learner and/or for the school. If we forget this fundamental, then we are no longer professionals.

## **APPEARANCE/ DRESS CODE**

Staff members will dress in professional attire. Please read the student handbook and model appropriate dress for our students. Fridays can be "casual". You may wear jeans on Friday's, but will only be allowed to wear a T-shirt, if it is a Blue Devil T-shirt. Let's have some school spirit and pride!!! The principal will notify the faculty of exceptions (during "Spirit Week," etc).

## **GUIDELINES FOR EFFECTIVE STAFF COMMUNICATION**

We must work together if we are going to meet the educational needs of every student at USD 286. It is important that all staff members understand the importance of everyone else's contributions to the excellence of our school. When one part of our school doesn't function well, it adversely affects the whole organization. Please note the following:

- Check mailboxes and E-Mail when arriving at school, during planning and lunch periods, and before leaving the building for the day.
- Visitors or telephone calls will not interrupt teachers and students from instruction, except when absolutely necessary. People calling during instructional time should be prepared to leave a message unless it is an emergency. Please do not allow family/friends to call on your plan/lunch period each day on the school phone.
- When problems or concerns arise, communicate directly with the person(s) involved and/or the administration. Gossip will not be tolerated.
- Be a “team player.” Let's support each other and encourage our fellow staff members. You chose SHS to work; therefore, you need to support the teachers, staff, and administration, especially in public.
- Please keep the principal informed as necessary.

## **COMMUNICATION WITH PARENTS**

Continuous communication with parents is vital to success in the classroom. Parents and teachers need to form a partnership, striving to work together for the common good of the child. ALL teachers will be required to contact the parents of each student in their Seminar class **within the first two weeks of school.** These conversations need to be very positive, this is your chance to start off on the right foot.

## **INSTRUCTION**

Research shows the most effective teaching takes place during the first 5 minutes and the last five minutes of a class. Please be prepared to engage the students immediately and teach to the end of each class period. Every class should have some type of bell ringer each beginning of a class period. You have the biggest impact on student learning, so constantly work on your craft and become the best educator you can be.

Teaching is decision-making. It has been estimated that teachers make 5,000 teaching decisions daily related to content, learner behaviors, and teacher behaviors. Since teaching is relatively situational, teacher decisions should be based on the question, "If I do this, will it help or interfere with the intended learning?" The probability that intended student learning will occur increases when teacher decision-making is based on effective teaching research. Closure is an important part of the instructional day. This is a time, just as in any lesson, to summarize and review the main ideas from the day's instruction.

## **CLASSROOM LIABILITY AND SUPERVISION**

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 (unless you have been relieved by another certified teacher; use paras to watch your class only in emergencies). Remember, you are liable for your actions or failure to act under certain circumstances.

Our professional duty requires us to supervise those students for whom we are personally responsible. The Tort Liability Act reinforces the position that instructors are not to leave students unsupervised.

Base your decision on sound judgment and concern for students.

- All teachers are actually supervising anytime they are on our school grounds or at a school sponsored activity.
- Our rule of thumb is simple: Correct the situation on the spot, but do not provoke the situation.
- Do not tolerate disrespect from a student, but at the same time, do not be disrespectful or discourteous toward students. Keep in mind that we are the professionals.
- Supervision is a team approach. We must all work together to maintain the proper atmosphere.
- It only takes one teacher to not do these things to break down the “system.”

## **EARLY MORNING SUPERVISION**

We will be using a rotation schedule for early morning duty. If you are on duty outside, please be visible. See the rotation schedule at the end of the handbook.

## **AFTER SCHOOL SUPERVISION**

We will be using a rotation schedule for after school supervision/duty. One teacher will be at the new gym parking lot and one teacher between the south end and the front entrance. Please try to get away from class as quickly as possible after the bell. Stay until most of the traffic has left the school grounds (or until the duty day ends). Students are expected to go directly home after school unless engaged in an activity directed by the teacher.

## **HALL SUPERVISION**

Teachers shall be in their hall or at their classroom door when students are coming to or leaving their classroom. We all need to work together to monitor the halls, make sure to treat students with respect and to keep our halls clean.

## **TIPS FOR SUCCESSFUL DISCIPLINE**

- Document the behavior. Know our policies and procedures on discipline.
- Focus on the behavior, not the individual
- Establish your class rules and post them. Remember the rules are for all students. The shorter the list of rules, the more leeway you have in enforcement.
- Be consistent. Be sure your consequences fit the crime and follow Sedan Jr./Sr. High policies.
- I suggest taking a kid to the side or stepping into the hallway (with your door open and where you are able to see the other kids) to discipline a student. Never publicly reprimand a student.
- Give positive reinforcement for acceptable behavior.
- Communicate with parents. Keep a phone log of any calls made to parents. Be sure to follow up with the parent on any improvements in behavior since the discipline problem occurred. Document the conversation with the parent.
- Don't take things personal.
- Be reasonable in what you say and do. Would you say it in front of your mother? Would you want it said to you or your child?
- Talk to the offending student. Never argue with them. Be a good listener also. Look for reasons behind the behavior. Don't use sarcasm.
- Plan good lessons and teach to student learning styles. If they are busy you will have far less discipline problems.

## **REPORTING STUDENT PROGRESS REGULARLY TO PARENTS**

Teachers are expected to send students' completed work, both daily work and tests, home on at least a weekly basis with the students. In order to encourage parents to review student's work, teachers may request that parents sign and return certain work. (If you do this for "points" it can only be "extra credit;" non-participating parents cannot negatively affect a student's grade). Each teacher is expected to be sure parents have been notified if a student receives an "F" for the nine weeks. Communication is key!

## **DETENTIONS**

A designated person will be supervising after school detention in their classroom each day from 3:35-4:00.

### **What warrants a detention?**

Detentions should be used for disruptive behavior or work not turned in (defined as "unprepared for class" in the discipline grid). A detention should not be the first step in your classroom; it should be the last (barring an



office referral). If you write a detention for a behavioral issue, I expect you to call the parents the same day. Document the behavior and document the conversation with the parent.

Here is the logical order of progression that should occur before a detention is ever given:

- 1) Talk the incident over with the student, keeping them after school during your contractual “duty time,” from 3:30-3:40.
- 2) Contact the parents about the behavior/incident.
- 3) Document all of this.
- 4) If the incident occurs again, a detention is warranted.

Please note that when filling out a detention, one of the copies will go directly to the parent, so it needs to be detailed enough that parents can understand why the student received the detention (and legible).

Open-defiance (first offense) will be more than one detention. If it persists in the classroom it should be an automatic office referral. I would rather you call the office first to see if I am available and I will come to your room. If not, fill out the form, call Mrs. Doty, and let her know you are either bringing a student to the office (if you have someone covering your class) or you are sending him/ her.

Detentions are written and sent to the office after you have gone through your discipline steps. Have them to the office by 7th period. If a detention is given during 7<sup>th</sup> period, send it to the office the next day, pushing the detention to a day later than when you turn it in. Always assign the detention for the next school day. Keep the bottom copy for your records and send the top two copies to the office. Each student visit to the principal will be documented. When writing a detention, send it to the office in an envelope. Mrs. Doty will type a label for the address. We want everything from the office to be typed, as it looks much more professional.

### **PROCEDURE FOR SENDING STUDENTS TO THE PRINCIPAL**

In cases of severe disruptive behavior, a student should be removed from the classroom and sent to the principal. (I would rather come get them if I am available). The student should bring with him/her the form explaining why the student is being sent to the principal (except in extreme situations). In less severe situations, the principal should be the last consequence. *It is crucial that teachers document ALL behavior problems. This will only help us in the future.*

### **DAILY BULLETIN**

If you want to put something in the daily bulletin, get it to Mrs. Doty by noon of the previous day. The preferred method is for you to send your item to Lisa on e-mail, with your item followed by your name. Then she can simply cut & paste your item.

### **PERSONAL LEAVE**

Please note the proper way to put in for leave:

Talk to your building principal **BEFORE** submitting a leave form. Mrs. Doty will have the leave form available in the main office.

### **DISCRETIONARY LEAVE**

**Emergency:** Please follow these procedures if you are sick the morning of (or night before) school:

- Call Lisa Doty (home# 620-725-5228 or cell# 620-330-6002) by 6:30 a.m.
- Fill out a leave request- (Mrs. Doty will have them in the main office)

**Non-Emergency:** Fill out a leave request and email Mr. Rieschick that you will be gone for planned leave please give at least 3 day advanced notice. Mrs. Doty will request the substitute teacher for you in advance.

## **SUBSTITUTE TEACHER'S FOLDER**

Each teacher will have a substitute folder (on file in the office) containing class roster, seating chart, class schedule, lunch procedure, attendance procedure, and classroom rules and regulations. Please be “specific” with this information; it should be written specific enough that any adult could pick up the folder and understand the daily routine. Please have someone other than a teacher (someone that doesn’t know your daily routine) proof read it. Make sure all folders are up to date. New teachers will need to get folders in ASAP. This folder should also contain activities to do if the substitute “runs out of material.” There is nothing worse than when a teacher doesn’t leave enough material for the substitute teacher. These folders will go to the substitute when you are absent and will be returned to your mailbox. You will be responsible for updating it (new roster if the substitute used it) and returning it to Mrs. Doty.

## **PLAN PERIOD**

The Teacher’s planning period will be used in a manner, which will best benefit the teacher in performance of duties. These periods, which are a part of the school day, normally shall be spent in planning, counseling students, contacting parents, or educational activities of the instructor. However, if the instructor needs to use this planning period for personal activities that requires time away from the building, permission of an administrator must first be obtained. Certified staff will sign out of the principal’s office prior to leaving the building and sign in upon returning to the building during the planning period.

## **REQUIRED LESSON PLANS AND TEACHER IMPROVEMENT PLANS**

Good lesson plans are key to successful teaching. All of you understand the need to use best teaching practices and to structure time effectively, good lesson plans will allow you to take it a step further and have adequate documentation of what is (and has been) taught throughout the year in your class.

Lesson plans will be required each week of the First Semester for all new teachers to the district. These lesson plans will be due on Friday by the end of the day for the first semester. Following the completion of the first semester, the principal will hold a conference with each new teacher individually to decide if lesson plan documentation will continue for the second semester. Keep one copy of the lesson plan for yourself and put a copy in Mr. Rieschick’s box.

USD 286 will use KEEP evaluations; therefore all teachers evaluated will be evaluated using the KEEP model. However, Mr. Rieschick will meet with and observe all teachers throughout the school year. Each teacher will develop individual goals and a plan for improvement. These goals and improvement plans are to be individual and ongoing, as we must all strive to continue growing and improving as educators.

## **PLEDGE OF ALLEGIENCE**

A student will lead students in the Pledge each day following the 8:00 bell.

## **ROLL CALL/ATTENDANCE**

**Teachers will submit attendance via Power School with the first 5 minutes of class**

Physical Education classes will need to send a student with attendance to the office each period. First period is the most crucial period to take roll. If we see a student is not here of a morning, Mrs. Doty calls their house. This needs to be before 1<sup>st</sup> period is over. If you neglect to take attendance, Lisa will call and interrupt you class; if this becomes a habit the principal will intervene.

## TEACHER EVALUATION

The principal is responsible for evaluating both certified and classified staff members.

The purposes for evaluating teachers are:

- To improve teacher effectiveness in promoting desired student learning.
- To provide a climate of professional growth and evaluation.
- To measure the degree in which performance criteria are achieved.
- To meet the requirements of both state law and Board of Education policy.

According to Kansas Law teachers will be evaluated according to “time in district”:

One Year	Once per semester by the 60 <sup>th</sup> school day of semester
Two Years:	Once per semester by the 60 <sup>th</sup> school day of semester
Three Years:	Once per year by February 15 <sup>th</sup>
Four or more years:	Once every 3 years by February 15 <sup>th</sup> of the year in which the employee is evaluated

As we continue to transition to the “Common Core” we will begin using KEEP evaluations. The school year will be a great opportunity to better understand the KEEP process. The principal will communicate to teachers whether they will be formally evaluated during the school year.

## TEACHER OBSERVATIONS

While not all teachers will be formally evaluated during the school year, all teachers will be observed on multiple occasions. The following will be documented in each walk-through observation:

- Standards are posted
- Prior knowledge is activated
- Higher level questions are being asked and answered
- Relationship have been built
- Checking for understand
- Accountable talk is heard
- Respect is evident

## FIRE & TORNADO DRILLS

The State of Kansas requires one fire drill/ month and three tornado drills (two in the spring).

All faculty and staff will be familiar with the procedures to evacuate the building quickly, quietly, and in an orderly manner. *All teachers should take a roll call of their classroom members immediately following the evacuation. This number should include you and your students. This will need emailed to Mrs. Doty immediately following the drill. Exception to the rule; If Mr. Hill or Mrs. Doty are with you in the drill, they will ask you in person, “how many did you have?” and you can give them the number.*

**Conduct during drills:** It is imperative that students are quiet during the drills. They need to move in a single file line to where they are exiting or taking shelter. Teachers must make sure this is occurring. Do you lead or follow? I would recommend following closely. The students should know the way if you have practiced accordingly.

## FIRE DRILL

- Junior high should exit from the West Doors and proceed to the New Gym
- High school will exit from the East, South, and Main Entrance and proceed to the New Gym
- If in the Auditorium, exit from the North Entrance and proceed to the New Gym
- If in the New Gym, evacuate to the Auditorium

## **TORNADO DRILL**

Everyone should proceed quietly and quickly down the stairs. When they reach the first level, they should:

- Line up facing the wall; do not stand in front of the door.
- Once everyone has cleared the stairs, students nearest the wall should sit down on the floor covering the back of their necks with their arms.
- As each line of students is seated, the next line should repeat the process until all are seated.
- Students and teachers must keep all noise down to listen for directions once we are all settled in.
- In the New Gym, FACS or Shop go to the locker rooms

Should parents wish to pick their child up during inclement weather, they should check out through the office.

## **Crisis Drills**

Information is provided in crisis plan packets.

## **CALENDAR - WEEKLY/MONTHLY ACTIVITIES**

The official school calendar is kept by the administration. An event is not officially scheduled until it is approved and placed on the administration's calendar.

Teachers wishing to schedule events are to follow these procedures:

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

Mrs. Doty will have Mr. Rieschick's calendar available to see if dates/times are available for meetings, conferences, etc.

## **CELL PHONES**

This year we are allowing students to use their cell phone only during lunch. Lead by example; teacher cell phones need to be turned off or put on "silent" mode during the workday. Please keep these out of sight. Occasional use during your plan time is acceptable. Use of the cell phone during class is not. Please inform the principal if there are circumstances in which you need your cell phone left on in the classroom (family emergencies, such as illness, etc.). Please request that your teacher aide's or para follow the same cell phone policy as you do.

## **CUSTODIAL SERVICES**

The custodians are an essential part of every school system. Their job is no less demanding than that of the professional staff. The custodians will have somewhat of a scheduled routine each day, but will have time to attend to various daily needs as they arise. All requests for custodial services will come through the principal's office. All requests by the custodians that affect other staff shall come through the principal's office. Any irregularities in this procedure should be reported to the principal.

We want SHS to be kept as clean as it is on opening day throughout the entire year. If you see a student drop something, ask them to pick it up. The principal will address this with our students the first day of school.

## **TEACHERS' WORKROOM**

All staff members who use the workroom will be responsible for keeping the area clean. Students should not be in the workroom.

## **FACULTY MEETINGS**

Faculty meetings will be scheduled as needed. We need to use this time productively and these should be meetings, not debates. If you disagree with someone please set up an appointment with that person to discuss the disagreement instead of cutting into our valuable time at the meeting to do so.

## **COPYRIGHT LAW**

Each staff member will be given a copy of the current copyright law. It is imperative that we follow the letter of the law. Students are not to be sent to the teacher's workroom to make copies. Teachers need to make copies on their planning period or before and after school.

## **PARTIES/ REFRESHMENTS**

No parties will be held by the students/teachers without the principal's prior approval. No refreshments are allowed in the classrooms without prior approval of the principal. No drinks for students in any rooms (other than water). Students may eat second chance breakfast between 1<sup>st</sup> and 2<sup>nd</sup> hour. Please allow time for them to finish.

## **SUPPLIES**

Teacher supplies are in the back room of the main office. If you need something, Mrs. Doty will have a checklist of your items. Please, do not abuse this resource.

## **MAINTENANCE REQUESTS**

Please e-mail Mr. Rieschick all maintenance requests or fill out on the online request link.

## **OFFICE KEYS:**

There is a box in the back room of the main office. If you need a key, Mrs. Doty or myself will check them out individually. Do not get a key with out checking it out!

## **E-MAIL POLICY**

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

**COVID Information:** Please refer to the following charts or websites.

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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# COVID-19

## CORONAVIRUS vs. COLD vs. FLU vs. ALLERGIES

SYMPTOMS	COVID-19*	COLD	FLU	ALLERGIES
<b>Fever</b>	<b>Common</b> (measured at 100 F or higher)	<b>Rare</b>	<b>High (100-102 F), can last 3-4 days</b>	<b>No</b>
<b>Headache</b>	<b>Sometimes</b>	<b>Rare</b>	<b>Intense</b>	<b>Sometimes</b>
<b>General aches, pains</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>No</b>
<b>Fatigue, weakness</b>	<b>Sometimes</b>	<b>Slight</b>	<b>Common, often severe</b>	<b>Sometimes</b>
<b>Extreme exhaustion</b>	<b>Sometimes</b> (progresses slowly)	<b>Never</b>	<b>Common (starts early)</b>	<b>No</b>
<b>Stuffy nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Sneezing</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Sore throat</b>	<b>Rare</b>	<b>Common</b>	<b>Common</b>	<b>No</b>
<b>Cough</b>	<b>Common</b>	<b>Mild to moderate</b>	<b>Common, can become severe</b>	<b>Sometimes</b>
<b>Shortness of breath</b>	<b>In more serious infections</b>	<b>Rare</b>	<b>Rare</b>	<b>Common</b>
<b>Runny nose</b>	<b>Rare</b>	<b>Common</b>	<b>Sometimes</b>	<b>Common</b>
<b>Diarrhea</b>	<b>Sometimes</b>	<b>No</b>	<b>Sometimes**</b>	<b>No</b>

For more information: [www.kdheks.gov/coronavirus](http://www.kdheks.gov/coronavirus)

\* Information is still evolving.

\*\* Sometimes for children.

Sources: KDHE, CDC, WHO, National Institute of Allergy and Infectious Diseases, American College of Allergy, Asthma and Immunology.

What to do if you are sick? Please refer to the CDC.org site for additional information.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>



## Comprehensive Tobacco-Free School Grounds Policy

The following policy was approved by the Kansas State Board of Education on December 10, 2019. The Kansas State Board of Education encourages Kansas school districts to adopt and implement this Comprehensive Tobacco-Free School Grounds Policy.

**Students and Staff:** The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

**Visitors:** The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

*The following definitions apply to this policy.*

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

*Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.*

Kansas leads the world in the success of each student.

