

# FACULTY HANDBOOK EUREKA JR/SR HIGH SCHOOL



“Knowledge will bring you the opportunity to make a difference.” Author  
unknown

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## **A. INTRODUCTION VISION & MISSION:**

### **Introduction:**

The personnel policies set forth in this handbook are to create the best possible educational climate for the students of USD 389. This handbook of rules and regulations may be changed or modified at any time as recommended by the Superintendent and approved by the USD 389 board of education

### **Vision**

**We are a learning community that promotes academic excellence and social responsibility.**

### **Mission**

**In order to achieve this goal the Eureka Jr/Sr High School stakeholders including students, parents, community, and staff will encourage and carry out the following:**

- **Excellence**
- **Job Readiness**
- **Scholarship**
- **Honesty**
- **Self-Discipline**

### **Instructional Practices**

In order to accomplish the above mission statement, Teachers are encouraged to make use of the following techniques:

- Create and foster a safe and orderly environment that facilitates positive behavior and learning for all students.
- Utilize student involvement and decision making within classroom instruction.
- Encourage cooperation by parents and students by keeping each informed of student performance.
- Provide motivational instruction, and introductory mastery and reinforcement activities.

- Maintain a well-balance and sequenced curriculum, lending to specified skills and/or understandings of mastery.
- Expand and utilize virtual, print, and live instructional resources.
- Accept responsibility for the education and development of the students, with the aid and support of the Superintendent and the Board of Education.

## **B. PROFESSIONAL ETHICS**

Every staff member should respect the professions that encompass the various job duties that contribute to the education of a student. It is unprofessional to assume or imply that your discipline is more important than any other.

No staff member should criticize another staff member before students, parents, outsiders, or "friends." A staff member who does this is bound to create friction, mistrust, and dissension. No staff member should criticize the school or its policies before students, parents, or those not connected with the school. Critical matters should be brought to the attention of the principal in whose office there will always be the opportunity to freely express one's opinion. A unified front must be presented to the public.

The professional relations of the staff member with his/her pupils demand the same honorable care that is required in the confidential relations of one staff member with another. The staff member, therefore, shall not disclose any information obtained in confidence from his/her pupils, unless it is for the best interest of the child and/or the public.

The ethics of our profession demand loyalty in its highest sense to our school as a whole.

## **STAFF-COMMUNITY RELATIONSHIPS**

1. Be business-like. You are engaged in the biggest business in the community.
2. Contact parents when something good happens.
3. It isn't a bad idea to go more than halfway to get along and help others.
4. Be careful not to give a citizen the idea that you consider yourself superior to them.
5. Do not be afraid to do more than is expected of you in the community.
6. The attitude toward you by the community depends largely upon your attitude toward the community.
7. Gossip is the public school's worst enemy; set your standard of character that eliminates the invitation that you will take part in it.
8. Your spoken words and actions either add to or subtract from public confidence in the school system.
9. The parents see you through the eyes of the student.
10. The public seeks out information from school employees, so be positive in your social encounters and news releases.

## **STAFF-STUDENT RELATIONS**

Staff members shall maintain professional relations with students, which are conducive to an effective educational environment.

Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age of consent.

Staff members shall not submit students to sexual harassment or racial harassment.

## **C. GRADUATION REQUIREMENTS**

### **GRADUATION REQUIREMENTS 2021-2022** **VOCATIONAL AND COLLEGE AVENUE**

#### **Vocational Avenue** **Flint Hills Tech. Coll.**

4 Units English  
English I, II, III, & IV  
English Skills  
3 Units Math  
Algebra I & II  
Geometry  
Personal Finance  
  
3 Units Science  
General Science  
Environmental Science I  
Earth and Space Science  
Biology  
Environmental Science II  
3 Units Social Science  
World History -OR-  
World Geography  
American History  
Governmental/Political Sci.  
1 PE/Health  
1 Business Computer  
1 Fine Arts  
1/2 Power Point/Speech

#### **College Avenue**

4 Units English  
English I, II, III, & IV  
College English (DC)  
4 Units of Math OR  
3 Units w/ a 22 on ACT  
Algebra I & II  
Geometry  
College Algebra (DC)  
3 Units Science  
Earth/Space Science  
Biology  
Physics &/OR Chemistry  
College/Advanced Biology  
College Chemistry (DC)  
3 Units Social Science  
World History -OR-  
World Geography  
American History  
Government/Political Sci.  
1 PE/Health  
1 Business Computer  
1 Fine Arts  
1/2 Power Point/Speech

#### **KS. Scholarship Curriculum** **Valedictorian and Salutatorian**

4 Units English  
English I, II, III, & IV  
College English (DC)  
4 Units Math  
Algebra I & II  
Geometry  
College Algebra (DC)  
Trigonometry and Calculus  
3 Units Science  
Physics  
Biology  
Chemistry/College Chem. (DC)  
College/Advanced Biology  
  
3 Units Social Science  
World History -OR-  
World Geography  
American History  
Government/Political Sci.  
1 PE/Health  
1 Business Computer  
1 Fine Arts  
1/2 Power Point/Speech  
2 Foreign Language

#### **Vocational Areas**

VO-AG  
Business  
Technology  
Industrial Technology  
FACS

## **D. STAFF ASSIGNMENTS**

It is not possible or desirable to make all assignments at this writing for all events of the 2021-2022 school year. However, some class and club sponsorships are assigned.

### **CLUB SPONSORS**

Art Club -----	Cress
Band -----	Knapp
Drama/Musical -----	Gamache
FCA -----	Hoyt
FCCLA -----	Lewis
FFA -----	Peine
SkillsUSA -----	Denner
Foreign Language -----	Hall
Forensics -----	Schrock
High School Cheerleaders -----	Shelby Miller, Noble
High School Scholars Bowl -----	Thornton
High School Student Council -----	Fansler, Schrock
Homecoming Coordinators -----	Hayes, Fansler, Schrock, Turner, Asher, Knapp
Jr. High Scholars Bowl -----	Burden
Jr. High Spirit Squad -----	Powell, Hansel
National Honor Society -----	Hall
Power lifting Club -----	Watts/Pitko
Prom Coordinators -----	S. Knapp, B. Asher, T. Denner, Hayes, Cress
SADD -----	Cress
Science Club/WILD -----	Thornton & Ring
Vocal Music -----	Gamache
Yearbook Advisor -----	Schrock

### **CLASS SPONSORS:**

7th Grade -----	Hayes, Wiggins
8th Grade -----	Castle, Austin
9th Grade -----	Hall, Bitler, Gamache, Patterson, Munden
10 <sup>th</sup> Grade -----	Fansler, Pitko, Watts, Burden, Lewis
11th Grade -----	Staab, Ring, Schrock, Hoyt, Thornton
12th Grade -----	Peine, McKee, Miller, Barnard, Noble

## **2022-2023 LUNCH SCHEDULE**

<b>First Lunch: (11:29 - 11:51) To lunch at 11:29 bell:</b>	<b>Second Lunch: (11:55 - 12:17) To lunch at 11:55 bell:</b>	<b>Third Lunch: (12:21 - 12:44) To lunch at 12:21 bell:</b>
Castle	Hall	Bitler
Burden	Denner	Peine
Watts	Hoyt	Thornton
Patterson	Fansler	Lewis
Pitko	Ring	Cress
Munden	Miller	Knapp
	Gamache	Noble
	Barnard	Staab
	Schrock	
	McKee	
	Asher	
5th Hour: 11:55 – 12:44	5th Hour: 11:33 – 11:55 12:21 - 12:44	5th Hour: 11:33 - 12:17

### **E. STAFF COMMITTEES 2022-2023**

<b><u>Bereavement Committee</u></b>
K. Rogers -
Castle -
Noble -
Spoons

<b><u>Student Improvement Teams</u></b>	
<b><u>7-8</u></b>	<b><u>9-12</u></b>
Teachers of the student	Teachers of the student
Munden	Ring
Patterson	Bitler

Barnard/Lowe	Hoyt/Lowe
Castle	Noble
Spoons/Thornburg	Spoons/Thornburg

<b><u>Department Teams</u></b>	
<b>Math</b>	Bitler, Hoyt, Munden, Wiggins
<b>Science</b>	Burden, Ring, Thornton
<b>Language Arts</b>	Castle, Schrock, Fansler
<b>Social Science</b>	Miller, Patterson, McKee, Barnard
<b>Vocational</b>	Denner, Staab, Lewis, Peine, Asher
<b>Fine Arts</b>	Hall, Gamache, Cress, Knapp
<b>Physical Education</b>	Watts, Pitko

<b><u>Suspension/Expulsion Committee</u></b>		
Miller - Chair	Pitko	Patterson
Denner	Bitler	

<b><u>Leadership Team</u></b>
- Language Arts
- Resource
- Social Studies
- Fine Arts
- Math
- PE
- Vocational
- Science
Thornburg - AD
Spoons - Admin.

<b><u>Professional Development Team</u></b>		
Bitler	Ring	Spoons
Castle	Dehlinger	Hughes



## **F.STAFF RESPONSIBILITIES**

### **Substitutes:**

Arrangements for Substitute Teachers must be made through the office. Whenever a substitute is needed, make arrangements as early as possible. The secretary will make arrangements for the substitute once the notice is given.

### **Student Attendance:**

Teachers will be responsible for taking hour/class attendance on PowerSchool. They will record student tardies and absences within the first 10 minutes of their class time.

### **Recording Student Grades:**

As professionals within each curriculum area, teachers shall input a minimum of at least 2 grades per week. It is important that this recorded communication is valued as a means of progress monitoring and evaluating the performance of the student within the classroom. The teacher shall have grades updated every Thursday by 12:00 pm so grades are current for the ineligible list to be updated.

### **Reporting Grade Status:**

#### **1. Protocol for students with a low D or an F on Monday morning:**

- A. **Conduct a student conference:** Let them know you are aware of their work and performance in your class.
- B. Determine whether Academic Support (AS) will be recommended (This is the case where administration should be notified if a student has a low D or an F due to a single failing grade and thus there is no work to do... and the student does not need to be in AS).

#### **2. Protocol for Student Missing Assignments:**

- A. **Conduct a student conference:**
  - a. Provide a **new due date** for the student with the **presumption** that he/she will serve a **detention on that new due date, if the work is not completed.**
- B. In the event a student does not meet the new due date by your class time, remind the student that the **detention was given** and the student will need to stay for a detention that evening as stated above.
- C. In the event a student **skips** the **detention**,
  - i. **Notify the student** that the detention has been **doubled and when the new due date** is for the **two detentions.**
  - ii. **Make a Parent Contact by phone or email,**
  - iii. **Make a Log entry about the student/parent contact and the new detention deadlines** given.
- D. If a student **skips** the **doubled detention deadline, notify administration** where it becomes an **Office Referral** resulting in Time Out, ISS, or Friday School.

\*\*\* Please tell the student specifically where you would like them to serve the detentions.

### **Reporting Abuse:**

Any district employee who has reason to know or suspect that 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 building administrator, counselor, and the local DCF (Department for Children and Families) via phone or email. Phone contact is... **1-800-922-5330** or website contact is... [www.dcf.ks.gov](http://www.dcf.ks.gov) . District employees shall not contact the child's family or any other persons

to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

### **Field Trips:**

All field trips are to be approved by the Principal well in advance of the trip. Careful planning and organization are of the utmost importance. Please ensure that a transportation request and a detailed itinerary are completed upon approval of the field trip and filed with the principal.

### **Discipline Procedures:**

Good classroom management techniques are an essential part of good teaching. When as a last resort, a student must be sent to the office, use the intercom and/or telephone to notify the office that the student is being sent, and the reasons. Do not send a student to the hall as a form of discipline.

Documentation: For all detentions and office referrals given by a teacher, the teacher will...

- Document the student's behavior/incident
- Document the teacher's disciplinary action that was taken

This documentation should be inputted into Powerschool under the "Student's Log Entry."

### **Acknowledgement of Student Standing:**

**Academic Support:** Students who are listed on the Academic Support list for the upcoming week shall not participate in practices for after school activities during AS time. However, if they are in Academic Support and they are NOT on the ineligibility list they may attend/participate in games and performances.

**Ineligible List:** Students who are listed on the ineligible list may participate in practices. Students who are listed on the ineligible list should not suit up to play/perform in contests; however they may attend the contest with the coaches/sponsors approval. An exception to them attending is if a group/team leave before the end of the school day (before 3:20) then students are not allowed to leave with the group/team.

**Suspended Students:** Suspended Students, either in-school suspension (ISS) or out-of-school suspension (OSS), shall not attend any school sponsored activity while their suspension is in force. Students who are in-school suspension (ISS) are to be only on school grounds during school hours. Students who are serving out-of school suspension (OSS) are not to be on school grounds during the suspension.

### **Release of Students During The School Day:**

Students shall not be allowed to run personal errands for school employees off school premises during the school day. Parental contact with the office staff must be made for any student to leave school premises. Students who are staying on school grounds (Marshall, Bus Barn, Parking Lot) still must sign out through the office.

### **Procedure For Students To See The Guidance Counselor:**

Students may be dismissed from your class for a conference with the Counselor provided he/she had a pass signed by the Counselor, and a test is not in progress in your class. Students who need to see a Counselor may schedule an appointment with the Counselor during passing time,

or before or after school. Situations in which require immediate intervention, the teacher will call the counselor for immediate referral.

### **Hall Supervision:**

Many discipline problems can be eliminated if each teacher will be in the hall outside your classroom with the passing of each class. Make it a practice when the bell rings to dismiss your class, and then step to the door during class changes. This practice should also be followed during students passing to the lunchroom.

### **Updating Website:**

In this era of accountability, it is imperative that we keep parents informed of the variety of positive educational activities that take place daily in our school. Teachers are asked to place articles concerning curriculum in their classes and/or clubs they sponsor on the school website. In addition, we are asking that each staff member write a minimum of two articles for the website about a special project or class activity that you are doing. Please sign up with Mr. Hughes by **August 19th, 2020** for the month you will submit your article.

**DUE DATES FOR ARTICLES:** Beginning of each month: September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, May 1

### **Excusing Students from the Classroom:**

Every student has a designated place to be every period. It will be taken for granted that this will always be the case. If a student is out of class, "the student must have an approved pass with him/her."

No student is allowed to go to another teacher's classroom without previously obtaining a pass from that teacher and your approval. The school student approved pass is the student's planner signed/initialed by the teacher giving permission to enter the class.

Students are not to be removed from class except by the office, the Counselor, or the School Nurse. Students are not to be dismissed to leave school for lunch, except by the office.

### **Extra Duty (Blue) Slips:**

It is the responsibility of each staff member when wanting reimbursement for extra duty pay to submit the slips to the building administrator within two (2) weeks after the activity occurred.

If the slip is not turned into the building administrator within the 2 week time period the slip will not be approved.

### **8<sup>th</sup> Hour Leadership & Study Skills Hour Expectations:**

All students must be engaged in academic content during the 8<sup>th</sup> hour Leadership and Study Skills Course. If students do not have homework, they need to bring something to read.

Students should not be excused to another classroom unless they have that teacher for a class, that teacher has requested their presence for that hour, and arrangements have been made prior to the hour, between the two teachers for that student to attend for the hour. The 8<sup>th</sup> hour leadership & study skills course should not be used for coaching purposes. Please refer to the 8<sup>th</sup> hour expectations sheet for further details.

## **Enforcing Student Personal Cell Phone/Texting/Social Media Devices Policy:**

Personal cell phones, ipods, ipads, and similar electronic technology devices are not allowed (meaning they must be secured and turned off) in the classroom or during class time without prior permission by teacher or an administrator.

Any student that has a cellphone/texting/social media technology device; will place this technology device in the basket before class begins or securely place it in their bags and/or lockers. At no time should the technology device be found or be visible on a person during the class time frame. If the device is in the provided teacher's basket, it should be silenced or turned off to eliminate alarms, phone ring tones, media tones, etc. from disrupting the instructional class time. At no time should the technology device be visible on a person while in a restroom and walking to or from the restroom during class time. At no time during school hours 7:35am-3:50pm on school property should a student video or audio record any individual unless the consent of the individual and the consent of the adult supervisor approves.

If a student is caught using a cellphone/texting/social media technology device or it is on their person within the class period time frame, the student's technology device should be confiscated by the teacher.

Teachers will document student violations of this cellphone/texting/social media technology device policy within Power School student log entries as they arise.

## **Staff Dress:**

Teachers should dress for the professional job they do. Slacks/Skirts with a nice shirt are appropriate for Monday – Thursday. On Fridays, jeans are acceptable with a nice school logo printed shirt. T-shirts and sweatshirts are strongly discouraged and should be reserved for appropriate occasions. If you wear a sweatshirt/t-shirt they must have a tornado logo print on them.

## **Faculty, Department, Committee, and Coaches Meetings:**

Faculty meetings will be held once a month. All faculty meetings will begin at 7:35 a.m., and attendance of all faculty is expected. Agenda items for the meeting are due to the Principal by 10:00 a.m. Friday.

Department meetings will be held once each month at 7:35 a.m. in the department chair's room. The agenda and notes from the meeting are to be e-mailed to the principal after the meeting.

Teachers who are assigned to various school committees should attend the scheduled meetings regularly. If you must be absent from the meeting, please give adequate notice to the chair of your absence. The committee chairs will make specific meeting times and agendas. Coaches meetings for in-season head coaches will be called when needed by the Athletic Director.

### **Reporting Hazing / Harassment / Intimidation / Bullying/ Menacing:**

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

The definition of bullying is as follows:

Bullying is defined as repeated attempts to control or intimidate another person by verbal or physical acts. Bullying behaviors include, but are not limited to: 1) physically hurting or threatening to hurt someone; 2) excluding someone socially; 3) destruction or defacing of personal property; 4) insulting others by name-calling; and 5) starting rumors and/or gossiping.

Teachers who witness or have a student report incidences of repeated bullying/harassment should notify the Principal and make a student log entry into Powerschool.

### **Addressing Dress Code:**

Faculty should notify the office and/or administration when they witness or identify a student who has violated dress code.

### **Supervision:**

Teachers shall not leave students unsupervised when they are liable and responsible for student conduct, performance, and/or located within their classroom domain. These incidences would include but are not limited to before school in classrooms, during class time, after school in classrooms, during scheduled practice times, transportation avenues, and school sponsored activities.

### **Student-Aids:**

Having a student aide can be beneficial for both the teacher and student if there are clear expectations and supervision in place. Providing consistency and follow through with the expectations will help the student develop work ethic, job skills, and self-discipline.

Student-Aides should not be assigned to a teacher during their plan or lunch time.

1. Students will be required to consistently work on tasks assigned by the teacher.
2. Students must be in regular attendance as outlined in student handbook (attend./tardy).

3. Students are required to stay in assigned area under the teacher's direct supervision.
4. Teachers may add additional pass/fail requirements specific to their respected areas.
5. Teachers are to cover these expectations at the start of each semester.
6. Students must have all areas checked with a "pass" to receive credit.
7. If a teacher and/or administration remove a student, the student will lose credit.
8. Limit two per staff. (grades 11-12 only)
9. If a teacher accepts a student aide, you have to keep them for a semester.

## **G. STAFF DEVELOPMENT**

### **STAFF DEVELOPMENT SCHEDULE 2022-2023**

<b><u>Inservice Dates:</u></b>
Monday, August 15th
Tuesday, August 16th
Wednesday, August 17th
Wednesday, November 14th
Monday, January 2nd ½ Inservice/ ½ Workday
Monday, January 16th
Wednesday, February 8th Teacher Workday
Monday, April 24 <sup>th</sup>

## **H. SCHOOL ACTIVITIES**

### **Athletic Gate Duty:**

When you are taking tickets at an athletic event, please help enforce the following policies concerning student conduct:

1. Students who leave an athletic event may not reenter. Remind students of this before they leave.
2. No cowbells or artificial noisemakers shall be allowed in the facility.
3. Posters or signs must have administration approval.

Should you have a question or concern about a student, contact the Athletic Director or Administrator on duty at the athletic contest.

### **Dance Sponsorships:**

It is necessary to have professional staff sponsors to supervise extracurricular activities. Numerous occasions will require sponsoring various activities. When those occasions arise, a list for supervision will be developed. However, some events are known in advance. Listed below are those dances for which sponsorships are necessary. Thank you for assistance in this matter.

<b><u>Date :</u></b>	<b><u>Name of Activity:</u></b>	<b><u>Sponsors Assigned Sponsorship:</u></b>
Aug. 19th	Back to School Bash 7:00-9pm	SADD
TBD	Homecoming Act. Committees	10 <sup>th</sup> Grade Sponsors
Oct. 7th	Homecoming Dance	Fr. Class Sponsors

TBA	JH Fall Dance	8 <sup>th</sup> Grade Class Sponsors
TBA	Spring/Winter Dances	Club Sponsors
Jan. 23-27	Winter Royalty Dance/Activities	STUCO (Royalty/Dance on Jan. 27)
April 14	Jr./Sr. Prom	Jr. & Sr. Class Sponsors (Cover Promenade and Entrance supervision) Prom sponsors cover dance
TBA	JH Dance	7 <sup>th</sup> Grade Class Sponsors

### **School Pictures:**

- School pictures and Fall Sports pictures have been scheduled for **Wed, September 7th**, starting at 8:00 a.m. Picture retakes will be on **Wed. November 2nd 8:00 a.m. – 9:30 a.m.**
- Winter sports and class pictures will be on **Wed, January 18th**, starting at 8:00 a.m.
- Spring sports pictures will be on **Tues, March 29th**, starting at 1:00 p.m.
- Graduation pictures will be taken after the senior assembly on Senior Day at approximately 11:00 a.m.

### **Order of pictures will be:**

7th grade - 8th grade - 9th grade - 10th grade - 11th grade - 12th grade

Starting at approximately 1:00 p.m. will be other sponsored athletic teams and clubs.

Pictures will be taken inside for the various groups. The yearbook sponsor is responsible for the staging of the various group shots. Please give her your full cooperation.

### **Wednesday Night And Sunday Activities:**

In order that there be a minimum of conflict with community activities, the Board of Education Policy states that there are to be no school activities on Wednesday after 6:30 p.m., or any school sponsored activities on Sunday. Only exceptions that are made are the High School Graduation Program, and post season competition

### **8<sup>th</sup> Hour Period Club Schedule 2022-2023:**

Group	1	Grade Level Class Meetings
Group	2	WILD/Science Club, FCCLA Board, Spirit Squad, NHS
Group	3	FFA, Art Club, Power Lifting Club
Group	4	FCCLA, Foreign Language, Skills USA
Group	5	SADD, Forensics
Group	6	Student Council, Student Council Officers, FCA

Activity Period (2:50 – 3:20) will be held on schedule as listed below:

<u>Date</u>	<u>Group Meeting</u>	<u>Date</u>	<u>Group Meeting</u>
Aug. 19	Group 1	Jan. 5	Group 3
Aug. 22	Group 2	Jan. 12	Group 4
Aug. 23	Group 3	Jan. 19	Group 5
Aug. 24	Group 4	Jan. 26	Group 6
Aug. 25	Group 5	Feb. 2	Group 1
Aug. 26	Group 6	Feb. 9	Group 2
Sept. 1	Group 1	Feb. 16	Group 3
Sept. 8	Group 2	Feb. 23	Group 4
Sept. 15	Group 3	Mar. 2	Group 5
Sept. 22	Group 4	Mar. 9	Group 6
Sept. 29	Group 5	Mar. 23	Group 1
Oct. 6	Group 6	Mar. 30	Group 2
Oct. 13	Group 1	Apr. 6	Group 3
Oct. 20	Group 2	Apr. 13	Group 4
Oct. 27	Group 3	Apr. 20	Group 5
Nov. 3	Group 4	Apr. 27	Group 6
Nov. 10	Group 5	May. 9	Elections as Requested
Nov. 17	Group 6		
Dec. 1	Group 1		
Dec. 8	Group 2		

## **I. BUILDING/TRANSPORTATION PROCEDURES**

### **Auditorium And Stage:**

Use of the stage/or auditorium will be arranged on a "first come first serve" basis. Requests must be made to the Principal.

### **Faculty Workroom:**

The workroom is provided for your use. Each staff member using the workroom should appoint himself/herself as a committee of one to help keep it orderly. Students are not allowed in the workroom.

### **Library:**

We have an excellent Library, with a wide variety of educational materials for use by students and teachers. When you need audiovisual equipment or computers, please schedule these items well in advance of the date you will need them. We belong to the Greenbush Media Service and



there are a wide variety of materials you may schedule for your classroom use. Please check with the Librarian concerning the procedure for ordering these materials.

When bringing students to the Library for resource work, please schedule your visit with the Librarian well in advance of the date you desire to bring a class. The Library can only accommodate one class per hour. **Please bring your class to the Library and remain with them the entire time they are in the Library.**

An individual student may be sent to the Library for no more than 15 minutes, with a pass.

### **Vehicle Requests:**

District vehicles may be reserved for employee use to conduct district business by contacting the Transportation Director through written documentation provided by the transportation director. Staff members shall fill out appropriate mileage/passenger document and return vehicle in respectable clean condition.

### **Keys:**

The building Principal/Superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission. Keys should be turned in to the appropriate supervisor when the employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the Principal so measures may be taken to maintain safety and security and to protect district property.

## **J. SAFETY AND SECURITY**

### **Security System:**

To help maintain safety of students and staff, all outside doors will be locked during the school day. The north doors between the Vo-Ag building and the main school building will be on an automatic locking system. Approximately 5 minutes after the bell has rung the doors between both buildings will lock, not permitting students back into either building. Teachers should assist their students when entering the building if they are traveling between buildings during the course hour. Teachers should also assist by closing doors that are propped open and notifying the office of the habitual occurrences. Students who are called to the office during class time will have to use the buzzer system to re-enter.

### **Crisis Plan Notebooks**

Each teacher should note appropriate methods for following procedures during crisis situations. Teachers shall have their crisis notebooks visible and accessible.

## **Fire and Tornado**

Teachers will be instructed by the building Principal and/or crisis handbook in regards to the procedures to follow in case of fire or tornado drills. The safety of the child is the teacher's responsibility in case of fire or tornado.

## **Evacuation Policy For Students with a handicap:**

In the event of a fire or tornado at Eureka Junior/Senior High School, a member of the special education staff assigned to assist that student with their individual plan will take handicapped students to the appropriate place.

## **Eureka USD 389 Social Media Policy:**

This policy applies to all social media activities by district employees, including but not limited to the use of blogs, forums, social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Flickr, Tumblr and YouTube) and any other web-based communications on publicly available sites. These activities are encouraged to take place in a classroom or school office setting so long as such activities do not detract from the employees' effectiveness or other job duties. When participating in social media activities, even off duty and off premises, such activities must not violate any Board policies or otherwise interfere with the employee's or co-workers' job performance. The Board expects all employees to exercise professionalism and good judgment in any social media activities. Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations.

Any violation of this policy, or of any Board policies or procedures as a result of social media activities, may result in corrective action, up to and including termination.

## **K. STAFF CONDUCT**

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

Physical or verbal abuse of, or threat of harm to, anyone.

Causing damage, or threat of damage, to district property.

Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.

Use of, possession, distribution, or sale of alcohol or of drugs or other illegal substances.

Use of profane or abusive language, symbols, or conducts.

Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.

The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.

A violation of district policies and regulations.

Any conduct violating federal, state, or applicable municipal law or regulation.

Any other conducts that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any other activity sponsored by the board.

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

Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.

Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.

Maintain order in a manner consistent with district policies and regulations.

Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.

Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

District employees are prohibited from engaging in any activity in which may conflict with or detract from the effective performance of their duties.

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

## **L. TESTING INTEGRITY & POLICY:**

### **SEMESTER TEST POLICY**

- All teachers are to give semester tests on the days indicated.
- Semester tests are to be weighted no more than any other test given during the semester nor are they to be weighted greater than 10% of the overall grade for a class.
- All students enrolled in a course are to take the semester test unless they are notified by their classroom teacher that they do meet the following exemption policy.

Exemption Policy:

To be eligible for exemption from a semester final, a student must meet the following criteria in that course (grades 9-12):

- 1) Have a cumulative semester letter grade that is at least an "B",
- 2) Two tardies or less per class for the semester

- 3) Two absences total for the semester (excluding excused absences: Doctor's notes, School Activity, Athletic Events, College Visits, Case Worker Visit, Nurse Visit, Field Trips, Bereavement)
- 5) No assignments to ISS, OSS, truancies, or documented office referrals (semester basis). Any assigned violations with regards to these issues will result in the student required to take all semester finals.
- 6) All obligations, fees and fines (enrollment, library, activity, book, etc.) must be paid.
  - The classroom teacher will follow the exemption policy as stated above.
    - All students are to plan towards taking all semester finals unless contacted by each teacher with approval for exemption.
  - If a student meets the requirement of exemption in a course, the student may take the exam in that class in order to improve his/her grade with no penalty.

Students will be dismissed from classes/school if he/she is exempt: which hours/days will be determined by school administration.

A cut-off date will be set by the administration prior to the semester finals for tabulation. This date will be announced.

### **Testing Integrity:**

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

1. Provide inappropriate test preparation.
2. Modify test administration procedures.
3. Provide inappropriate assistance to students during test administration.
4. Change or fill in answers on student answer sheets.
5. Provide inaccurate data on student information sheets.
6. Discourage or exclude certain students from taking the test.
7. Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

**Approved by board of education: 07/10/2006**

### **M. TECHNOLOGY UTILIZATION BY EMPLOYEES**

The Eureka school district provides Internet access and computer technology resources for employee use. This document is the Acceptable Use Policy for use of the Eureka school district's computer resources. The Internet has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities for students and staff. It has not been established as a public access or public forum and the Eureka school system has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in this policy and the laws of the state of Kansas. Further, you may not use this system for commercial purposes to offer or provide products or services through the system or use the system for political lobbying.

The use of personal or private equipment to access the electronic network without prior written permission is prohibited. If permission is granted, the user waives any right to privacy that may exist in any file, data or e-mail.

The following uses of the Eureka school district's computer resources are unacceptable:

1. Personal Safety.

- a. You will not post contact information (e.g. address, phone number) about any other person.
- b. Any contact or receipt of any message you feel uncomfortable about should be reported to school authorities immediately.
- c. You will not conduct live, real-time communication with others via the Internet unless it is pre-approved due to its educational benefit.

2. Illegal Activities.

- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorization by entering any password other than your own, or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer virus or by other means.
- c. You will not use the Eureka school district's computer resources to engage in any other illegal act.

3. System Security.

- a. You are responsible for your individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should you give any password or access code to another person.
- b. You will immediately notify a building administrator or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by not attempting to download any software on this system.
- d. You will not attempt to change the perimeters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed to protect the system's resources from alteration.

4. Inappropriate Language.

- a. On any and all uses of the Internet, and the district's computer resources, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful

language. You will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy.

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will not download extremely large e-mail files. No downloads of software or related files should be attempted.
- b. You will not post chain letters or engage in "spamming" (that is, sending any annoying or unnecessary message to a large number of people.)
- c. You will check your e-mail (if provided) frequently, and delete unwanted messages promptly.
- d. You may subscribe to high-quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement.

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements.  
If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

8. Inappropriate Access to Material.

- a. You will not use the Eureka school district's computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward others (hate literature). A special exception may be made for specific literature if the purpose of the access is to conduct research with or for a student with advance parental knowledge.
- b. If you mistakenly access inappropriate information, you should immediately inform the district's Technology Coordinator in writing through the appropriate channels in order that this site or material can be screened and blocked if appropriate.

9. Your Rights.

- a. Free Speech. Your right to free speech applies also to your communication on the Internet. The internet is considered a limited forum and therefore the district may restrict your right to free speech for valid educational reasons.
- b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation. Any material in your possession will be viewed in the same context as to its appropriateness for the school

setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forthcoming as well as disciplinary measures described by this policy regarding the method of its retrieval.

Use of the Internet is a privilege, not a right. Individuals violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

- c. Enforcement. The district will cooperate fully with local, state and federal officials in any investigation related to illegal activities conducted with the use of the Eureka school district's computer resources. In the event of a claim that you have violated this policy or the law in your usage, the usual procedures according to state and federal law will be followed. Additional restrictions may be placed on your use of the district's computer resources. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district will not be responsible for financial obligations arising from your personal use of the system. Students and staff members shall be responsible for reimbursing the district for replacement of or repair to computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Employees shall have not expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. The district retains the right to duplicate any information stored in the system or device or on any hard drive.

Electronics footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed, and the subsequent use of that material. All internet access including e-mail, can be filtered, monitored and logged when deemed appropriate by the district.

## **N. HANDLING SCHOOL ACTIVITY FUNDS:**

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the Board of Education of Unified School District 389 and any question of policy may be referred to the superintendent of schools. The following general regulations shall apply to all Activity Funds:

- A. All funds raised by any school organization shall be deposited in the Activity Fund and shall be paid out on approval of group sponsors and officers, in accordance with approved school policy subject to approval of the school administration. In all cases, the books of the treasurer of the organization should show all receipts and expenditures.
- B. Funds raised by school organizations by group activity may not be spent for personal entertainment of the members of that group except where these funds were raised for specified purposes such as Junior-Senior Prom/Banquet, etc., where approval is given by the school administration for the fund raising activity and the expenditure. (This is not to be interpreted as including assessments made on members for entertainment purposes.)
- C. Gifts to any individual or organization outside the school may not be made by any school organization from funds raised by any such school activity. Gifts to sponsors, play coaches, etc., within the school should be limited to nominal sums (it is suggested that gifts should be kept under \$50.) Classes, such as the Senior Class, may indicate their preferences for a gift or disposition of any funds they may have left at the close of their senior year subject to the principal's approval.
- D. If funds are left by any organization without agreement as to their disposition they will become the property of the school and must be spent for school purposes that will benefit the school groups in general.

## **O. FISCAL RESPONSIBILITY:**



### **Prohibited Activity:**

Reports of financial misconduct will be received in confidence, and investigations will be conducted confidentially unless otherwise required by law. Law enforcement will be contacted if an investigation reveals criminal activity.

No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify and record or document with the intent to impede, obstruct or influence an investigation pursuant to this policy.

No board member or district employee will take adverse employment action against any individual who, in good faith, reports suspected fraud or financial misconduct. No board member or district employee shall retaliate against any individual for providing truthful information to law enforcement regarding alleged financial misconduct. Retaliation includes refusal to hire, termination, discipline or reassignment unless such reassignment is necessary to meet the district's staffing needs or is requested by the employee. Nothing in this policy shall prevent the discipline or termination of employees in accordance with board policy and law. Students who, in good faith, report suspected fraud or financial misconduct will not be disciplined or penalized for making a report.

Employees who violate any portion of this policy are subject to discipline up to and including termination and referral for prosecution when appropriate.

### **Fraud Prevention Procedure**

All employees shall act with integrity and due diligence in matters involving district resources. Annually, by direction of the superintendent, the general contents and direction contained in the procedure shall be conveyed to all staff members.

### **Definition**

As used in this procedure, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.

Forging or altering financial documents or accounts illegally or without proper authorization.

Improper handling or reporting of financial transactions.

Personally profiting as a result of insider knowledge.

Disregarding confidentiality safeguards concerning financial information.

Violating board conflict of interest policies.

Mishandling district financial records or assets (destroying, removing, or misusing).

### **Staff Responsibilities**

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with internal or external departments and agencies as appropriate.

### **Internal controls/investigations**

The superintendent shall develop internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter shall rest with the Board. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

## **P. WORKERS COMPENSATION**

### **Injuries Occurring When and Employee is "Under the Influence"**

The Worker's Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

### **Recreational and Social Activities**

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

### **Injuries Suffered While Traveling to and From Work**

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

### **Horseplay**

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

## **Q. TEACHERS RIGHTS**

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs.

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures.

## **R. CONFIDENTIALITY**

See KSA 72-6214 and FERPA Requirements--Federal Law

Employees must be responsible and accountable for maintaining strict confidence with information they use or become privy to because of their jobs. It never hurts to remind ourselves of our responsibilities to students, to their parents and to each other.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with individual students or staff.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all records.
3. I shall only access or disseminate student or staff information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of USD 389.
4. I agree to discuss confidential information only in the context of support for individuals at the site of the crisis and to not discuss such information outside of the crisis site or within hearing of other people who do not have a need to know about the information.
5. I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, acknowledge that USD 389 may, as applicable and as it deems appropriate, pursue disciplinary action.

Signed: \_\_\_\_\_

(Copy/personnel file)