

2024-25

**SOUTH MIDDLE
SCHOOL**

FACULTY HANDBOOK



THE MISSION OF SOUTH MIDDLE SCHOOL IS TO ENSURE A HIGH QUALITY EDUCATION FOR ALL STUDENTS IN A SAFE, EQUITABLE, LEARNING ENVIRONMENT. THIS MISSION IS BEST ACCOMPLISHED THROUGH A PARTNERSHIP INCLUDING STUDENTS, FAMILY, COMMUNITY, TEACHERS AND STAFF, PREPARING STUDENTS TO BECOME LIFE-LONG LEARNERS IN AN EVER-CHANGING WORLD.

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ACCIDENT REPORTS

Please fill out an accident report on a student that has an accident or injury in your classroom. **AT NO TIME IS AN INJURED STUDENT TO BE LEFT ALONE.**

ANNOUNCEMENTS

Announcements will be completed daily, announced in the morning and posted on the school website.

ASSEMBLIES, PEP RALLIES

Unless otherwise excused by the principal, all teachers are to attend assemblies, pep rallies, etc., when they are held during the scheduled day. Teachers are encouraged to attend even when they are not held during the scheduled day. This will aid in assuring the success of the event.

ATTENDANCE RECORDING

Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording the "official attendance" shall be assigned to the teacher. Failure to do so may result in disciplinary action.

Recording & Reporting:

1. Teachers will keep a complete and accurate attendance record of all classes in Skyward. Attendance will be entered in Skyward at the beginning of each hour. Students who are tardy to first hour must report to the office to check in. Unexcused tardies will be recorded each class period by the teacher.
2. Any absent student must have an admit slip before reporting to class the next day.
3. No student is to be taken from a class or activity unless the request has been approved by the scheduled teacher.

BELL SCHEDULE

6th Grade

Period 1 (Advisory)	7:45 – 8:21
Period 2	8:25 – 9:14
Period 3	9:18 – 10:07
Period 4	10:11 – 11:00
Period 5 (Lunch)	11:04 – 12:16
Period 6	12:20 – 1:09
Period 7	1:13 – 2:02
Period 8	2:06 – 2:55
After School	3:00 – 3:45

7th and 8th Grade

Period 1 (Advisory)	7:45 – 8:21
Period 2	8:25 – 9:14
Period 3	9:18 – 10:07
Period 4	10:11 – 11:00
Period 5	11:04 – 11:53
Period 6 (Lunch)	11:57 – 1:09
Period 7	1:13 – 2:02
Period 8	2:06 – 2:55
After School	3:00 – 3:45

BORROWING OF SCHOOL PROPERTY

No equipment will be loaned to any person or organization without prior knowledge and approval of the principal.

BUILDING AND ROOMS

Please help take care of district property. Before leaving the classroom at night, please make sure that:

- Lights and electrical equipment are turned off (including computers, monitors, and printers to conserve energy).
- Have students clean up around desks after each class. (Each teacher is responsible for seeing that the students under his/her supervision do not mar, disfigure, write on, scratch, carve on, or in any way abuse or misuse the furniture, equipment, apparatus, building or school properties.) Form the habit of making periodic inspections of your room and equipment to detect any abuse or misuse of it.
- Use of candles or candle-warmers is not allowed.

BUILDING IMPROVEMENT INITIATIVES FOR 2024-25

South Middle School will be focusing on implementing Visible Learning (learning intentions, success criteria, learning dispositions) increasing state assessment scores, reducing chronic absenteeism and reducing behavior referrals.

BUILDING LEADERSHIP TEAM

The purpose of the Building Leadership Team shall be three fold:

- a. Act as a screening committee to present and consider alternative solutions to school wide concerns.
- b. To act as an advisory board to the building principals.
- c. To serve as a communication link to improve organization within the school and district.

BULLYING POLICY (JDDC)

The board prohibits acts of bullying, in any form, including cyber bullying, on school property, in school vehicles or at school-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the school's ability to educate students. All Salina USD 305 administrators, faculty, staff and volunteers are expected to treat others with civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally,
- Damaging a student's or staff member's property,
- Placing a student or staff member in reasonable fear of harm to the student or staff member,
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyber bullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

"School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.

The board believes the standards for appropriate student behavior must be established cooperatively with input from students, parents/guardians, staff and the community. These standards must encourage the development of student self-discipline in an atmosphere of respect for self and others and respect for district and community property.

The board believes that the best discipline is acceptance of personal responsibility and is self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and to learn from the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

The district prohibits both active and passive bystander support for acts of bullying. The staff should encourage

students to support students who walk away from these acts when this would defuse the situation, constructively attempt to stop them, or report them to the designated authority.

The board requires school administrators to develop and implement procedures ensuring that individualized attention be given to both perpetrators and victims of bullying, when incidents occur. It is important not to target either bully or victim for criticism, but rather to make sure that all the factors contributing to the bullying are recognized and understood

Complaint Procedures

All students, staff members and volunteers are expected to report acts of bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will record the details as reported. The school staff or administrator will support students, coworkers and volunteers making such reports and protect against any potential retaliation. An investigation to determine the facts will take place immediately or as soon as practical in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades, employment or volunteer status with the district. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed. The board specifically prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a *student* found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion. A *school employee* found to have falsely accused another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

S.M.S BULLYING PROTOCOL REPORTING

If a student reports an incident of bullying or harassment to a staff member, the staff member must take the report seriously and have the student visit with a counselor and then complete the hassle report.

The incident will be investigated by counselor/administration/SRO. Please make sure that confidentiality is always maintained and make sure that other students do not know why the bullied student is going to the counseling center. The bullied student must have the expectation of trust with adults in this building.

Help keep South Middle School safe and positive by taking corrective action. If a student is heard or seen making an inappropriate comment or gesture, address it immediately. Adults cannot allow bullying. When a student is corrected a referral is not always necessary if compliance occurs. A simple statement such as, "Tom, I was offended when you made that comment about Sally. This type of comment is unacceptable. If you continue to make such comments, I will have to write you a referral or call home. I am telling you this because if I were you I would want to know if I were being offensive."

CELL PHONE USE - TEACHERS

Teachers may not use cell phones during class time.

CELL PHONE/ELECTRONIC POLICY - STUDENT

Student cell phones need to remain in their book bag throughout the school day. Students can check their cell phones between class periods. Listed below are consequences for cell phone violations:

1. First Infraction – Teacher will take the cell phone to the office, student can pick it up at the end of the day.
2. Second Infraction – Teacher will take the cell phone to the office, parent will need to pick it up at the end of the day.

3. Third Infraction – Teacher will take the cell phone to the office, the student will lock their cell phone in a secure lock box in the office for two weeks.
4. Fourth Infraction – Teacher will take the cell phone to the office, the student will lock their cell phone in a secure lock box for the remainder of the semester.

CHILD ABUSE REPORTING (GAAD)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. The building administrator shall be notified after the report is made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition. Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

CLASS SCHEDULE CHANGES

Students desiring to change their schedule must have written permission of the teacher(s), principal, and counselor. Such applications must be made within the first week after the beginning of each semester. Reasons for class changes are generally limited to improper academic placement or a student's desire for an increase in academic rigor. Students will not be permitted to withdraw from a class after the deadline except for highly unusual circumstances. Low grades will not constitute an unusual circumstance.

Exceptions for a student to change their schedule:

Counselor Error: Students that have been "inappropriately placed" in a class can request a course change.

SIT Recommendation: Identified SIT students can be moved out of a class and into appropriate courses to improve their ability to achieve academic success.

Principal Override: The school principal can have a student moved into or out of a course. This rare decision will be made only after a formal parent request and after all possible teacher/student interventions have been attempted. This decision is independent of counselor input.

CLASSROOM MANAGEMENT

Teachers are expected to manage their classrooms. Students will not learn if they are in the office. Managing the classroom is a technique. The best deterrent to management issues is good classroom instruction. Always have a well-designed and engaging lesson.

CONFIDENTIALITY

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

COPY CENTER

Copies needed for classroom use must be produced at the copy center. Please use the scan and e-mail method if possible. (At the top of the SMS or 305 web site, sign in using district assigned log in and password. A tab "for staff" will appear. Scroll down to copy center and complete required information. Documents need to be converted to PDF first.) If using "snail mail" method, copies of material to be reproduced, along with a copy center order form, need to be placed in the copy center blue box in the workroom. Please allow 48 hours for copies to be returned from the copy center. Copiers in the building are for small quantities. Please be prepared, and utilize the copy center.

COPYRIGHT GUIDELINES (ECH)

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use", as set forth in ECH-R.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

CRISIS PROCEDURES

Each teacher shall have a crisis plan/notebook in their classroom. Refer to that notebook for all protocol related to crisis situations. See below for glossary of terms:

ALERT ROSTERS: Lists of students, parents, team members, and school staff that contain essential information during a crisis event. Information contained on the alert rosters may include names, phone numbers, emergency contact numbers, class schedules, and addresses.

ALTERNATE LOCATION: A building located away from the school where students and staff can go to for safe refuge until picked up by buses or until they can return to their school.

BUILDING CRISIS TEAM: A group that prepares each school building in the district for emergency situations and is responsible for the management of a crisis affecting a specific building. The Building Crisis Team meets on a regular basis to discuss school safety preparedness and procedures relative to that school.

COMMAND POST: The site from which school officials (i.e. Incident Commander, etc.) exercise direction and control in an emergency or disaster.

DISTRICT CRISIS TEAM: A group that is responsible for the management of a crisis within the district that involves multiple school buildings or impacts a significant portion of the school district. The District Crisis Team is also responsible for the management of a crisis involving only the district office.

DISTRICT EMERGENCY MANAGEMENT TEAM LEADER: The person who is the leader of the District Emergency Management Team and who serves as the Incident Commander in the event of a “Level Two – Full Response” emergency.

EMERGENCY MANAGEMENT PLAN: A set of guidelines and procedures formally adopted by a governing body that outline measures to be taken by emergency management team members and general staff to minimize the probability or severity of crisis situations, and the prevention or minimization of injuries resulting from emergency events.

DISTRICT EMERGENCY MANAGEMENT TEAMS: Group of people responsible for the planning of emergency procedures and the prevention of potential emergency situations within the school district.

EVACUATION: The action taken by district or government officials to either order or advise students and school staff to withdraw from an area for protective or strategic purposes.

HAZARDOUS MATERIALS: Any substance or material in a quantity or form which may be harmful or injurious to the health and safety of humans, animals, crops, or property when released into the environment. Hazardous materials may include, but are not limited to: explosives, radioactive materials, blood borne pathogens, disease-causing agents, flammable liquid, solids, or gases.

HEIGHTENED SECURITY: An action taken by school officials to order that all outside doors are locked and someone inside the building is constantly watching the front door, letting people in only after finding out who they are. Normal activity continues inside the building. No outdoor activities such as recess will be held.

INCIDENT COMMANDER: The person in overall control of the incident site who leads the Incident Command System and who is responsible for the management of all incident operations.

INCIDENT COMMAND SYSTEM: An organizational and tasking concept designed to control emergency response operations by establishing functional areas under the direction of an Incident Commander. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and the communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to the incident.

LAW ENFORCEMENT LIAISON: The person who serves as a representative of both the school district and local law enforcement.

LEVEL ONE – BUILDING RESPONSE: Category of emergency requiring response from the school site team only in support of the school site administrator. Emergencies of this nature are usually limited to a single school building within the school district.

LEVEL TWO – DISTRICT RESPONSE: Category of emergency requiring response from the full district emergency management team in support of the school site administrator(s). Emergencies of this nature may involve one or more district schools.

LOCKDOWN: All external and internal doors are locked. Classroom lights are turned off and windows to doors covered. Students are instructed to move to an area of the room hidden from view.

MEDIA LIAISON/PUBLIC INFORMATION OFFICER (PIO): The person representing the school district with the sole responsibility of releasing public information regarding a crisis to media representatives.

MEMORANDUMS OF UNDERSTANDING (MOUs): Written agreements with agencies, businesses, or other community groups outside of the school district for the use of facilities, equipment, methods of transportation, or methods of communication during a crisis or emergency situation.

SCHOOL SITE ADMINISTRATOR/TEAM LEADER: The person who is the leader of the School Site Emergency Management Team and who serves as the Incident Commander in the event of a “Level One-Partial Response” emergency.

CURRICULUM

Only board approved curriculum will be taught. All teachers are responsible for teaching the state standards in their respective classes. The district expectation is that teachers will apply research-based instructional practices including Literacy First, Kagan Cooperative Learning, Ruby Payne, and other strategies learned through staff development.

DAILY OBJECTIVES

Daily learning objectives, indicating what students are to learn during the class period are to be posted in teacher classrooms along with the daily agenda / tasks for the class period. These are learning intentions.

DAILY SUPERVISION

Providing early supervision for students arriving at the building prior to the entry bell is a part of our normal school routine. This is necessary because some students ride with their families as they go to work. Students otherwise are strongly encouraged not to arrive at school before 7:15 am. All teachers are assigned after school supervision throughout the school year. In the morning, teachers are expected to be in their classrooms by the start of duty day, 7:05 am, as students will be reporting to advisory. After school supervision concludes at 3:05 pm. If for some reason a teacher cannot be at his/her assigned location, it is the supervisor’s responsibility to find a replacement.

DISCIPLINARY PROCEDURE FOR CLASSROOM MISCONDUCT

Each teacher has a specific classroom behavior plan. It incorporates teacher/student expectations, a hierarchy of consequences for students who break the rules, and a positive reward plan for well-behaved students. It is our philosophy that the classroom teacher is the best person to deal with behavior issues. Below is a general outline that our teaching staff will follow when assessing student discipline. Teachers shall document each step as it occurs. CHAMPS procedures should be used hourly.

STEP 1: RESET ROOM: The teacher will contact the Behavior Interventionist team, the student will reset with the team. The student and teacher will meet after the reset before returning to class.

STEP 2: TEACHER / STUDENT CONFERENCE: The teacher shall have a conference with the student. During the conference, the teacher shall communicate with the student the nature of the infraction and what is required to change the undesired behavior.

STEP 3: DETENTION, PARENT / GUARDIAN CONTACT: Detention (or another consequence) will be assigned by the teacher for a classroom rule infraction. The student shall be informed of the behavior that caused the consequence to be assigned. The parent/guardian shall be contacted.

STEP 4: REFERRAL TO OFFICE: The student shall be referred to the principal. The referral form shall document the infraction, date, and any other relevant information. Assistant principals will not process referrals unless a parent notification is made by the teacher.

DISTRICT TECHNOLOGY PROCEDURES (MIS)

Helpdesk procedures: Contact the MIS Helpdesk for assistance with phone, computer, video and PA system problems. If the MIS staff member answering the call or e-mail is unable to solve the problem right away, your request will go onto the task list and a technician will be scheduled to address the concerns. This may require a visit to your site. When you call or e-mail, you will be asked to submit the following information: (1) A detailed description of the problem being reported; (2) any error messages, if applicable; (3) spelling of first and last name; (4) building; (5) room number; (6) computer name, printer type, or phone extension having the problem. To contact the Helpdesk, call 309-4850 or e-mail helpdesk@usd305.com.

USD 305 MIS Equipment Request Form (Form M-10): If new equipment or an upgrade for existing equipment is needed, the M-10 form must be completed by the requestor and signed by the building administrator. A building account number is required for accounting purposes.

If you are requesting projects that will require cabling for new data, phone or video drops, or wish to have drops moved to new locations in the room, please use the M-10 form. Be aware that if building personnel purchase equipment on their own, without using the M-10 form, the equipment may not be compatible with USD 305 systems, and will not be supported by the MIS Department.

- Once the MIS department receives the M-10 form with the appropriate signatures and account number, an evaluation will be done to see exactly what is needed to fulfill the request. If the equipment needed is in stock, it will then be installed. If the equipment is not in stock, it will be ordered and then installed when received.
- Be advised the ordering process may take several weeks. Planning ahead is important
- All requests may not be approved. Please check back with your administrator if some time has passed to find out the status of your request.

All costs associated with equipment that is an addition to current standards (see Equipment Standards attachment) will be the building's responsibility and the purchase of such equipment may need approval from the Technology Planning Committee.

Adds/Moves/Changes: Installation of new equipment, moving of existing equipment, and changes to existing equipment are to be done only in coordination with the MIS staff. Contact the MIS Department a month in advance of moving several rooms of equipment and at least two weeks in advance for smaller moves. E-mail your request to the Helpdesk with an explanation for the add, move, or change and a date you are requesting the move to be completed by. Any time new equipment, data, or phone drops are desired, an M-10 form should be submitted.

- Anytime a teacher wishes to move or change existing PAs, TVs, phones or computers, please contact the MIS Department. All equipment is inventoried by type and location of equipment.
- Classroom and cart computers on the network have specific names and when they are moved to a new location/cart, the computer will need to be renamed by the MIS Department Staff before it will work properly. Laptops will be renamed when they are assigned to a different staff member or the staff member moves to a new location.
- All Adds/Moves/Changes requests may not be approved. Depending on the justification for the move and the cost to complete the project, approval may be required from the Technology Planning Committee.
- Request to remove or recycle equipment from a building needs to come from the building administrator (or designee). The location and description of the equipment must be on the request. This can be done via e-mail to helpdesk.

Personal Computers in the Workplace: The district does not allow the use of personal computers in the workplace. Personal computers and/or any other equipment cannot be connected to the network without approval from the Technology Planning Committee due to security and liability concerns. Personal property is not the responsibility of the district to maintain or support.

E-mail

General e-mail guidelines: E-mail should be sent without special effects. When composing e-mail messages, leave the background white, do not add music or animation and eliminate attachments that are not needed. Also, eliminate special effects and unneeded attachments from e-mails you are forwarding or replying to. If you are unsure how to do this, contact the Helpdesk.

Keep your e-mail cleaned out, and do not use it as a filing system. Remember to delete your deleted items and sent items to clear up space on the e-mail server. This will keep e-mail working faster for everyone.

E-mail and documents created while employed for Salina Public Schools: Please be advised that there should be NO expectation of privacy on the part of any user when using communication technology within the district. The content of all e-mail, phone messages, files and data on computers and servers is the property of Salina Public Schools.

Misuse of Salina Public Schools resources can result in termination of employment.

E-mail accounts for non-USD 305 Employees: If the agency the employee works for provides e-mail, then USD 305 will expect them to use their organization or agency's e-mail service.

If the individual is not a USD 305 employee but works the majority of his/her time within a USD 305 facility and his/her employer does not provide e-mail service, upon approval USD 305 will provide that individual with an e-mail account and supervision of the use of that account. They will abide by the same policies that govern the use of Internet and e-mail accounts by USD 305 Employees. If they fail to follow those policies, their accounts will be disabled.

Software Requests and Purchases

Classroom Software Requests: Software to be installed by or receive support from MIS and software for student computers must go through the software approval process. Once software has been approved and purchased, the MIS department will install the software. Installation will be limited by the number of licenses purchased.

- *Software Request Forms* are available in the School Improvement (SI) Office or online on the Technical Support page of the MIS web site (www.usd305.com/page/371). The requestor completes the general information (top) portion of the form, obtains signature of building principal, and sends the form to MIS. MIS evaluates the software for compatibility with the network, computers, and existing software. MIS either approves or rejects the software on these criteria and returns the form to the requestor. Upon obtaining MIS approval, the requestor completes the Curriculum Integration Plan portion of the form and sends the form to the building principal for approval. The principal then sends the form to SI for approval, and SI returns the form to MIS.
- When the software approval process is completed and the purchase is made, all approved software should be delivered to the MIS Department. MIS will then work with the building personnel to schedule installation.
- Installing software that is not compliant with the network or computers can cause instability, which can result in downtime. Some software may also cause security holes, contain viruses, Trojan horses, etc. that could allow a hacker to gain access to sensitive information. This is why MIS is a part of the software approval process.

Administrative Software Requests: Staff requesting software for administrative use will complete the Software request form with a description of its use and function and forward it to the MIS Department. MIS will evaluate the technical specifications and will then forward the request to the Administrative and Student Support Services Office for approval. Following this procedure is required if a building is wanting to purchase a software application that they are requesting MIS Support to install or the application needs to be stored on the server.

- The MIS Department reserves the right to remove any software that poses an immediate threat to the network.

- Review software every year to be sure it is current and that it will work with the upgrades to the network software.

Four Categories of Software:

Unapproved/Unsupported: This is software that has never gone through the software approval process or has been denied during the process. This software is allowed on teachers' and administrators' computer for evaluation purposes.

Unapproved and unsupported software will not receive any attention from MIS. The purchase, installation, and maintenance of this software are the building's and/or teacher's responsibility. All licensing is the building's and/or teacher's responsibility. If this software is deleted for any reason, including during the imaging (RIS) process done annually by MIS, it is the building's and/or teacher's responsibility to reinstall. Retaining all copies of the software is the building's and/or teacher's responsibility. Resolution of any problems with this software is the responsibility of the building and/or teacher. If this software creates problems with the computer or the network, it will be removed.

Approved/Unsupported: This is software that has been approved for use but has not been identified as instructionally or administratively sound, but the desire for the software is great enough to allow it to be installed.

MIS is responsible for installation, licensing, and keeping a copy of the approved and unsupported software. All other responsibilities belong to the building and/or teacher. If the software is deleted for some reason, MIS will reinstall the software but is not responsible for any lost data.

Approved/Supported: This is software that has been approved via the software approval process and has been identified as instructionally or administratively sound.

MIS is responsible for installation, licensing, keeping a copy, maintaining the data, and troubleshooting of this software. The user is responsible for how to use the software and insuring the data is stored on a server (if possible). If the software or the data from this software are lost, MIS will reinstall the software and make all reasonable attempts to recover the data.

Not Allowed: This is software that has been determined to present an undue risk to the network, computers, or other information systems, or software that is determined to be inappropriate for use in our schools. This software will be removed from the computer or network immediately.

Not allowed software includes software that creates a danger to the network or computers. It also includes outdated software. Software can become outdated because of changes to computers, the network, or the operating systems. It can also become outdated because the manufacturer no longer supports the software or they are no longer in business.

MIS will attempt to track all approved software and give building administrators three months' notice when software is becoming outdated.

Online Software Subscriptions: Online software subscriptions need to go through the software approval process. This refers to any internal (web) service that is to be used on a regular basis and requires a download, installation of software, data received from a website, and/or a purchase of any kind. Due to limited internet bandwidth, these subscriptions must be evaluated before use and monitored during use.

Equipment Standards

Approved and Supported Hardware:

This is hardware that the District has approved for purchase and identified as "standard" equipment for use within the District. There are two definitions of standard in this instance.

The first definition refers to the standard installation of the equipment: how many PC's, laptops, promethean boards, etc. in each building. Several types of technology have been determined to be needed for educational and administrative purposes. These technologies include, but may not be limited to:

Personal Computers: An installation of desktop and laptops PC's has been determined for each building. The number of devices is determined by a combination of student numbers and curricular and administrative

needs. The distribution of the PC's within a building is determined by the building administrator. Any needed accessories such as monitors, keyboards, mice, etc. are included.

Phones: One phone per classroom, lab and office is provided. Other phones are provided as needs determine.

Projectors: One projector is provided for each classroom. If a Promethean board with a projector is in a classroom that is the provided projector. Other projectors are provided as curriculum and administrative needs require.

Other technologies: Other equipment such as Promethean boards, clickers, scanners, etc. are provided as determined by Tech Planning, Title, Grant and Building Administrators and funds available.

The second definition refers to standardizing the hardware itself, i.e. Dell laptops vs. HP laptops. The hardware standards are determined by MIS and can change rapidly.

Approved but NOT Supported Hardware:

This is hardware that the District has approved for purchase but that has not been approved for district support: multi-function printer/copier/fax machines, postage machines digital cameras, digital camcorders, thumb (flash) drives, fax machines (MIS will insure proper phone functionality), wireless keyboards and/or mouse, USB hubs, MP3 players, microphones.

The buildings will be responsible for the purchase, installation and maintenance price of this equipment. MIS will determine the hardware standards for this equipment and will be responsible for issuing the purchase orders. MIS will insure that any Approved and Supported hardware that this equipment is connected to or communicating with is working properly. If MIS determines that this equipment is not working properly it is the building's responsibility to get the equipment fixed or replaced.

The purchase of any technology equipment will need an M-10 form processed through the building administrator and MIS. This is true even if the equipment is in the "Approved but not Supported" category. Purchase of technology equipment not already standard may require the approval of the Technology Planning Committee.

Web Pages

Teacher sub-webs: Each teacher is given a web site on School Wires for their purposes. All Board policies must be followed when creating and maintaining web pages. Any inappropriate use of web pages can result in termination of employment.

Misc.

Passwords: Passwords will not be shared with anyone. USD 305 staff members and students are required to change their password once every 70 days. Password changes can be made several ways.

- If you have forgotten your password or cannot change it, call the Helpdesk at (309-4850) and an MIS employee will be able to get your password changed.
- Student passwords can also be changed/reset by contacting the Helpdesk. Students are not allowed to contact the helpdesk for any reason. Teachers are to submit the following information when requesting a password change/reset for a student: (1) Teacher name (2) Building (3) The correct spelling of the login name for the student needing the password change (4) Password MIS will set for the student. The timeline for password changes/resets is 24-hours.

Individual Backups/Archives: Individuals are responsible for the day-to-day individual file maintenance.

- Staff should have a plan to back up important documents in case they are accidentally deleted from their User Drive or their Local Hard Drive. The District-wide Data Backup System is limited to network storage

and is in place for Disaster Recovery. Although losing an important file may indeed feel like a disaster to most of us, it may not be for the District.

- E-mail should not be used for data storage. Please Archive your e-mail if you want to keep it or save it to a folder on the U:Drive. If you archive your e-mail you will also need to back up the archive file, either to your U:Drive or some removable data storage device, i.e. flash drive, CD.

Computer Shut-down process: Computers are not to be shut down in any manner except the following:

Click on Start button, Select Shut Down..., Select Shut Down, and then click OK. Once the system has successfully shut down the computer, you can then proceed to shut off the monitor, speakers, and printer (if necessary).

This will allow MIS to apply updates to the system without interrupting work during the day.

Power strips and tables where computers are attached are to be left turned on.

Examples of unacceptable ways of shutting off computers. Do not do the following:

- Turn off breaker at breaker box
- Turn off power strip where computer is plugged in
- Turn off table where computer is plugged in
- Hold the power button on front of CPU while system shuts down
- Pull the cord out of the wall outlet while computer is still running

Blocked Websites

USD 305 has an Internet filter in place. It filters out inappropriate websites and blocks them based on content on the site. If you feel that a site should not be blocked, notify your building administrator. At that point, if the administrator feels that the site should not be blocked, a written request containing an explanation of why the site should not be blocked as well as the URL of the site should be sent to School Improvement. Do not contact MIS directly. The site will be reviewed. If deemed appropriate, MIS will be contacted and the site will be unblocked.

- The same is true for sites that a teacher thinks should be blocked. If a teacher finds a site that is inappropriate for students, that teacher should notify the building administrator. The administrator will then follow the same procedures as for unblocking a site.
- The filter is meant to enhance and assist, not replace the supervision of students while they use the Internet. It is not fool proof. Therefore, teacher or other staff supervision is still required to insure safe, effective use of the Internet.

Requesting New Accounts

There are different types of user accounts. Each type of account requires a slightly different process.

- New staff accounts: Please contact the Human Resources Department. at 309-4726
- Long-term sub accounts: In order for a long-term sub account to be created, MIS must receive written notification, from the building administrator or his or her secretary, with the following information:
 - Name of long-term sub
 - Person replacing
 - Start date
 - End date
 - Specific access required for network resources
- New student accounts: New student accounts must be submitted in writing to the helpdesk by the school registrar. The required information MIS needs to create a student account consists of the following:
 - Name of student
 - School
 - Year of Graduation

- Student Id
- Whether student has been in district previously
- Expect 24 hours from the time MIS receives the request before new accounts are created.

Network Down Time

At different times during the year, the Network may be brought down intentionally by the MIS Department in order to conduct tests or complete upgrades and repairs. If it is a planned event, the buildings will be notified in advance so they can plan accordingly. Remember that when the network is down, it will affect phone, internet, and e-mail.

Occasionally, unplanned down time during the year cannot be avoided. This may occur when a server fails, the network is infected by a virus or some other unanticipated interruption is experienced. Again, the MIS Department will keep you informed. Each building has redundant phone lines that will continue to work for 911 calls or other critical calls. You may also rely on your cell phone for communication during these periods of time.

DRESS CODE - STAFF

As an educator, you are a role model for students. It is expected that staff members dress in a professional manner at all times. Professional dress consists of business attire. Jeans and tennis shoes are not general business attire. Certain teaching assignments may require exceptions to the general business attire (i.e. physical education). All staff members are required to follow and exceed the student dress code as a model for our students. Spirit days may allow for approved deviations from the dress code. Exceptions to the staff dress code will require administrative approval.

DRUG FREE WORKPLACE AND SCHOOLS (GAOA / GAOB)

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The manufacture, distribution, sale, dispensing, possession or use of illicit drugs, alcohol, any controlled substances or facsimiles thereof is prohibited in the district. The use or possession of any substance that has a mind-altering effect is prohibited, excluding a prescription-only medication prescribed by a physician or over-the-counter medications which are being taken according to label directions for a legitimate ailment.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, alcohol, any controlled substances or facsimiles thereof in the workplace.

Any employee who is convicted under a criminal drug statute for a violation must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily 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 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 regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

The possession, use, sale or distribution of illicit drugs, alcohol, controlled substances or any facsimiles thereof by school employees on, in, or while using district property, or at any district activity is prohibited. The use or possession of any substance that has a mind-altering effect is prohibited, excluding a prescription-only

medication prescribed by a physician or over-the-counter medications which are being taken according to label directions for a legitimate ailment. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

DUTY DAY

Teacher contracted hours are from 7:15 am to 3:15 pm. Any tardiness or early exit requires administrator approval.

E-MAIL

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published.

EMERGENCY SAFETY INTERVENTIONS

Emergency Safety Interventions (ESI) are seclusion or restraint that is used when the student presents an immediate danger to self or others. Violent destruction of property may also prompt the use of ESI.

Seclusion is the most restrictive type of time-out. To be defined as seclusion, three criteria must be met: 1. the child is placed in seclusion by school personnel; 2. the child is purposefully isolated from other adults and peers; and, 3. the child is prevented from leaving the seclusion area.

Restraint can take form in different ways. Mechanical restraint is defined as any device or object used to limit a person's movement. The use of mechanical restraint is prohibited in Kansas except those protective or stabilizing devices ordered by a person appropriately licensed to issue the order for the device. Mechanical restraint used by a law enforcement officer in carrying out law enforcement duties is allowed. Seatbelts and/or other safety equipment when used to secure students during transportation are also allowed.

The definition of physical restraint is bodily force used to substantially limit a person's movement. The use of prone physical restraint (face-down) and supine physical restraint (face-up) are prohibited. Physical restraint may not obstruct the airway of the student or impact the student's primary mode of communication. Chemical restraint is prohibited in Kansas.

EMPLOYEE CONDUCT (GAOB-R)

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, alcohol, controlled substances, or facsimiles thereof, on, in, or while using district property or at any district activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under the provisions of Kansas 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 district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee and documentation provided upon completion. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available

programs, along with names and addresses of contact persons for the program, is on file with the superintendent.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, for enrollment in the program, and for providing documentation of successful completion of the program. A copy of this policy shall be provided to all employees.

EVALUATION – 72-9003

Every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester by not later than the 60th day of the semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year by not later than February 15. After the fourth year of employment, every employee shall be evaluated at least once in every three years not later than February 15 of the school year in which the employee is evaluated.

In addition to formal observations, administrators will conduct periodic classroom walk-throughs

EQUAL EMPLOYMENT OPPORUNITY AND NONDISCRIMINATION (GAAA)

The board shall hire all employees on the basis of ability and the district's needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to the Human Resources Department at 1511 Gypsum, PO Box 797, Salina, KS 67402, 785-309-4700 or to Equal Employment Opportunity Commission 400 State Ave., 9th Floor Kansas City, KS 66101; (913) 551-5655; or to Kansas Human Rights Commission 900 SW Jackson, 568-S; Topeka, KS 66612-2818 (785) 296-3206 <http://www.khrc.net> Or to United States Department of Education, Office for Civil Rights; 8930 Ward Parkway, Suite 2037; Kansas City, Missouri 64114-3302.

- For more information, see the USD 305 Board of Education Policy GAAB Complaints of Discrimination and BOE Policy KN for complaint procedures.

EXTRA DUTY

All extra workers who volunteer, will be paid at a flat rate of \$12.50 per hour. These will include concession stand work, gate duty, scorer's table, assigned supervision (extra-curricular), press box workers, line judges, and referee escorts.

FACILITY USE AND EQUIPMENT

The following procedures need to be observed:

- All requests by outside agencies or organizations for the use of any part of our facility must be made to the assistant principal and approved by operations office. Do not give anyone your keys to this building.
- The regularly scheduled meeting of any school activity organization takes precedence over "spur of the moment" meetings and rehearsals.
- The assistant principal will be in charge of coordinating of all activities. Requests for the use of the cafeteria or other facilities are to be made to that administrator.
- Sponsors of activities will make arrangements for use of facilities and will be present for the supervision of rehearsals and other activities.
- The sponsors and members of each organization are responsible for replacing furniture and equipment as it was prior to the activity.
- Requests for special equipment or special arrangement of furniture for an activity should be made to

the assistant principal who in turn will make arrangements with the custodial staff for setting up the facility.

- Charges may be applied for non-school-related activities in accordance with board of education policy.

Personal Use

No district equipment shall be used for personal reasons by staff or others at school or away from its designated station without the prior approval of the director of operations.

FACILITY REQUESTS

Requests to use USD 305 facilities (gyms, commons, etc.) must be submitted to Curt Exline Assistant Principal. For information regarding the necessary form, please visit www.usd305.com. Log in at the top and then click on the staff link on the left.

FACULTY MEETINGS

At South Middle School, faculty meetings will be held. All faculty members are expected to be present at all meetings.

FAILING GRADES

No child shall be issued a failing grade for any course in grades 6-8 without adequate notification of academic performance to the student and parents / guardians.

FIELD TRIPS

Advance requests for field trips including transportation and other resource needs shall be submitted by the teacher to the principal. Each building principal shall develop a form to notify parents of a forthcoming field trip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), mode of travel. The form shall also include a space where a parent may ask that a child be excused and the reasons for the excuse. All students may go on field trips regardless of their grades. Field trips require that the teacher has received prior approval - at least two weeks in advance - from the principal. All busing arrangements are handled by the principal's secretary, Jamie Jackson.

FUND RAISING

Forms are available on the district website and must be submitted to the building principal. For information regarding the necessary form, please visit www.usd305.com. Log in at the top and then click on the staff link on the left.

Fund drives must be conducted under the supervision of a faculty sponsor and will require prior administrative approval. Teachers and sponsors will submit a written application to the principal in accordance with the time limits listed in each section below. The application will include the following information: purpose of the project, amount of money to be raised, ways and means (plan) for raising funds, dates of the project, and a statement of why the money is needed.

Fund Raising Activities On-Campus

The principal will be authorized to approve all fund raising projects which are planned to take place on the school campus. Teachers and sponsors will submit a written application to the principal at least two weeks prior to the beginning date of the project for approval or disapproval.

Fund Raising Activities Off-Campus

All fund drives involving sales, solicitations or collections of money off the school campus will require prior approval by the principal and Director of Administrative Services. Sponsors will be required to submit written applications at least three weeks prior to the starting date for the project.

Ticket sales for school activities, journalism advertising solicitations and requests to use props and furniture for school plays are exempt from the provisions of these policies.

Major Fund Drives

Fund raising request for any school group or organization that exceed \$5,000 in one school year will require prior administrative and board approval. Requests for major fund raising projects must be submitted to the principal on or before September 30 of the school year in which the fund raising activity is planned. Sponsors are required to submit a written application to the principal for approval or disapproval. If approved, the project will be forwarded to the Director of Administrative Services for review and approval or disapproval. Final acceptance of the fund raising project requires formal board approval.

In the event that the purpose of the fund raising project is to take an extended field trip (out-of-state), then the provisions of the field trip policy shall apply and the applications will be submitted in accord with that policy. (See IFCC)

The provisions of this policy shall not apply to fund raising projects by parent groups, booster clubs, PTA/PTO units, but the policy on gifts and bequests to schools shall be applicable when a school gift is the purpose of the fund raising activity.

GIFTS – GAH

The giving of gifts between students and staff members is discouraged. Staff members are prohibited from receiving gifts from vendors, salesman or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

GRADING

Grades will be based upon the objectives of the curriculum and will indicate how well the student is achieving and attaining the outcomes of the curriculum. Teachers are required to explain their grading system at the beginning of each term and be available to students for conferences concerning their academic achievement at mutually convenient times to the student, parents/family and teacher.

Students assigned to in-school suspension (ISS) will be provided assignments. If assignments are completed according to teacher requirements, full credit toward their grades will be given.

Each student should be encouraged to achieve the highest academic standing commensurate with his/her abilities and efforts in the classroom. The USD 305 standardized grading scale for all schools in the district is as follows:

90-100 = A, 80-89 = B, 70-79=C, 60-69=D, 0-59=F

Parents/families will receive mid-quarter progress reports from teachers concerning any student's poor academic progress. While the mid-quarter report is required, a student may still receive a failing grade for the term if the student fails to complete the requirements, or the student's achievement declines to less than a passing grade for the course or subject. Teachers are required to notify parents/guardians when a student is failing. GRADES MUST BE UPDATED WEEKLY for eligibility (see eligibility requirements in the student handbook).

ALL teaching staff are required to keep grades current and updated in Skyward and the expectation is that grades will be updated weekly by Monday morning at 8:00 am to keep parents/families and students informed since grades can be checked anytime online. Grade postings must include specifics of the assignment (eg: finding common denominators, p 21-22.) NOT "page 21-22"; NOT "Worksheet"; NOT "bell ringer". When a long-term project is in progress, students and families need to know if progression is on schedule. In Skyward, please denote at least weekly progress. This prevents three or four weeks of no grades and then a sudden appearance of a low or failing grade for a large, long-term assignment.

GUESTS DURING THE SCHOOL DAY

If you need to have a guest visit your classroom during instructional time (spouse, children, grandchildren, nieces, nephews, friends), please receive prior approval from the building principal. Due to contract obligations, the expectation is that if visits do occur, they will be of the occasional nature and not on a routine basis.

Sometimes, the distraction from such guests disrupts the learning environment and students do not receive your “undivided attention”. In addition, the continued presence of a family member or guest places undue liability on the district in the event of injury, emergency, or accident.

HALL PASSES

Students must have a hall pass to be allowed out of the classroom and in the hallway for any reason as must log out using the e-hall pass system.

HOMEWORK POLICY

Homework must not be used as a means to discipline students. Homework should be assigned as needed to reinforce lessons introduced in the classroom and as independent practice.

Homework must serve a purpose and should be planned as one part of the instructional plan. Homework must relate to the objectives of the course and assist students in attaining the desired learning outcomes. When the teacher's help or assistance is required, some study time should be provided during the class period. Homework must be viewed as a method to help students learn the skills and concepts of the course and not as an end in itself.

Homework should help the student prepare for the next day or extend and enrich what has been learned previously. In planning homework assignments, teachers should strive to encourage the student's interest in the subject – either by providing opportunities for practical application of what has been learned in school or by motivating students to delve more deeply into their study with research projects and creative activities.

INTERNET PUBLISHING GUIDELINES

Web Site & Home Page Content

Web sites may be designed and developed by individual schools and district offices. The content of these is left to the discretion of the originating web site publisher in accordance with the following guidelines:

- Must be directly related to the USD 305 mission and not conflict with district rules and policies.
- May not violate federal, state, or local laws.
- No personal pages may be published. All pages must be school related.
- Only organizations officially affiliated with USD 305 (e.g. PTA/PTO, Salina Education Foundation) may publish web sites on the district network. Other outside entities, even if their mission is educational, may not be a part of the USD 305 web site. However, where appropriate, links to these sites may be established from pages on the USD 305 Web Site.
- Web Site administrators and publishers are responsible for the content of their sites.
- Correct grammar and spelling must be used.
- Each web site must have the following basic elements (the definition of a web site will be determined by the web site administrator):
 - school name
 - identification with Salina Public Schools USD 305
 - appropriate links to other resources
 - link back to USD 305 home page
 - date of latest revision
 - webmaster e-mail link
 - copyright notice:

Web sites may not include advertisements for commercial purposes, except for links to commercial sites offering free educational services. If free helper application is needed for viewing a site, a link to the download site may appear. Discreet recognition of USD 305 Partners or other sponsors is permissible.

Publishing Student Information

- Student pictures and /or names may only be published with the written and dated permission of the subject, or their parent or guardian if under 18.

- Document text should not include student's address, phone number, email address, or other identifying personal information.

Links

- Links may not be in conflict with USD 305 rules and regulations.
- Links to potentially offensive materials are not permitted.
- The USD 305 Webmaster may remove links deemed inappropriate without warning.
- E-mail links should be to site or staff e-mail addresses only. Links to a student's e-mail address is not permitted.

Copyright

- The USD 305 Board of Education Policy regarding copyright, off-air recording, multimedia resources, software, and printing and duplicating services must be followed.
- Copyrighted material (including software, text, and visual imagery) cannot be published on or downloaded from the Internet without written approval of the owner. A statement indicating that permission has been granted should accompany the material. Assume that items on the Internet are copyrighted unless the author states otherwise.
- Original student work will not be posted on district or school web sites without prior written permission of the student, if 18 years of age or older, or their parent/guardian.
- Technological materials or devices created by employees as part of any assigned district responsibility or classroom activity shall be the property of the district.

KEYS

The principal's secretary issues keys to all licensed and secretarial staff. Under no circumstances may keys be given to anyone for after-hours use. If anyone asks a teacher for use of his/her keys, that person must be referred to Tym Bonilla, assistant principal responsible for facilities use. Failure to comply with this request will result in a reprimand

LATE WORK POLICY

Students are allowed to turn in late work up to a week after the assignment is due for a 20% reduction in credit. Any late work accepted beyond that is at the discretion of the classroom teacher.

LUNCH TIME PROTOCOL

Faculty have a duty-free lunch; however, teachers are asked to escort their respective classes to the lunch room and pick them up from the lunch room. This eliminates inappropriate behavior that could occur as a result of students not being properly supervised

LESSON PLANS

Each teacher shall develop, maintain and follow lesson plans which conform to the approved curriculum, the district's educational goals and the expected student learning outcomes. Teachers are expected to have lesson plans updated on a daily basis. Your daily lesson plans should be detailed and complete to the extent that a substitute teacher would be able to do a thorough job after a review. Please make sure you place your lesson plans and any other information or items that your substitute may need, in your box, or on your desk. Your lesson plans should be well written, up-to-date and visible when an administrator enters your classroom.

LICENSES

It is each teacher's professional responsibility to maintain their professional license. Keep track of renewal dates and have all materials submitted to KSDE licensure in a timely matter.

MAILBOXES

Please check your mailbox daily. Any message will be placed in your box or delivered to your door immediately after receiving it.

NOTICE OF NONDISCRIMINATION

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources at 785-309-4726 or P.O. Box 797, Salina 67401.

OUTSIDE SPEAKERS

The building principal should be informed whenever an outside speaker is invited into the school to participate in classroom activities. The teacher/sponsor and building principal are expected to exercise judgment regarding those who are being considered as speakers in the district.

Teachers/sponsors should encourage the use of outside speakers representing various points of view in order to help students gain a more comprehensive understanding of any topic. The ideas presented and the speaker invited to present them shall have a demonstrable relation to the curricular or extra-curricular activity in which the participating students are involved.

Prior to appearance or participation, the outside speaker shall be informed of the requirements of this policy and rules, and each speaker shall agree to abide by these regulations including, but not limited to:

- Profanity, vulgarity, and lewd comments are prohibited;
- Any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited
- Smoking is not permitted while speaking or consulting with students.
- No religious belief or non-belief shall be promoted or disparaged.

The teacher/sponsor or any member of the school administration responsible for inviting the-speaker has the right and duty to interrupt or suspend any proceedings if the speaker, by his/her conduct, is judged to have disregarded the agreement to abide by these regulations.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are an integral component of our children's educational process. It is expected that all staff attend conferences during the duration. Refer to the district calendar for specific conference dates.

PBIS

SMS has adopted the Positive Behavior Intervention Supports model from the Kansas State Department of Education. As part of this process, staff examined and created these core beliefs about discipline:

- Students are given opportunities to make decisions and live with the consequences, good or bad.
- Whenever possible, students should see a reasonable connection between their actions and the consequences that follow
- Students should be guided through dialogue and expected to solve problems and adopt new behaviors without creating problems for anyone else
- Every attempt will be made to maintain the dignity of the student and the adult during a discipline situation
- Teachers will take time to guide, teach and reward student behavior

PROFESSIONAL CONDUCT

All staff are expected to follow directives (both verbal and written) of the building administration in regard to professional conduct, following building expectations (including requirements in staff handbook), and treatment of students. NEVER make fun of a student or use “put-downs”. Always respect a student’s personal space, and treat everyone with respect and dignity. Failure to follow these expectations (being insubordinate) may result in disciplinary action.

SCHOOL DAY

- The building is open by 6:00 am each morning.
- In secondary schools the faculty is expected to be on duty between the hours of 7:15 a.m. and 3:15 p.m. (All secondary staff members).
- The school day for students is 7:45 am – 2:55 pm.
- The office closes at 4:00 pm each day.
- If leaving the building during the school day, please sign out in the office.
- Punctual arrival for the duty day is a critical behavior for successful educators. The district and our school expectation is that faculty members will arrive on time.

RELIGION IN CURRICULAR OR SCHOOL SPONSORED ACTIVITIES

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other’s religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern which prevent it.

REPORT CARDS / PROGRESS REPORTS

1ST QUARTER

September 11-12	Progress reports given at conferences
October 10	End of Quarter 1

2ND QUARTER

November 11	Down-slips mailed home
December 19	End of Quarter 2

3RD QUARTER

February 5-6	Progress reports handed out at conferences
March 13	End of Quarter 3

4TH QUARTER

April 11	Down-slips mailed home
May 22	End of Quarter 4

RELOCATION OF CLASS

In the event that a teacher chooses to have class in an alternate setting other than the regular classroom the building principal and secretaries must be notified and approval shall be required.

REQUESTING LEAVE AND SUBSTITUTES

If you know in advance that you will need a substitute, complete an absence request on Frontline. *ALL SUBSTITUTES NEEDED FOR ALL STAFF DEVELOPMENT ACTIVITIES WILL BE HANDLED THROUGH “FRONTLINE – ABSENCE MANAGEMENT”.* THIS NEEDS TO BE COMPLETED A MINIMUM OF TWO-WEEKS PRIOR TO THE ACTIVITY. PLEASE give as much advance notice as possible as sometimes, substitutes are difficult to find. If you are to be absent unexpectedly for the day (illness):

- A specific substitute may be requested, and every effort will be made to secure

him/her.

- The following needs to be provided for the substitute:
 - a. detailed written instructions. "Read and discuss" is not a very comprehensive lesson for a substitute. Inadequate instructions and plans often create impressions of loose organization in a classroom. Many of our substitutes are not prepared to teach in all curriculum areas
 - b. seating charts
 - c. suggestions of the names of students who could explain your classroom routine
 - d. attendance and dismissal procedures
 - e. emergency procedures
 - f. outside/inside duty if you are assigned

SEXUAL AND RACIAL HARASSMENT (GAAC / GAACA)

Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

Racial Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial

harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material, and the district encourages all victims of sexual or racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual or racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual or racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the Executive Director of Human Resources. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

Any employee who witnesses an act of sexual or racial harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual or racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual or racial harassment may also face disciplinary action.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual or racial harassment under the definitions outlined above. Unacceptable conduct may or may not constitute sexual or racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

Initiation of a complaint of sexual or racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual or racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

SIGN-IN / LEAVING DURING SCHOOL DAY

Staff members who need to leave the building during the school day will be required to sign-out and sign-in at the Main Office. A Sign-in/out Log is posted at the front desk. It is important that we are able to account for all employees, especially in the event of an emergency.

SOCIAL NETWORKING

If you will use social media in your professional role, you are expected to register the accounts with the district.

- Job-related and personal social media accounts need to be kept separate.
- Account registration involves completing the account request form*.
- The registration form includes agreement that you will operate within the Acceptable Use and Social Media Guidelines*. This is found on the district web site. (For information regarding this information, please visit www.usd305.com. Log in at the top and then click on the staff link on the left.)

Online Social Networks: Social Media Guidelines for USD 305 Employees

Many people are drawn to the opportunities for online collaboration, interaction and the exchange of ideas through social networking platforms. This has become popular for educators and in support of responsible involvement, the following guidelines have been created for USD 305 employees using social media.

PLEASE keep in mind that public school employees are ambassadors for their districts. ALL USD 305 employees are ambassadors, whether in face to face conversations with community members or when publishing online. What you communicate may affect the district's image or relationship with the community.

- Maintain confidentiality. Don't disclose private information about any person affiliated with USD 305. Do not post any content that might allow inferences to be drawn which could be counter to the goals at USD 305.
- USD 305 staff are personally responsible for the content they post online (blog or any other social media). Remember that what you publish is public indefinitely, so protect your privacy.
- Identify yourself (name and role at USD 305) if you discuss USD 305 or matters related to it. Clearly express that you are speaking for yourself and not on behalf of USD 305. If you post any online content relevant to USD 305 use a disclaimer such as, "The opinions expressed on this site are my own and don't necessarily reflect those of USD 305."
- Respect your audience; present yourself as you would in USD 305's workplace. Consider the type of image you want to convey. Keep in mind that public school employees are held to a high standard of behavior. It is critical to create and enforce appropriate professional and interpersonal boundaries with students. Individually and collectively, we want to protect the district's relationship with the community.
- Respect copyright and fair use laws when republishing protected content and referencing sources.
- Be considerate of others' privacy and aware of possibly inflammatory topics.
- Be aware of how you wish to present yourself to colleagues, parents and community members when associating with USD 305 at social network sites.
- Correct your own mistakes, admit when you're wrong, and don't pick fights.
- A nonexempt employee may not be a site administrator if the site cannot be accessed during the workday.

Online social media allow our voices to reach further than ever before. It is an opportunity to influence with a responsibility to be a part of constructive momentum, contributing to a positive outcome.

STAFF-STUDENT RELATIONS

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status of consent.

STUDENT IMPROVEMENT TEAM

The Student Improvement Team (SIT) is a problem-solving process of the Multi-Tiered System of Supports (MTSS). This process defines a set of principles and practices that address the prevention of academic and behavioral problems.

Interdisciplinary teams will discuss areas of concern regarding individual students and will complete the "Intervention Documentation Form" found in each team folder in Google Docs. If after several interventions, the student continues to be unsuccessful, then a "comprehensive review meeting" will be held.

SUBSTITUTE PLANS

All staff members who teach classes or supervise students are REQUIRED to leave DETAILED substitute plans when you are absent in order that your routines can proceed as normally as possible in your absence. Please be sure to include the following in your plans:

- a list of students for each class that you teach
- a list of students with special needs and resources
- a copy of your daily schedule (including any duties) - lesson activities for the day(s)
- discipline procedures for your classroom

Lesson plans are not to be dictated over the phone. It is your responsibility to see that plans are delivered to school prior to the start of the school day. Please use the grey substitute notebook provided for substitute plans. It is also good practice to include at least 5 days of emergency substitute plans in the event you are unable to prepare plans for an absence.

SUPERVISION OF STUDENTS

Students shall be supervised by school personnel when they are under the jurisdiction of the school. Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school sponsored activities. All school-sponsored activities shall be supervised by an adult approved by administration. Each building principal shall make a school day duty roster of teachers, aides, paraprofessionals and administrators for supervising students at specified times in designated areas. Supervising students is of the utmost priority for any teacher. The expectation is that all teachers supervise students in the hallways during passing periods. Teachers who have morning and afternoon supervision will monitor the commons and the parking lot.

SUPPLIES AND EQUIPMENT

- All requisitions for supplies and equipment must be submitted to the department chairperson and then through the building principal's office.
- Requisitions for repairs and transportation are submitted through the building principal's office.
- Requests or orders for supplies out of the warehouse are made by submitting through the department chairperson to the principal's office a completed requisition for warehouse supplies.
- Staff members are requested to **not** call the central office for maintenance, service, or supply requests.
- Annual requisitions for supplies and equipment are completed in the spring of the year. These records are maintained in the office of the principal, and staff members are encouraged to check on the status

of their supplies and department budgets at any time.

- Small items (paper clips, glue, etc.) are in the cabinets in the teacher workroom.

SYLLABUS

Please create a syllabus for each course you teach. Also, make sure that parents are able to view your class syllabus by requiring a signature or posting it on your wiki page. The following should be included in your syllabus:

- Course description
- Course objectives
- Grading procedures
- Late-work and make-up work procedures
- Classroom rules and consequences – behavior plan
- Anything else you feel is pertinent to the course you are teaching

TEACHER PERFORMANCE STANDARDS

1. **Professional Knowledge** – The teacher demonstrates an understanding of the curriculum, subject content, and the developmental needs of students by providing relevant learning experiences.
2. **Instructional Planning** – The teacher plans using the Kansas State Department of Education standards, school curriculum, effective instructional strategies, and data to meet the needs of all students.
3. **Instructional Delivery** – The teacher effectively engages students in learning by using a variety of instructional strategies in order to meet individual learning needs.
4. **Assessment of and for Student Learning** – The teacher systematically gathers, analyzes, and uses all relevant data to measure student academic progress, guide instructional content and delivery methods, and provide timely feedback to both students and parents throughout the school year.
5. **Learning Environment** – The teacher uses resources, routines, and procedures to provide a respectful, positive, safe, student-centered environment that is conducive to learning.
6. **Professionalism** – the teacher maintains a commitment to professional ethics, communicates effectively, and takes responsibility for and participates in professional growth that results in enhanced student learning.
7. **Student Academic Progress** – The work of the teacher results in acceptable, measurable, and appropriate student academic progress.

TEAM COLLABORATION AND PROFESSIONAL LEARNING COMMUNITIES

One major component of an effective middle school is the interdisciplinary team. An Interdisciplinary team at a middle school is a “way of grouping students and teachers together to eliminate impersonal random scheduling” that is sometimes associated with a junior high school (“WOW, What a Team” by Thompson and Vander-Jagt, 2001). Effective teams help students achieve academic, behavior, and personal goals. In addition, teams of teachers share responsibility for the same students and can solve problems together, often before they can reach the crisis stage (Turning Points, 1989).

Interdisciplinary teams will meet twice a week. In addition to the planning of assignments, homework, and tests, each team is expected to make and document ten home contacts per week.

TEXTBOOKS

Teachers will keep accurate records, within the framework of the directions of the book rental supervisor, of all schoolbooks issued to him. Record each student's textbook number in the grade book. Based on past experience, there is evidence to support the thesis that "unscheduled" inspections of pupils' books tend to encourage pupils to take better care of them.

VIDEO / MEDIA POLICY (see IKB Controversial Issues)

- Supplemental instructional materials shall be selected based on their relationship to the board-approved curriculum.
- Materials which would normally require parental consent before use by a student under the age of eighteen shall not be used as instructional materials.
- Videos and or movies shall be reviewed for their appropriateness for the grade level at which they will be used.
 - It is required that teachers work cooperatively with their principals and other administrators in the use of controversial learning resources. R, PG-13, or PG rated films and/or videos shall be considered controversial within the meaning of this policy and regulation and shall require prior approval of the principal according to the guidelines listed below. R rated films and videos shall be used in elementary and middle schools and at the high school level only with parental permission. X rated and NC-17 rated films and videos shall not be used in USD 305. TV-MA, TV-14, PG, PG-13 and R rated films and videos shall be considered controversial at the middle school level.
- Videos may be show if all copyright guidelines have been followed and if they are specifically related to the curriculum.
- Showing movies for the purpose of entertainment is prohibited without prior permission from the principal.
 - Using films in this way without written permission from said copyright holder is a copyright infringement. We should not be showing films for entertainment; they should always be connected to the curriculum and have a stated learning outcome.
 - All film's, DVD's, streaming media, and other electronic resources chosen for use in the classroom will be carefully previewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of students.
- The following video / film guidelines apply at South Middle School:
 - Principal must approve the video first. Teacher should be able to justify why it is the best/only option to meet the instructional objectives to be achieved.
 - Parent will receive a one-week advance notice when a teacher plans to show any film, video, DVD, or electronic resource that is rated PG-13, TV-PG or TV-14.
 - Such notice to the parent will include a brief description of the contents of the resource and the instructional objectives to be achieved.
 - Films, videotapes, DVD's and other electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional materials.
 - A parent will be allowed to request that his or her child be give an alternative activity with the same instructional objectives, in lieu of the student viewing the film, video, DVD, or other electronic resource.
 - No film, video, DVD, or other electronic resource have a rating of R, X, NC-17, or TV-MA will be shown to students at South Middle School at any time.

WEATHER RELATED SCHOOL CLOSINGS

A decision for an all-day closing will be made by the superintendent or his/her designee, and automated contact to all employees will be made via "School Messenger". Please make sure that all phone contact information is current and up-to-date with the USD 305 Human Resources Department.

In the event of early dismissal, teachers will remain until twenty minutes after the student dismissal.

Notifications will also be broadcast and televised on local media stations.

NOTES
