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4	Removed the employee signature for receipt of the handbook. Changed “As a condition of employment I ____(signature)___ agree to the following…” to “As a condition of employment I agreed to the following …”		This is now a digital document and we can do a digital receipt.
5	Removed “ These assessments should be relatively short in comparison to a summative assessment and may be formal (a quiz or paper) or informal (a one-on-one discussion). Teachers are expected to use the formative assessment to provide feedback on a frequent basis. Students who perform below the level of expectation on the formative assessment should be provided the opportunity for additional, and possibly different, instruction in order to gain a thorough understanding of the stated learning objectives prior to the summative assessment at the conclusion of the unit or grading period. Teachers are expected to utilize a summative assessment at the conclusion of the unit or grading period to assess whether or not the student has met or exceeded the desired level of expectation. All assessments should include items that require different levels of thinking, from lower-level recall thinking to higher-level analysis and evaluation thinking. Teachers should establish a ratio for different levels of items on an assessment (i.e. 4 recall & comprehension items to 3 application & analysis items to 1 synthesis or evaluation item). Teachers may also choose to implement project-based assessments that require lower-level thinking to complete broad, higher-level questions within the project. Students should know the criteria for grading of a project prior to its inception, and possibly be involved in the development of criteria and grading rubric.”		Redundant and verbose.

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5	Removed “Managing Instructional Time Teachers are expected to structure their classes so that students are actively engaged in learning for the entire class period. Such a structure should include an established routine for the beginning of class that builds student/teacher relationships, increases student interest, communicates the learning objectives, and quickly involves students in learning. As well, a routine for the conclusion of class should summarize the learning, review the assignment to be completed prior to the next class meeting, and again build on the student/teacher relationship. The teacher, not the bell, should dismiss students from class. In between those routines, it is expected that students will be engaged in at least three different activities that lead to understanding of the learning objective. It is wise to plan for student movement when transitioning to the next activity and to implement at least one activity that provides opportunity for student movement. When not lecturing, teachers should maintain a presence by circulating to provide assistance and monitor students as they work to achieve the learning objectives. This practice not only provides the student with immediate feedback, it allows teachers the opportunity to informally assess and provide needed encouragement, thus requiring students to account for their time and effort. Designing Learning Activities The key to designing effective learning activities is to determine the emphasis to be placed on each particular objective in a given unit. That is, to design with the end in mind. This is done by first developing the summative assessment for the unit or grading period, followed by the formative assessments that will identify whether or not the desired learning has occurred, and finally the individual learning activities that will prepare students to build the concepts in their own minds. Summative assessments should be developed in cooperation with colleagues teaching the same courses, while formative assessments can be cooperatively or independently developed, so long as they measure student knowledge and understanding of the learning goal. Learning activities should be designed and sequenced so that learning objectives can be met within the time allotted in the semester. To assist in accomplishing this task, see the semester calendars on pages 1.11 and 1.12. Every learning activity should move the student toward a thorough understanding of the stated objectives. Teachers are expected to clearly communicate the learning objectives to the student, both orally and in writing, on a daily basis. No student should exit a classroom without knowing the learning objectives for that period. Assessment Teachers are expected to assess all learning objectives with both formative and summative assessments. Formative assessments are constructed with items similar to those found on the summative assessment and should measure student learning of the unit objectives. Added: Managing Instructional Time Structure classes with clear routines at the beginning and end to build relationships and clarify objectives. Plan varied activities, including student movement, to maintain engagement throughout the class period. Designing Learning Activities Develop assessments first (summative then formative), then design activities aligned with objectives. Clearly communicate daily learning objectives orally and in writing. Assessment Assess all learning objectives using both formative and summative assessments. Align formative assessments with summative assessments to accurately measure learning objectives.		Excessive wording. Redundant

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5	Changed “Performance Sharing: Students Teachers are expected to provide students with regular feedback as to their progress toward meeting the desired level of expectation so that they might develop the ability to continuously improve. Feedback must occur both during and soon after the learning activity. Teachers are expected to provide feedback on an individual basis in class discussions, while circulating during independent and group work, and by quickly and fairly scoring and returning assessments. Students must be kept apprised of their marks in class on a regular basis. Teachers may choose to provide this information privately, such as a printed report or at the conclusion of an assessment, or posted publicly, protecting the identity of students as required in federal law. Performance Sharing: Parents/Guardians Teachers are expected to make an effort to contact parents or guardians of students who are not performing at or above the level of expectation and offer assistance in helping the student to reach the level of expectation. Teachers are encouraged to make an effort to contact parents or guardians of students who exhibit exceptional performance or marked improvement. Friendly, informative telephone calls, short notes, or emails can serve these purposes, are welcome and appreciated by parents, and build your image as a professional educator. For teachers who so desire, parent notice forms are available in the office (see appendix A). Remember, teachers and parents are allies, not enemies. Managing Student Behavior Teachers are expected to develop and maintain a routine that quickly engages students in learning activities and to design lessons that keep them engaged for the duration of the class period, thereby reducing the likelihood of behavior problems. For those instances when a student chooses to engage in behavior that is counterproductive to the learning environment, teachers are expected to develop and implement a behavior management plan that complements the policies set forth by the administration in the student handbook (see chapter 6) and quickly restores a learning environment in the classroom for all students. The plan should be clear, concise, and communicated to the students in both oral and written form. The effectiveness of the plan is determined by the teacher’s modeling of expectations and consistency in enforcement. Such a plan must include direct involvement by the teacher when a student chooses to engage in behavior that detracts from the learning environment. Indirect involvement may provide insight from others in the student’s life that can be useful in working with the student to reduce or eliminate future misbehavior. By utilizing both types of involvement, the chance of solving the behavior problem is increased. For the good of the learning community, teachers are expected to know and enforce behavior guidelines as outlined in the student handbook at all times while on campus or as part of a school-sponsored activity. As the administration will support teachers enforcing behavior guidelines, teachers should never find cause to abuse their power by verbally attacking students. Should student behavior extend or escalate to the point where a referral is necessary, teachers should provide specific information in regard to the behavior and a brief background of techniques used to manage the behavior prior to referral. Such communication may occur on the referral form, via email, telephone, or in person. Should a student choose to engage in behavior that is in blatant violation of school policy, immediate referral to an administrator is expected. The purpose of developing a behavior management plan is to provide all in the classroom with an environment conducive to teaching and learning. Continual misbehavior provides cause for the teacher to examine classroom instructional processes (setting the difficulty of objectives, assessing for re-teaching, facilitating re-learning, managing activities to increase the student learning time, etc.) or the relationship between student and teacher. The teacher must always be a facilitator of proper behavior and a motivator of young people to achieve excellence. General Supervision Teachers are expected to share in the provision of general supervision of students and the facilities. This supervision would include ensuring that students were always supervised by a member of the faculty or staff, accounting for and securing equipment and materials, reporting maintenance issues to an administrator via a work order, and maintaining a presence before and after class in hallways, in and around restrooms, and between buildings. Teacher presence will eliminate many potential disciplinary problems, especially between class periods. Teachers with an upcoming class should supervise hallways near their classroom, while teachers with an upcoming planning period should monitor restrooms and surrounding areas, as well as student movement between buildings. Should an emergency arise, teachers are expected to notify an administrator immediately. “		Excessive wording. Redundant

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6	Administrative Responsibilities		Made minor changes to appropriately delineate responsibilities corresponding administrator
8		Added “ AVID WICOR Strategies Teachers integrate AVID WICOR strategies—Writing, Inquiry, Collaboration, Organization, and Reading—to enhance student engagement, critical thinking, and academic success across all classrooms. Teachers regularly embed these strategies in lesson planning and instructional delivery. Capturing Kids' Hearts Teachers employ Capturing Kids’ Hearts strategies to build positive classroom cultures, focusing on student relationships, social-emotional learning, and mutual respect. Implementation includes greeting students, affirming positive behaviors, and fostering classroom community through intentional interactions.”	Needed delineation for staff
9		Added “Teachers should maintain accurate grading records and update grades on a weekly basis.”	Needed delineation
9	Removed mention of Scantron		We no longer use the Scantron test. It was replaced by Fastbridge
10	Removed “That work must be submitted to the teacher within the time limits defined by that teacher’s department. “		Redundant
10	Removed “These exceptions are rare but have included EMagH students lacking ability/speed, a student acquiring the knowledge base to go on but just missing the minimum number of points to pass due to illness, extenuating circumstances, etc. “		Unnecessary wording and redundant
11	Updated the Health Services and included “should be allowed to visit the health room for a nurse assessment. The parent or guardian will be expected to pick up the student from school as soon as possible if it is determined that the student is too ill to remain in class after the assessment. “		This now reflects the written policy of the Health Services
11		legitimacy of competency of self-administration.	clarity

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12	Removed “Office Services Bulletins The student bulletin is done on a daily basis. All announcements must be turned in to the office no later than 3:00 p.m. each day if they are to be read the following day. A faculty and staff bulletin is issued weekly (on Fridays). If you have lists or announcements that need to be in the faculty bulletin they must be turned in no later than 10:00 a.m. on Friday. Faculty and staff bulletins will be emailed to every faculty and staff member. Interschool Mail Mail delivery occurs within the school once daily. Delivery time at Campus is around 11:00 a.m. The in-district mailbox is located in the main office. on the principal’s secretary’s desk. Mailroom The mailroom is located in the copy room. Each faculty and staff member is assigned a box. Office Aides Students serving as aides provide a vital service to Campus by transporting information from the office to classrooms and vice versa. The primary job of office aides is to deliver call slips from the office and retrieve attendance sheets from classrooms. In addition, office aides will deliver seminar request forms and notes associated with clubs. Teachers desiring to have office aides deliver items should have the items addressed, which includes student name and seminar classroom, organized according to seminar classroom and building, and turned into the attendance clerk prior to the beginning of the block the day prior to desired delivery. Items will be delivered in the latter half of the 2nd block to seminar teachers to be distributed at the beginning of seminar. “		No longer used or done. Bulletin is not the Colt Connection. The rest is wordy. unnecessary, or redundant

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13	Removed “Excuses From Physical Education Physical Education instructors will require a doctor's permit for students to be temporarily excused from participation. In emergency cases, a note from home signed by an administrator will be accepted (maximum of 3 consecutive days) until a doctor's permit may be obtained, as described in Board policy. A doctor's permit may be required with excessive use of emergency procedures. All medical notes will be filed in the general office. Enrollment Conferences Course enrollment occurs in the spring for the following school year. The counseling department coordinates this process. Fee payment begins in August prior to the beginning of school. All schedule changes for the upcoming school year must be completed prior to the end of the current school year. “		This is covered in the student handbook and is not necessary for teachers.
13	the minimum number of credits earned prior to the start of fall semester;		We now classify students by cohort.
14	Changed from-to: current and updated updated weekly		clarity
14	Removed “PowerSchool Access Codes Parents and students will be issued their access codes for Power School each year during Open House. If they do not attend Open House, they will need to contact the Campus High office to obtain their access codes. In order for parents and students to keep up on their school progress, teachers are asked to update grades once a week. This needs to be done by Friday afternoon each week. “		Covered in the student handbook.
14	Removed “Progress reports will be issued at 5, 9 and 14 weeks. The final grade will be issued at the end of the semester. “		We have PowerSchool and do not send grade reports
15	Removed”Media Center If you wish to bring your entire class to the media center please make arrangements with the librarian to ensure that it will not be too crowded. You are expected to stay with your class while they are in the media center, since the librarian may be helping other students. Teachers are not to send more than three unsupervised students to the library without making arrangements. No individual students will be admitted to the media center without a pass or student organizer signed by a teacher or administrator.		Redundant

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15	Field trips can be a valuable asset to the curriculum. Teachers are expected that each field trip be tied significantly to the curriculum and that evidence be provided of student learning. An Activity Trip Notice form is to be completed and approved by the principal at least ten school days in advance of any field trips. Field trips will be approved as the budget allows. No field trips will be approved during the months of December or May to allow students time to prepare for final examinations. Teachers should plan to use a school-owned vehicle for the transportation of pupils on any field trip. It will be necessary on trips out of town to ask the pupils to have a signed statement from their parents or guardian for such a trip. For large groups of students it must be understood that there should be adequate sponsorship, preferably at least one sponsor for every thirty students. Transportation requests must be submitted at least 10 days prior to the trip. Contact a building-level administrator prior to making any arrangements or announcements of out-of-state trips. Out of state trips must be approved by the superintendent. Field trips should significantly connect to the curriculum and include clear evidence of student learning.	Teachers must submit an Activity Trip Notice form for principal approval at least 10 school days before the planned trip. Field trips are subject to budget availability and will not be approved during December or May to allow students adequate time for final exam preparation.	Change the wording of the field trip policy to better match the district forms and approval procedure. It was outdated
16	Removed “No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks, jump drives, memory sticks, or CD-ROM, not hard drives. Program files must have the network administrator’s approval to be installed on any district server.		Outdated
16		Use of school-owned vehicles is required for student transportation. Parent or guardian signed permission forms are mandatory for out-of-town trips. Adequate supervision is required, with a recommended minimum of one sponsor per thirty students. Transportation requests, available in the staff Google Classroom, must also be submitted at least 10 days in advance.	To modernize the wording

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16	Removed “Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available. “		Redundant
17	Removed” Calls may be placed 24 hours a day, up to 6:30 the morning of the absence. AND ”Teachers absent should also notify the school prior to 2:00 p. m. with plans for returning to work. Upon return, teachers are to complete a cause of absence report for accounting purposes. AND Parent conferences will be scheduled as far in advance as possible. Teachers are expected to make every effort to be in conferences when they are scheduled or to talk to the administrator in charge of the conference to discuss alternatives.	Prior to organizing or announcing any out-of-state trips, contact a building-level administrator. Approval requests for out-of-state travel must be submitted to the Activities Director at least one month prior to travel and require superintendent approval.	Redundant
17		ADDED: Professional leave: For professional leave teachers must first get the principal verbal approval. Then they will use AESOP to request professional leave.	Update the policy to the current expectation and practice
20-27	Board Policy - All BOE policies are now or will be linked to the Policy Manual		Ease of access.
28	Teachers are to submit lesson plans prior to the first class period of each week. Plans may be submitted on paper to the principal or may be posted to the teacher’s web pages. Teachers choosing to post their plans to the web should notify the principal that they are choosing this option. At the beginning of each week, students should be provided plans for that week. These plans may be given to the students on paper or orally by the teacher and then posted so that students can observe it for the remainder of the week. By issuing these plans to the students at the beginning of each week, they may organize their work for the week, putting emphasis on the subjects where work is needed most.	Proper planning is expected of all teachers. Teachers should be able to produce lesson plans upon request. New to the district teachers are required to turn in lesson plans to the instructional coach as directed in their new teacher training.	Reflect current policy and practice
28	Removed Teachers needing a building key for evening or weekend use may check out a building key. It is important that teachers making use of facilities after school hours check all doors used to ensureinsure that they are securely latched and locked.		Reflect current policy and practice.

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28	Removed “Desk keys”		Reflect current policy and practice.
28	Removed News Teachers and students are encouraged to be alert for news stories concerning fellow students and new programs within the school. The public relations office has been designated as the person to whom the news items should be submitted for publication in the Haysville and Wichita papers. Notify the Principal with student, staff, or organization information you wish to appear in the Principal’s Newsletter.		Outdated
29	Removed Telephones The school telephones are used to carry on the essential business of the school. Teachers shall not allow students to leave their classroom to make telephone calls. Using a telephone is not an excuse to be tardy for class. Videotape Use Guidelines for taping of television programs: Nonprofit educational institutions are permitted to copy an entire work, which may be used more than once in a classroom during the first ten consecutive school days after the transmission. Digital media and online videos are generally more efficient and effective than video tapes.		Outdated

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29		ADDED Guidelines for Classroom Use of Video: In grades 9 through 12, only videos with the following ratings may be shown: G, PG, PG-13, TV-Y, TV-Y7, TV-G, TV-PG, and TV-14. PG-13 and TV-14 videos require administrative approval and custodial notification. In grades 9 through 12, only video games with E, E10+, and T may be used. T games require administrative approval and custodial notification. Any media with labeled NR requires administrative approval. The instructor must view the media in its entirety and provide a detailed overview of any mature content, including but not limited to, profanity, violence, and sexual content. Administration will determine if custodial notification is required.	Reflect current policy and procedure
32	REMOVED If provided with 24 hours lead time, the office staff will make copies for teachers. Complete a copy request form (see Appendix B, chapter 10) and place it in the basket inside the copy room.		Outdated

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32	REMOVED “a. G Family audience b. PG Parental guidance c. PG-13 Special parental guidance for children 13 and under d. R Children 17 and under admitted only with parents ii. In grades Preschool through grade 5, no videotapes other than G may be shown. iii. In grades 6 and 7, no videotapes other than G or PG may be shown. PG videos require administrative approval and custodial notification prior to a viewing by students. iv. In grade 8, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to a viewing by students. PG-13 tapes require both administrative approval and prior written lawful custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted. v. In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to viewing by students. PG-13 tapes require administrative approval and custodial notification. vi. R-rated films or videos or any portion of such will not be shown or utilized in classroom presentations for USD 261. 6. Other media such as CD-ROM, laser disc, and audiotapes while not a part of the video rating system, should be selected and used applying the same criteria as videotapes. Instructors opting to utilize the above technologies will be held accountable that the materials selected are age and maturity level suitable.”		Redundant and already in the handbook. Also updated.
32		ADDED Teachers are expected to use the district print shop.	Communicate an Expectation
32		ADDED the highlighted wording: No school-owned equipment is to leave the building under any circumstance without the principal's approval. Such approval will be granted only in extraordinary circumstances and then only for school-related purposes. Equipment checkout sheets are to be signed by the principal. This does not include teacher issued laptops.	Clarity