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# **SECTION I**

# **PERSONNEL**

**Personnel**

**Building Principal: (Grades K-12)**

1. Matters of curriculum and master schedule.
2. District requisitions and accounting.
3. Supervision of instruction, grading and reporting.
4. Teacher assignments and appraisal.
5. School property and inventory.
6. Field trip requests.
7. Monitor attendance.
8. Student discipline.
9. Serve on various district committees.
10. Monitor student eligibility.
11. Approve textbook adoption.
12. Arrange for substitute teachers.
13. Arrange for graduation and commencement ceremonies.
14. All other matters not listed under other school personnel responsibilities.

**Head Teacher: (Two positions)**

1. Complete duties as assigned by building principal.
2. Accept all administrative responsibility when building principal is off school property.

**Athletic/Activities Director's Responsibilities:**

1. Arrange schedules for all interscholastic contests.
2. Employ officials for all non-varsity level events.
3. Communicate with the league commissioner concerning all matters relating to employment of officials and any problems related to officials.
4. Make transportation arrangements for athletic teams, including determining the time students are dismissed from classes.
5. Prepare a yearly athletic budget for each sport after receiving input from coaches.
6. Oversee bidding and purchasing of equipment, uniforms, and supplies, including training room needs, with the principal having final approval.
7. Operation of game supervision.
8. Set up schedule to conference with each coach regarding what coaches need before, during, and after each season.
9. Obtain and schedule workers for each home event.
10. Monitor student eligibility. Weekly eligibility updates will be provided to coaches, teachers and parents.
11. Arrange for students meals (school lunch) if students need to leave before regular lunch schedule.
12. Arrange for students meals (sack lunches) for away contests.
13. Develop and supervise the master activities calendar.
14. Attend league meetings.

**Counselor:** The counselor's primary duty and concern is to work with students.

1. Supervision of the testing program.
2. Cumulative records.
3. Check seniors to insure that graduation requirements are being met.
4. Provide students with scholarship information.
5. Counsel students regarding post-high school education.

**School Secretary:** One secretary is employed by the Attica Public Schools. While our secretary will try to help you out when possible, she does have a full time job and responsibilities for which she is accountable; therefore, she cannot serve as a personal secretary to each teacher.

Secretary's responsibilities:

1. Receptionist.
2. In charge of the intercom.
3. Activity fund accounting and building level instruction fund accounting.
4. Key inventory for high school office.
5. Correspondence for staff members and students.
6. Morning bulletin
7. Appointments and general calendar supervision.
8. Student registration, monitor attendance, and grade card distribution.
9. Preparation of athletic/activity programs and end-of-year certificates for banquets.
9. Other duties as assigned.

**Elementary Building Aide:** Posses the necessary education that are required for the position with which they are assigned. Previous experience is desirable but not an absolute requirement.

Elementary Building Aide responsibilities:

1. Assist the Kindergarten teacher with classroom duties as assigned by the teacher.
2. Assist librarian with monitoring of elementary library checkout and checkin of library books and assist in any other way per request.
3. Monitor students in lunchroom prior to the start of school and maintain breakfast roster of students eating and a high school lunchroom roster of students eating and turn in to the clerk for daily calculations. Lunchroom supervision begins at 7:30 a.m.
4. Assist other elementary teachers as time allows.
5. Perform any other duties as assigned by the administration.

**Custodians:** Custodians are an important phase of the education process. Please help these employees as much as possible by keeping rooms picked up of trash. If you have something that needs the attention of the custodian, please fill out a work order form and submit it to the principal. Of course, emergencies should be reported directly to the office, or they may be reported to a custodian.

# **SECTION II**

# **PURCHASING**

**Purchasing**

**District Activity Fund Purchases:** Purchases from the activity funds must be approved by the sponsor of the activity. The superintendent has final accountability for the expenditures of these funds. Any questionable purchases should be cleared with the principal before the purchase is made. Requisition forms are available through the school office. Receipts should be kept and turned in with a requisition if reimbursement is to be made. Budget freezes may be implemented at any time within the school year.

**District Purchases:** Purchases from the district's instructional, activity, or capital outlay fund should follow the outlined procedure:

1. Complete the requisition form and make a copy to keep for your records.
2. Send the requisition form to the superintendent's office. Include justification for the purchase.
3. The requisition sheet is then sent to the Board of Education office.
  - a. The Board Clerk will issue the purchase order.
  - b. A copy of the purchase order with the requisition sheet is retained in the Clerk's office—This confirms that the order has been made.
4. When merchandise is received. It is checked in by the Board Clerk to confirm the status of the order—filled, partially filled, or if it is to be returned for some reason.

Please look for, keep, sign, and give to the Board Clerk any invoice or packing slip. When receiving large goods from any trucking company, please inspect for damage. If the driver will not wait, note on the invoice you sign that there may be damage.

**District Reimbursement:** When reimbursement is appropriate, please submit a requisition to the principal listing yourself as the vendor. Attach receipts for all expenses. Checks from the board office will be available following the next board meeting, provided the bill was submitted prior to the deadline for paying board bills.

**Activity Fund Purchasing:** All purchasing must be cleared by the superintendent. A requisition is to be filled out on each purchase. Purchase tickets must be returned when items are purchased for cash. The superintendent is to sign all requisitions.

The following rules are good to remember regarding purchasing:

1. For every purchase you make for your organization: **FILL OUT A PURCHASE REQUISITION.** This form identifies you as an agent with authority to charge to that organization.
2. Do not use the school charge account for personal items.
3. Always return a signed invoice to the office and show the requisition number on the invoice.
4. Payment can be made only by the office to the vendor, with the vendor's bill in hand.
5. Do not cash checks made payable to this school.
6. Your final financial report must balance receipts against deposits in the office. **RECEIPT ALL MONEY YOU RECEIVE.**
7. All accounts are to show a balance of not less than 0 (zero) dollars.

**Activity Fund Reimbursement:** Reimbursement for approved expenses will be made after a claim voucher has been presented. Allow one week for payment. Receipts must be included.

# **SECTION III**

# **DISCIPLINE**

**Discipline**

**Staff Authority:** Students are under the authority of any staff member of Attica Public Schools any time they are on school grounds or at a school sponsored activity at home or away.

1. **CLASSROOM TEACHERS ROLE IN DISCIPLINE:** The classroom teacher will be the primary disciplinarian of his/her classroom. Student or parent's questions concerning the operation of individual classrooms should be made directly to that instructor.
2. **ALL TEACHERS ARE DISCIPLINARIANS:** Each teacher assigned to our school has been given authority to correct students for misbehavior. Teachers will monitor the halls, playgrounds, restroom, cafeteria, lobby, etc. during the school day.
3. **CLASSIFIED PERSONNEL:** All classified personnel should report acts of misbehavior to the classroom teacher, teacher on duty, and/or building principal.
4. **PRINCIPAL'S ROLE IN DISCIPLINE:** The principal will assist the teacher in carrying out discipline procedures when requested by the teacher. The teacher should exercise all available avenues before sending a student to the Principal's office.

**Planning for Good Discipline:** Teachers will use the district and building principal approved classroom discipline rules.

**Teacher Supervision:** As a teacher you are charged with the responsibility of teaching. Unfortunately teaching includes the performing of tasks that are not always a direct part of classroom instruction. One of these tasks is supervising students. We are responsible for the welfare of our students, and the state laws hold us as teachers and administrators liable for all times that students are under our supervision. The following guidelines should help in defining what your responsibilities are:

1. Do not leave your class unattended except in extreme emergencies.
2. Be on time to the start of each class.
3. You are actually supervising students when you and students are on school grounds or at school sponsored activities.
4. Do not tolerate disrespect from students, but at the same time do not be disrespectful or discourteous to students—you are the adult and the professional educator.
5. Most of the time, your presence will discourage problems or misbehavior—good teachers just happen to make an appearance when trouble seems imminent.
6. Many times students will respond to a simple request to stop certain actions; your requesting them to stop is the first step in positive discipline.
7. Each teacher must take the responsibility to take care of school furniture and equipment.
8. Running in the halls, kissing & necking, pushing, shoving, scuffling, fighting, and hollering are not allowed in the school. Hallway discipline is everyone's responsibility.
9. It is every teacher's (7-12) responsibility to be out in the hall and visible during passing periods, before and after school, and during lunch hour. Your presence in the hall will discourage inappropriate behavior.
10. Address and confront problems with students when they occur. If students do not respond, please contact the administration.

**Supervision is a team approach. We must work together to have positive, consistent building discipline. One of the quickest ways to erode staff morale is for one of us to turn his or her head to avoid addressing problems. To do so puts those teachers who address problems in an unfair light with students. No one wants to be seen as the "bad guy" for addressing problems; but that is what happens when we do not work together to have consistent building and classroom discipline.**

**Restroom Supervision:** If you see restroom problems, please address them appropriately, and if necessary involve the administration. Restrooms are not places to socialize. Any graffiti should be reported so that it can be removed. Please limit permission given to go to the restroom and monitor the time that students are in the restroom.

**Playground Supervision:** Teachers from their class grades will supervise children on the playground during all recesses. Grade level teachers will work out the details of the supervision.

**Building Supervision:** The sponsor must supervise any activity in the school building.

**Items of Distraction:** When a student brings any item to the classroom that distracts from your teaching or interrupts the educational process, it is your right and responsibility to have that students remove the distracting item. If clothing is the distraction send the student to the Principal.

**Steps in the Discipline Procedure:** Discipline is necessary for the educational process to occur. Discipline is necessary for the safety and welfare of all students and staff in school. It is important that we strive to teach self-discipline.

The following steps should help in dealing positively with possible negative situations.

1. **Address the problem.** A one-on-one conference with the student will let him/her know that their actions are not appropriate.
2. **Parent contact.** If your initial contact does not solve the problem, the next step is to contact the parents. When contacting the parents, it is often helpful to begin by asking the parents for their help and input. **PLEASE KEEP THE PRINCIPAL INFORMED OF ALL POSSIBLE PROBLEMS.**
3. **Office referral.** If the first two steps do not correct the situation, it is time to inform the Principal about the student's situation. The Principal may have information about the student that may help in working with the student.

When the student is sent to the office, the following will happen:

- A. A complete referral form will accompany the student.
- B. The Principal will talk with you if there is any question about the referral.
- C. A conference with the student will be held; parents may be notified and a referral form may be mailed home.
- D. The Principal will be informed as to what happened by the end of the next school day.

**Written Documentation:** It is very important that the teacher document all of the above conferences and incidents when they occur. Any office referral must include a written referral.

The above process does not apply to those incidents that are extreme. When you have a students who is guilty of blatant insubordination, gross disrespect toward you or a student, extreme use of profanity that is directed toward you or a student, fighting or inciting a fight, obscene gestures, intentional damaging of school property, or other similar acts, you must take steps to get the administration involved immediately.

**Detention-Student detention for classroom needs (K-12):** If there is a need to retain a student after school hours, give the students twenty-four hours notice so their parents can be notified. Detention can be served either before and/or after school.

**Corporal Punishment:** Please refer to the Principal and Board policy JDA.

**Remember-Students do not have the right to keep you from doing your job of teaching and they do not have the right to interfere with the educational process.**

# SECTION IV

## GENERAL INFORMATION

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

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

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

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

All doors are to be locked. Teachers are to secure their room before they leave each day. This includes close windows, turn off lights, and lock the classroom.

Do not duplicate keys. Anytime you enter or leave the building after hours or on weekends, make sure the door is closed, latched and locked behind you.

All programs are to be supervised by district employees. If students are in the weight room unsupervised, please ask them to leave. Then lock all doors to the weight room. Coaches should inform athletes to stay out of the main part of the building. Books, etc. should be taken to practice each day. Coaches are to remain in the building until the last athlete has left for the evening.

**Building Alarm/Code:** The school building has an alarm system. Therefore, staff members entering the building after hours should enter the building through the front (northwest) high school doors.

Please sign in upon entering the building. This is to notify others that you are in the building. Please sign out when you leave. This is to inform the last person leaving the building to reset the alarm.

**Office Area:** We request faculty to respect the work area of the office behind the counter area. Please ask for assistance when you need supplies, money, or access to the vault or storeroom.

**Workroom:** The workroom is available for staff use. The only students who should have access to the workroom are office aides, who at the time they are in the workroom, are working for the office as an aide. Groups of students should not be in the workroom unless their teacher accompanies them.

**Closing of School:** The schools of USD #511 will not open on those days that school buses cannot travel the assigned routes. Announcements closing school will be made via radio and television. Teachers will be notified by the use of a calling tree. The calling tree sheet will be handed out early in the year. The superintendent of schools determines when schools will be closed due to weather.

The following radio and television stations will carry school-closing information for USD #511:

**Radio Stations**

KWLS-FM (93.1)  
KZSN-FM (102.1)  
KFDI-AM (1070)-FM (101.3)  
KKRD-FM (107.3)  
B98-FM (98.0)  
KRBB-FM (97.9)  
KRZZ-FM (96.3)

**TV Stations**

KSNW channel 3  
KAKE channel 10  
KWCH channel 12

**Computer Lab:** We are fortunate to have a computer lab in our school. Teachers are encouraged to make full use of this facility. It is also necessary to conserve paper in the computer lab. Please instruct students to send a document to the printer only once. This is a commonly made error that results in a great deal of waste. If the document does not print, ask for assistance.

While the computer lab is an excellent addition to our facility, it does present another avenue for plagiarizing and cheating. It is easy for students to share disks or copy material from one disk to another. Please work with your classes as it relates to integrity and responsibility in this area.

**Copy Machine Use:** When using the copy machine, please be conservative in the use of paper. Using half sheets of paper and copying on the front and backsides of paper when possible will help save paper. Please use the copy machine before or after school, or during your preparation period. Do not leave your classroom during class to use the copy machine. If you need copies made during class, please send a student to the office and instruct the student to ask the secretary to make copies. **This should be for emergencies only.** If you have an aide who will use the copy machine, please send him/her to the office so that office personnel can give them proper instruction on the use of the copy machine. If problems occur with the copy machine, please ask for assistance. Personal copies are \$.10 each.

**Copyright Regulations:** In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States. Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use: The use must be for such purposes as teaching or scholarship be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work: Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used: Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstance, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work: If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

Prohibited Practice: No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies or works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice: A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class – a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical. A library may, for interlibrary-loan purposes, make up to six copies of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording Broadcast programming for Educational Purposes: A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recording must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination periods or other scheduled interruptions—within the 45 calendar retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation or requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings. After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization. Off-air recordings

need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

**Computer Software:** District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful. When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted programs shall not be made or used on school equipment.

**Teacher's Workday:** The teacher's contracted workday is 7:45 a.m. – 3:45 p.m. School starts at 8:00 a.m.

**Faculty Meetings:** Faculty meetings will be held as needed. An announcement will be placed by email notifying you of the date, time and place. If you have concerns that need to be placed on the agenda, file them with the principal.

**Field Trips:** Students are to use a "Field Trip Release Form" when they go on a field trip.

The goals of this procedure:

1. Improve communication between teachers regarding field trips.
2. Remind and encourage students that class work is important and must be completed.

Responsibilities of the teacher taking the field trip are:

1. Make the form available to all students (two days prior to leaving is the suggested time).
2. Collect the forms from the students.
3. Inform students when they are not going on the scheduled field trip.

Responsibilities of the student are:

1. Complete, fill out, and return the form to the teacher/sponsor.
2. Be responsible for all class work.

Teachers, it is also important that you get a list of students who are going on a field trip to all of your colleagues. This list should be distributed a minimum of two days prior to the day of the scheduled trip. Please type the list and put it in the teacher mailboxes. Reminder-check your mailboxes daily. A reminder in the bulletin on the day of the trip would be helpful.

Field trip forms must be completed and signed by each teacher affected. This permission form must be submitted to the sponsoring teacher prior to departure.

This policy does not apply to field trips that occur on weekends (Saturdays and Sunday) after school hours, or those trips limited to your class time.

**Food:** Students are not to have food or drink in the classroom unless the teacher has approved a special treat.

**Tobacco:** Employees are not to use any tobacco product while on school property. This is a school district and state law.

**Hall Passes:** The first 40-45 minutes of class time should be protected as prime teaching time. Passes during this time should be limited. If a teacher detains a student after class for either instructional or discipline reason, please issue an "Admit to Class" pass.

**Library Policy:** The library is a place for students to do research, class work and individual study or reading. The library should be quiet enough for all students to work. The library is open before, during, and after school, but not during lunch periods.

Library materials are to be checked out with the student's name and number. All books except reference books are checked out for two weeks. Reference books including encyclopedias and current magazines may be checked out for a class period or overnight.

Library housekeeping rules include keeping it neat, no sitting on tables or counters, or misuse of chairs.

**Parent/Teacher Conferences:** Parent/Teacher conferences are scheduled at the end of the first and third nine weeks.

**Parties: Birthday and Special Parties:** Birthday parties for children in grades K through 6 are to be arranged between teachers and parents. These parties should be kept simple and to a minimum. Parties are scheduled at the regular snack period.

Special parties such as Halloween and Valentine's Day shall be set up in advance with approval of the Principal.

**Transportation Request:** A transportation request form is located in the Teachers Workroom. If you desire the use of school transportation, please list your needs by two weeks in advance. Approval for field trips should be cleared through the principal.

**Visitors:** Students and others officially visiting Attica Public Schools should report immediately to the office. Each visitor will be issued a "visitor" tag. If a visitor has not checked in at the office, please ask him/her to do so.

**Inventories:** Each teacher is responsible for completing a room inventory. Forms are on file in the office. Inventory sheets will be distributed; they are to be completed and returned to the office when the school term ends. The inventory forms are very important for school records and building insurance.

**Absences and Tardiness:** If a child is not in school, he/she is absent and must be counted so regardless of the reason. Excused absence could be defined as:

1. Illness
2. Doctor and dental appointments
3. Funerals
4. Family Vacations
5. Mental health appointments

NOTE: Exceptions to the above regulations must be cleared in advance with the school principal in order for any other absences to be excused.

Punctuality is a trait that parents and teachers should try to teach children. A child is considered tardy if he arrives after the last bell has rung.

When a child returns to school after being absent, the teacher should receive a note from the parents explaining the absence. It is the policy of the elementary schools to allow students to keep medical and dental appointments during school hours if necessary. Parents are encouraged to schedule medical and doctor appointments after school hours.

Junior high and Senior high school students are expected to bring a note from their parents and check in the office before going to class after each absence. Teachers will report tardiness to the office. Students 7-12 grades with 3 unexcused tardiness to school will be given detention.

**Admit to Class Slip: Grades 7-12:** After a student returns to school, he/she must have an admit slip to return to class. This is obtained in the office. It is the teacher's responsibility to ask the student for his/her admit slip the first day he/she returns to your class.

**Pass of Transfer Slip: Grades 7-12:** Students are to obtain a pass slip from the teacher who detained them at any time they are late to class if excused. Any time a student is out of your classroom a "hall pass" is needed. Students in hallways without a pass will be given a detention.

**Assembly Procedure:** Teachers will be responsible for supervising students for scheduled assemblies. Each classroom teacher will walk their students to and from assemblies. The classroom teacher will sit with their class unless other directions are given. A teacher may discipline any student.

**Money in Classroom:** All money collected for fund raising, etc. should be turned into to the office at the end of the school day to be locked in the vault. Do not leave money in classrooms.

**New Articles:** All news articles shall be cleared through the administration before publication. The office will help you in getting articles to the local newspaper to announce your group's program or event.

**Outside Classrooms:** Classrooms using the out-of-door facilities should have a purpose. Classrooms wanting to meet outside for a variety of surroundings should check with the administration before going out. The general rule is that class is conducted inside.

**Postage:** All school mail needing postage is to be given to the secretary.

**Substitute Teachers:** When a regular teacher needs a substitute, he/she should contact Mr. Piper (620-254-7882) If you cannot reach him, please call Mrs. Bonnie Heath (620-254-7768).

If a regular teacher knows in advance that he/she is to be gone, please notify the principal as soon as possible. Please have lesson plans ready for the substitute.

Please have a substitute file ready in case you are unable to make it to school. This file should contain:

1. Lesson plans and assignments
2. Class list of student's name
3. Seating chart
4. Special information
5. Daily routine
  - a. Class schedule
  - b. Extra duty schedule
  - c. Special events

**Preparation Period:** A planning period is provided for teachers to prepare and enrich classroom instruction. Use this time wisely and in a professional manner. Before leaving the building, please clear through the office.

**Teacher Dress:** Teachers should wear clothing that meets with good taste for community and school standards. Teachers should dress according to the activity of the day.

**Telephone Calls:** Telephone messages are delivered via email. Teachers can check their email accounts for messages periodically throughout the day. In case of an emergency, you will be notified in person of an incoming call. The staff should refrain from making telephone calls when their class is in session. Staff members should use the phone in the teacher's lounge. Office phones must be kept open for office use.

**Textbook Rental:**

1. Students enrolled in your classes have paid their book fees and should be issued textbooks.
2. Have students place their names and room number in ink in the space provided.
3. Teachers should keep a written record of the book number issued to each student. New textbooks will need to be numbered.
4. Have students thoroughly examine their texts immediately for damaged or missing pages. Teachers should make corrections where necessary on the condition of the book.
5. Teachers should caution all students they will pay a penalty fee for books lost or damaged beyond normal wear.
6. Teachers will check in the same book at the end of the class. Necessary charges will be made at that time.
7. Teachers may issue a second book for a lost book and hold the students accountable at the end of the year. A second copy should not be issued so a student may have a second copy at home.

**Peer Grading:** Peer grading shall be allowed when the teacher believes peer grading will be a valuable learning experience for the class. During a peer grading activity, the teacher shall use the activity to help students review class concepts or objectives. If peer grading is allowed, students shall not be asked to publicly reveal either their own grade or the grade of another student.

**Student Grades:** The most important factor in the system of grading is that it is understood by students and parents. Grades should reflect the quality of work that the students has been required to do in a given class. Grades should be based on academic achievement. If attitude and behavior are to be reflected in a grade, those items should be defined at the beginning of class. Credit should be given for all students, not just taken away from those students who have a problem in the attitude or behavior areas. It is important to have documentation in your grade book to support all factors that are used to determine a student's grade. Teachers should notify students and parents through a written handout what factors are used in grading, and the weight that those factors have in determining the grade.

The traditional A, B, C, D, and F grades are used in grades K-12. A broad definition of those grades follows: An 'A' indicates work of superior quality, usually accompanied by doing more than just the required work; a 'B' indicates work of high quality; a 'C' should indicate average work with major concerns regarding achievement; a 'D' indicates that the work meets minimum expectations but there are major concerns regarding the student's work and there is concern about passing the class. A grade of 'F' indicates that the student has not met the requirements for passing a class. An **incomplete** is given when a student has failed to turn in all assigned work. This may be due to absence or other extenuating circumstances. In order to receive credit for a class, a student must complete all requirements as set forth by the teacher.

The teacher determines the final grade in a class. Credit for a class is determined by passing or failing a class. Make sure all requirements for getting credit in your classes are communicated to students in a class outline or syllabus.

Factors used in determining a student's final grade should include some or all of the following: Daily grades, quizzes, class participation, major tests, projects, skills appraisal, and written and oral assignments.

**GRADING SCALE**

<b>90-100</b>	<b>A</b>
<b>80-89</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>60-69</b>	<b>D</b>
<b>59-BELOW</b>	<b>F</b>

**Teacher's Plan and Grade Books:** Teacher's planning and grade books are provided. The plan book with a current list of students should be made available to substitute teachers. The grade and plan book will be turned into the office at the end of the school year.

**Grade Books/Grade Sheets:** Grade should be recorded in a neat and orderly manner. There should be a legend that explains your system of grading and any other notes that would help someone determine how your grades are determined. Daily attendance must be kept. Grades are to be filled out at the end of each quarter. Be sure that the grades on the grade cards and grade sheets are consistent for the students.

**Grade Cards/Special Reports:** Grade cards will be issued at the end of each quarter. Dates for having grade cards completed and turned into the office will be announced in the daily bulletin. Mid-quarter reports or progress reports will be issued to all students at approximately the end of five weeks in each quarter. The purpose of these reports is to inform students and parents that there is concern about the student's work in a class and that they are in danger of failing the class for the quarter. These reports may also be used to inform parents of any change in a student's academic progress that needs attention. Also, it is important to use this time to inform parents of improvement that a student has made. Being positive is very important. Due dates for special reports will be announced in the daily bulletin. Report forms are available in the office.

**Dual Credit Policy:** Student's at Attica High School may receive high school credit for college work that they complete while they are high school students. The following guidelines will apply:

1. All courses to be taken for dual credit must be approved by the parents, counselor, and principal in advance. One guideline to be followed would be that approval would not be granted to take a college course to replace a required course that had been failed at AHS or

another high school. Making up failed courses is allowed for in the correspondence course policy. (Completion of an application form is required at this point. Forms are available in the school office.)

2. The following guidelines will apply for granting high school credit:
  - a. A three-hour college class will count as one-half unit of high school credit;
  - b. A five-hour college class will count as one unit of high school credit;
  - c. No high school credit will be granted for one and two hour college classes.
3. The dual credit policy shall apply to:
  - a. Gifted students
  - b. Junior and Senior students
4. After completing a college course with a grade of 'C' or better, a student may receive elective credit by transcript with the counselor's office.
5. A student wishing to use college course work for a required high school course may do so by earning a grade of 'C' or better in the course for which credit is desired. Proficiency may be demonstrated by: 1) a final grade of 'C' or better; or 2) at the school's discretion, a student may be required to pass a test that covers the subject content of the high school class. Upon completion of the course, the student must file a transcript in the high school office.
6. Students may not use the dual credit policy to gain an early release from the normal school day. Attica High School does not allow for early releases, and students will be scheduled into a full schedule of classes.
7. Students are responsible for all fees, books, tuition, travel, and miscellaneous expenses involved in taking college classes.

#### **NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

Introduction to the Computer and Network/Internet Acceptable Use Policy

***Computer and network access, including Internet access, is available to students and staff in Attica USD 511. Please read this document carefully.***

Attica USD 511's goal in offering these services to the school community is to promote educational excellence in schools by providing resource sharing, innovation, and communication.

Technology offers the potential of access to such services as:

- Computer-based tools and applications;
- Instructional resources and materials;
- Networked references, research sources, library catalogs, electronic mail services;
- Global information and news;
- Correspondence with other institutions;
- Online publishing and information sharing;

With this access to computers and people all over the world also comes the availability of material that may be considered inappropriate in the context of the school setting. On a global network it is impossible to control access to all inappropriate materials. Even with the best security and filtering, an industrious user may discover controversial information and materials, either accidentally or intentionally.

Attica USD 511 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. However, the smooth operation of the network relies upon the proper conduct of the end users who must strictly adhere to the following guidelines and conditions of use. These are provided so that users, parents, guardians, patrons, and the community are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the computer and network resources.

Access to technology provides connections to computer systems located all over the world. Therefore, students, staff, parents, guardians, and patrons must understand that neither Attica USD 511 nor any Attica USD 511 employee controls the content of the information available on the systems. Attica USD 511 does

not condone the use of controversial or offensive materials and cannot be held responsible for such use. These guidelines and conditions of use apply to all employees and students, or anyone else with access to any technology resources owned and operated by Attica USD 511.

*This Acceptable Use Policy is binding on all employees and students of Attica USD 511 while they are employed or enrolled in this district as a matter of law, whether this agreement is signed or not.*

Signing this agreement will help the District determine whether students, parents, guardians, and staff are familiar with the responsibilities of using technology and will help the district grant technology privileges consistent with each individual's understanding of these responsibilities.

The guidelines and conditions outlined in this policy in no way limit the District's right to manage its technology system as it sees fit, or restrict its authority to take any actions it determines necessary to adequately supervise, protect, and, if necessary, discipline students and staff.

The district reserves the right to revise this policy at any time, and all revisions will take effect immediately upon approval by Attica USD 511 Board of Education.

### **Computer, Network, and Internet Guidelines and Conditions of Use**

**Acceptable Use** – The purpose of educational technology in Attica USD 511 is to support the District's educational goals; therefore, use of technology must be consistent with the educational objectives of Attica USD 511. Use of computer systems and networks imposes certain responsibilities and obligations on users and is subject to Attica USD 511 policies and local, state, and federal laws. Acceptable use is always ethical, reflects honesty, and shows courtesy. It demonstrates respect for intellectual property, ownership of information, and system security mechanisms.

**Privileges/Consequences – The use of technology is a privilege, not a right. Users must recognize and practice acceptable and lawful uses of the technology in order to continue to be granted this privilege. Inappropriate use may result in a restriction of privileges and other disciplinary action.**

**PURPOSE:** To define and delineate acceptable and unacceptable uses of Attica USD 511 provided technology and access to information resources.

1. Attica USD 511 owns and operates a computer network. "Computer network" shall include equipment and facilities, hardware, software, the transfer of information from one point to another, emails, access and connection to the Internet, storage of information, data, or any system, network, or equipment attached to the computer network.
2. Attica USD 511's computer network has a limited educational purpose and has not been established as a public access service or a public forum. The District has the right to place restrictions on use of the computer network to ensure that such use is in accord with its limited educational purpose.
3. This policy, related District and school policies and regulations, and the student handbook will govern student use of the computer network. Staff use will be governed by this policy, related District and school policies and regulations, District employment policy, and negotiated agreement, if applicable. Users have no privacy expectations in the contents of their personal files and records of their activity while on or using the computer network.
4. Students are restricted to using the computer network for educational reasons. Attica USD 511 asserts the right to review and exercise its ownership of the computer system at any time by search of the system and its equipment and any information on it. Use of the computer network by student and staff shall be subject to monitoring and search, and staff and students have no expectation of privacy in any information contained on the computer network.
5. Attica USD 511 makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the computer network will be error-free or without defect. The District will not be responsible for any damages users may suffer, including but not limited to, loss of

data, interruption of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained on or through the computer network. The District will not be responsible for financial obligations arising through the unauthorized use of the computer network.

6. Successful operation of the computer network requires that all users regard such network as a shared resource and cooperate as a community; recognizing diverse interests and orientations while promoting the common purpose of advancing public education. It is therefore imperative that all users conduct themselves in a responsible, decent, ethical, polite, and lawful manner while using the computer network.
7. Attica USD 511 has developed and approved this policy in accord with the statutory requirements of the Children's Internet Protection Act (CIPA). The policy represents the District's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.
  - a. Attica USD 511 will promote the effective, educational use of the Internet in school through appropriate professional development.
  - b. Student and staff users of the District Internet system will receive instruction regarding the safe, ethical, legal, and responsible use of the Internet and of the District's Internet system and their rights and responsibilities under this policy.
  - c. Student use and activities will be structured in a manner that is appropriate to the age and skills of students, recognizing the importance of providing more secure environments for younger students and supporting safe, responsible, independent use by older students.
  - d. Attica USD 511 will provide an annual written notice to parents/guardians of students about the District Internet system, the policies governing its use, and the limitation of liability of the District. Parents/guardians must sign an agreement to allow their child to access the Internet. Upon receipt of the executed agreement, the student will be allowed access to the District Internet system. Parents/guardians have the right at any time to investigate the contents of their child's server files. Parents/guardians have the right to request the termination of their child's Internet access at any time by updating their child's Internet Permission Form and Student Use Agreement.
8. The Attica USD 511 superintendent or his/her designee will deem what is inappropriate use and his/her decision is final. The superintendent or his/her designee, retains the right to deny, revoke, or suspend specific user privileges, or restrict access to technology resources, require payment for any damaged or destroyed equipment, and bring criminal charges if deemed necessary.
9. Any material used, generated or stored by any users is subject to review. Attica USD 511 reserves the right to examine, restrict, or remove any material that is on or passes through its technology systems.
10. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.
11. Parents/guardians may request to see the content of any material created or accessed by their child/children, if technically possible.
12. Attempts to compromise the security, integrity, the functionality of any Attica USD 511 technology system or possession of tools, which are designed to do so, while on school property, is a violation of this policy. This includes, but is not limited to, the uploading or creation of computer viruses, deletion or alteration of other user files or applications, removing protection from restricted areas, or the unauthorized blocking of access to information, applications, or areas of the network.

13. It is a violation of this policy to introduce or attach any software or hardware to technology used in Attica USD 511, which is not owned or specifically authorized, by the superintendent or his/her designee.
14. Unless specifically authorized by the superintendent or his/her designee, no modification to any hardware or software owned or managed by Attica USD 511 may be made.
15. A few examples of user activities that violate this policy:
  - a. Commercial advertising or unethical/illegal solicitation.
  - b. Accessing a file or web site that contains pornographic or obscene pictures, videos, stories, or other material; making copies of such material, or distributing or exposing others to such material.
  - c. Using copyrighted material without permission.
  - d. Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening, or slanderous toward others.
  - e. Creating and or placing a computer virus on the network or any workstation.
  - f. Sending messages or information with someone else's name on it or misrepresenting the source of information entered or sent.
  - g. Harassing others or requesting or distributing addresses, home phone numbers, or other personal information, which could then be used to make inappropriate calls or contacts.
  - h. Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people).
  - i. Purchasing something, which requires you to submit a credit card number or obligates the student or school to another party.
  - j. Revealing home addresses, e-mail addresses, or phone number of other students or colleagues.
  - k. Sharing passwords. The only person to ever use a password is the person to whom it belongs.
  - l. Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
  - m. Failing to report violations of this plan or other conditions that may interfere with the appropriate and efficient use of school resources. Users are required to report any of the following to his/her teacher or the building network administrator as soon as the following are discovered:
    - i) Any messages, files, Web sites, or user activities that contain materials that are in violation of this policy.
    - ii) Any messages, files, Web sites, or user activities that solicit personal information about you or someone else, or request a personal contact with you or another user. (Asks for your address, phone number, credit card number, Social Security number, or to meet you.)
    - iii) Attempts by any user to abuse or damage the system or violate the security of the network and its resources.
    - iv) Any illegal activity or violation of school policy.

#### **Consequences for Inappropriate Use/Violations of AUP**

- **First offense - loss of all computer privileges and use for two weeks and a letter will be sent home to the parents**
- **Second offense - loss of all computer privileges and use for nine weeks**
- **Third offense - complete loss of all computer privileges and use for the school year**

#### **"Netiquette" on the Internet**

All users of Attica USD 511's computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.

2. Use appropriate language. Do not swear, use vulgarities, or any inappropriate language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communication and information accessible via the network should be assumed to be private property, which is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not type in all capital letters. This is seen as shouting!!
9. Do not use the network in such a way that would disrupt the use of the network by other users. (e.g. downloading very large files during prime time; sending mass e-mail messages.)

### **Computer Lab Rules**

#### **General Rules - Student**

1. Each student must have an agenda book signed by classroom teacher stating
  - a. Purpose for being in lab.
  - b. Expected length of visit.
2. PRIVILEGE, NOT a RIGHT.
3. Computers ARE NOT for playing games, sending and checking email, and other non-educational purposes.
4. Know and follow Copyright Laws and USD 511 Computer Policy.
5. Select only School Appropriate Sites.
6. Use only School Appropriate Language.
7. Ground yourself before working on computers.
8. Sign In and Out with the Technology Coordinator.
9. Log In and Out.
10. Do Not Use Printers as Copiers.
11. No Food or Drinks Allowed.
12. No unnecessary visiting.
13. For before or after school use, must make arrangements with Mrs. Fahring personally.
14. Repercussions for inappropriate behavior:
  - a. 30-minute detention next a.m. or p.m.
  - b. if not served, student not allowed in computer lab without a teacher.

#### **Class Usage – Teacher**

1. Sign up to schedule classes or mobile lab use beforehand.
2. Bring and stay with classes in Computer Lab.
3. Assign each student a computer and fill out the Computer Lab Student Use sheet.

#### **Individual Laptop Checkout**

1. During the school day:
  - a. Each student must have an agenda book signed by the classroom teacher stating purpose for checkout.
  - b. Checkouts only for an hour at a time unless otherwise arranged by teacher.
  - c. Must be signed out on appropriate checkout sheet.
  - d. Use only power supply and cord checked out with laptop.
  - e. The same person who checks out the laptop must return it as well.

- f. Do not place the laptop on the floor for usage due to static electricity buildup.
  - g. Always remove the pin from the laptop before carrying.
  - h. Be sure to plug in the power cord on the power strip and then the pin into the laptop when returning the laptop to the cart.
2. First come, first served unless reserved by a teacher for a class.

*Note: Please sign and return this page to the office. A copy of the original will be made and sent home with your child.*

**Internet Permission Form and Acceptable Use Agreement**

The signatures on this **Internet Permission Form and Acceptable Use Agreement** indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

I have read and understand Attica USD 511's **Internet Permission and Acceptable Agreement** and will abide by the stated procedures. I understand that a violation of this policy may result in the loss of computer privileges, suspension, expulsion or other disciplinary or legal action. I also understand that any violations of these and other standard Internet policies may result in the complete loss of computer privileges throughout the district. This includes the use of networked or stand-alone machines and all software contained therein. Students or staff members who violate these policies will be responsible to provide their own means to complete any class assignments, projects, or job related tasks, which require the use of a computer and/or computer software.

User Name (please print) \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**I do not give my son/daughter permission to access the Internet**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# SECTION V

## FIRE DRILL & TORNADO DRILL PROCEDURE

### FIRE DRILL PROCEDURE

**General Statement:** As soon as we receive word of a fire, an announcement will be made via the intercom to move to the designated areas. If the intercom is not operative, a megaphone horn alarm with vocal directions will be used. Teachers are responsible for informing students of the procedure.

When the fire alarm is made, the school custodian will shut off the gas and electricity.

**Teacher Responsibility:** Bring your grade book with you so that we will be able to account for all students. Move your students to the designated safety area as efficiently as possible. (See Fire Procedures and Guidelines.)

**Student Responsibility:** Students must be as quiet as possible and listen to and follow all instructions given.

**Custodian Responsibility:** As soon as there is a report of a fire, the custodians will report to the office. After all students are in their designated areas, the custodians will disconnect the electricity and gas. (During the practice drill, gas and electricity disconnection is to be mocked only.)

### FIRE PROCEDURES AND GUIDELINES

All students and teachers will report to the designated area during a fire emergency.

The following emergency methods will be used.

**Elementary School**

Special Education, boiler room, grades K-12 will use classroom outside exit doors  
Title I, computer lab, grades 3-4-5-6 will move to the hallway and use south exit doors  
Board room, Clerk of the Board, kitchen, cafeteria will exit through main elementary doors

**Junior/Senior High School**

Northeast Exit: Music Room, room 119, 120, 121, custodian and production rooms  
Southeast Exit: Library, room 114, 113, 112, 111  
South Front Exit: Room 109, 110, 104, 105, 106  
Gym Exit: Locker rooms, Gym floor  
Main Front Exit: Rooms 101, 103, 116, 117, 118, restrooms, high school offices, commons area  
Shop classes exit through nearest door.

Teachers will be responsible for their students. You are to stay in your safety area until administration moves you.

**TORNADO DRILL PROCEDURE**

**General Statement:** As soon as we receive word of a tornado, an announcement will be made via the intercom to move to the designated areas. If the intercom is not operative, a megaphone horn alarm with vocal directions will be used. Teachers are responsible for informing students of the procedure.

When the fire alarm is made, the school custodian will shut off the gas and electricity.

**Teacher Responsibility:** Bring your grade book with you so that we will be able to account for all students. Move your students to the designated safety area as efficiently as possible. (See Tornado Procedures and Guidelines.)

**Student Responsibility:** Students must be as quiet as possible and listen to and follow all instructions given.

**Custodian Responsibility:** As soon as there is a severe weather report with strong possibilities of tornado, the custodians will report to the office. After all students are in their designated areas, the custodians will disconnect the electricity and gas. (During the practice drill, gas and electricity disconnection is to be mocked only.)

**TORNADO PROCEDURES AND GUIDELINES**

All students and teachers will report to the designated area during a tornado emergency. During a tornado emergency, all individuals will sit on the floor with heads on knees and hands clasped over heads.

The following emergency method will be used.

**Elementary School** will move to the hallways

**Junior/Senior High School** will do the following:

Rooms 101,103,104,105,106, workroom and office will move to interior hallway  
Rooms 116,117,118,119,120,121,122 will move to the locker rooms (boys/girls)

Rooms 110,111,112,113,114, and library will move to room 107-107 (foreign language).  
Shop class will move to interior classroom/restroom area

Teachers will be responsible to their students. You are to stay in your safety area until administration moves you.

## **SECTION VI**

# **DRUG FREE WORK PLACE AND ALCOHOL POLICY**

## **DRUG FREE WORK PLACE AND ALCOHOL POLICY**

The Board of Education of USD #511 believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceeding, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to action short of termination, the employee may be required to participate in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing Board policies or the Negotiated Agreement.

**STANDARD OF CONDUCT AND STATEMENT OF DISCIPLINARY  
SANCTIONS REQUIRED OF ALL USE#511 EMPLOYEES**

Teachers and school personnel are significant factors in the life of students. Adult role models, as well as the length of time and the degree of interaction with students, can have a far-reaching effect on the emotional and intellectual development of the child.

As an adult, you are in a position to exert a powerful positive influence in assisting the student to develop a healthy self-image, and to acquire the skills necessary to deal with his/her world.

Drug use consists of, but is not limited to, three types of substances: Things commonly called drugs, such as marijuana, cocaine, and heroin; alcoholic beverages; and tobacco products. USD #511 Board of Education will not tolerate drug abuse.

As a condition of continued employment in USD #511, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on District property or at any school activity. Compliance with the terms of this policy will be mandatory.

Employees found to be in violation of the terms of this policy will be reported to the appropriate law enforcement office. In addition, any employee who violates the terms of the policy will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long terms suspension with pay;
4. Required participation in a drug and alcohol counseling, treatment, or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas's Law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in the district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug and alcohol counseling treatment, or rehabilitation program, the cost of such program will be borne by the employee. A list of the available programs along with names and addresses of contact persons for the program shall be made and kept on file in the district office.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in a program.

A copy of this policy shall be provided to all employees and employees will be notified that compliance with this policy is mandatory.

## **SECTION VII**

# MEDICINE GUIDELINES

## **Medicine Guidelines: Grades K through 8**

1. Written request from the parent and physician should accompany all medication to be administered, including over-the-counter drugs such as aspirin.
2. The request form should be dated and should identify the medication, dosage, reasons for the medication, time of day to be given, and anticipated number of days to be provided.
3. The medical release form should identify the student, date permission was given and parent's signature. Instructions to parents may be included and a liability statement is desirable.
4. The official prescription container should accompany all medication. Two containers, one for home and one for school should be requested from the pharmacist.
5. Only oral or topical (medicines for the skin) medications should be administered except in emergency situations. Exceptions to this could be the administration of eye drops, ear drops, and rectal suppositories.
6. Registered nurses, physicians or dentists should be responsible for the overall administration of all medication in schools. Administration may be delegated to a licensed practical nurse or an unlicensed staff member after receipt of the medication, signed parent and physician forms, and initial assessment by the school nurse.
7. An individual record should be kept of each medication administered. The record should include student identification, initial nursing assessment, physician prescribing medication and phone number, date prescribed, name of medication, time to be given at school and anticipated number of days to be given, possible side effects, signature of person administering, identification of person if medication administration is delegated, a log of medication given and a section for comments.
8. Any changes in type of drugs, dosage and/or time of administration should be accompanied by parent/physician permission signatures and a newly labeled pharmacy container.
9. All medication maintained in the school setting should be kept in locked container. This includes

- medication requiring refrigeration.
10. Out-of-date medication should be picked up by parent or destroyed.
  11. After medication is administered; students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as a part of the normal routine. The classroom teacher is responsible for observing the students if he/she is returned to class. Otherwise, the person who administers the medication should assume this responsibility.

**Medicine Guidelines: Grades 9 through 12**

1. High School students may assume responsibility for taking their own medication.
2. For those parents who believe that their high school student needs supervision when medication is administered at school, the K through guidelines, including completion of forms, shall be followed.
3. When medication requires refrigeration at school, the K through 8 guidelines, including completion of all forms shall be followed.

## SECTION VIII

# FIELD TRIPS, ACTIVITY TRIPS, AND EXTRA CURRICULAR ACTIVITIES

### Field Trips, Activity Trips, and Extra Curricular Activities

All teachers are encouraged to become involved in extra curricular activities, for without your leadership these activities cannot be successful. Your enthusiasm can mean a lot to starting an excellent extra curricular activities program. If staff members have special interests they would like to share with our students, please let us know.

**Activity Sponsors:** Sponsors have the responsibility for the general program of the particular activity. Assistants are expected to serve when called on by the sponsor. This does not relieve the sponsor of the responsibility to supervise; it only designates that help may be called for from others. All sponsors and assistants are expected to be concerned about and look after the interests of the particular activity. Students need and are looking for guidance and suggestions in planning activities.

The responsibility of the activity and athletic programs will be with the principal. All programs, meetings, etc. are to cleared through the principal. The procedure for scheduling activity business will be determined by the principal.

#### **Activities Rules and Guidelines:**

1. Parties or dances pertaining to a particular club or organization are planned and managed by the organization. The principal must make the approval of a date.  
NO ORGANIZATION MAY HAVE A PARTY ON DEFICIT SPENDING.
2. Dress and behavior rules apply at all school functions.
3. Each organization handling funds is to have a secretary-treasurer, or a secretary and treasurer. Each is to keep accounts of receipts and expenditures and is to check his books with the office each month. THE SPONSOR OF THAT ACTIVITY MUST CHECK TO SEE THAT THIS IS

DONE.

4. All students are to be under the teacher's supervision WITH THE TEACHER PRESENT.
5. Students of other schools, graduates from other school, and our own graduates who have made prior arrangements by registering in advance (when dating one of our own students) may attend school activities and dances.
6. Practices are limited as follows:
  - A. NO MANDATORY SUNDAY PRACTICES, without administration approval.
  - B. Wednesday practices should end by 6:00 p.m., unless approved by administration.
  - C. Friday night or Saturday night functions end at 12:00 midnight/
7. Student dues from any organization must be approved by the principal.
8. All fund raising is to comply with state law and board policy.
9. When class time will be lost due to activity business, please clear in advance with principal.
10. When a school vehicle is used, make arrangements to pick up the key ahead of time, and return the vehicle to the bus barn upon returning.
11. Activities leaving on trips before or after school should have their student's park their cars in the parking lot.
12. If school is dismissed, due to unforeseen circumstances, all school-sponsored activities will be canceled. (This includes sport practices.)
13. When you sponsor an activity trip that returns to school after 5:30 p.m. or on weekends, be sure all doors that students use are closed, latched, and locked. The sponsor is responsible for setting the alarm system.

**Posters:** Students making posters are to be as careful as possible not to mark on school equipment, desks, floors, etc. When making posters, protective materials should be placed on the floor. Water based marking material should be the only material used. At all times, the working area should be left in the same condition as when you found it. While students are making posters, the sponsor or a faculty representative is to be present. Posters should be cleared through the sponsor. Masking tape is to be used to hang posters.

### **Activity Bus Guidelines for Coaches, Sponsors and Students**

1. The following procedure shall be used for loading and unloading of students on activity buses:
  - A. The loading and unloading of students should be conducted off the roadway, highway, or street in an area away from vehicular traffic and, whenever possible, in a parking lot.
  - B. Whenever the loading and unloading of students must be conducted on a roadway, street or highway, the bus involved shall be parked with the entry door facing away from the roadway.
  - C. Emergency exits will not be used for loading and unloading of passengers unless the emergency procedures are in effect.
  - D. All of the bus loading and unloading procedures are listed in the USD #511 bus information handbook, Section II (General Bus Guidelines).
2. The requirements of Kansas Law regulating school buses shall apply to all passengers when transported in a school bus.
  - A. The coaches and sponsors shall be in charge of all passengers while they are riding, loading and unloading from the bus. The coach or sponsor in charge of the passengers and the bus driver should work directly together to correct any problems, which arise.
  - B. In the event the behavior of passengers of the bus is such that the driver ascertains that it is unsafe to continue, the driver is instructed to return immediately and notify the transportation monitor or building principal.
  - C. The coaches or sponsors have the authority to assign seats to the passengers.
  - D. If a student causes a discipline problem on an activity trip, the bus driver may stop the bus until the sponsor or coach corrects the problem. The bus driver will write a disciplinary ticket, which is submitted, to the principal and, if the coach or sponsor cannot maintain appropriate discipline, the bus driver is directed by the superintendent of schools to return to

- the school.
- E. If necessary to deliver students to their homes, students shall cross the road in front of the bus at a distance that allows the driver to observe such student as they cross. The bus will remain stationary until the students have safely crossed the road.
  - F. Riders may not leave their seats without the coach's and/or sponsor's permission.
  - G. Riders must remain in their seats at all times while the bus is in motion.
  - H. Riders may talk in a normal voice at seat mates. Loud talking or shouting may distract the driver and cause an accident. Use of profanity in any form is forbidden.
  - I. Horseplay, pushing, shoving, fighting, or teasing are serious infractions and will not be tolerated.
  - J. Food or drink will not be allowed on school buses unless the coaches give permission.
  - K. Riders are responsible for the general care of the bus. Any vandalism must be reported to the driver, coaches and sponsors immediately.
  - L. Nothing is to be thrown from a window of a bus. Riders must not extend their hands, arms, head, or bodies through the bus windows.
  - M. Complete silence is required when the bus stops for a railroad crossing. When drivers are faced with muddy or icy roads, riders are asked to keep the noise level lower than usual.
  - N. The aisles shall remain clear at all times.
  - O. In cold weather, riders should bring adequate clothing to cope with emergencies.
  - P. The use of tobacco in any form or lighting matches and lighters shall not be permitted on a school bus.
  - Q. Riders shall not open or close bus windows without the permission of the driver.
- R. Students who wish to ride home with someone else or wish to get off somewhere other than their regular stop must make arrangements in advance with written permissions to either the building principal, sponsor, or transportation monitor. The bus driver must be informed. Without this written permission, students will not be released to ride home or to an activity with other students. In case of an emergency, the principal or designee may honor a verbal request in person or by phone if the request can be verified.
- 3. It is the responsibility of coaches and sponsors to insure that buses and vans are thoroughly cleaned before excusing students from the activity trip. Failure to return a cleaned bus or van to the bus barn will result in loss of future field and activity trips for that group or team.
  - 4. Coaches and sponsors will sit on the bus during the activity trip where all areas of the bus can be properly supervised. When only one coach or sponsor ride the bus, it is recommended that the coach or sponsor sit in the back of the bus.
  - 5. All activity and field trips must be planned in advance. Requests for vehicles and drivers must be arranged with the transportation monitor one week in advance of the activity trip. Departure and arrival times must be included in the request for transportation. Any stops between the school and the activity destination must be approved by the principal and the transportation monitor. No student will be allowed to depart from the bus at any other site than those planned in the activity.
  - 6. Students who ride the bus to an activity and request to ride home with their parents after the activity must provide written requests from their parent(s) and the request(s) must be approved by either the building principal, coaches, sponsors, and transportation monitor. The bus driver must be informed.
  - 7. Buses will not detour from the planned route of the activity to pick up students or to drop off

students going to and from an activity. It is recommended that all students participating in the activity board the bus at the school and depart from the bus at the school at the end of the activity trip. The sponsor and activities director should be informed of all scheduled stops.

8. Activity trip and field trip drivers shall not allow anyone other than school personnel and students to ride the bus unless written permission has been issued by the principal/transportation monitor. This provision shall not apply to law enforcement or emergency personnel who are passengers of a bus in emergency periods as designated by the governing board of the school district.