GREAT BEND HIGH SCHOOL

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STAFF HANDBOOK



GREAT BEND PUBLIC SCHOOLS · USD 428

Updated: June 2024

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***The following information is contained in the Teacher's Handbook only*.**

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Assemblies

Assemblies will be held from time to time as scheduled.

- The purpose of the assemblies is to enrich the personal life of each student.
- Each teacher is responsible for the conduct of the students. Instruct them concerning proper conduct in assemblies, and consult with them whenever necessary.
- Whistling, yelling, stomping of feet, or other annoying actions in assembly programs will not be tolerated.

Attendance

Teachers should record attendance on the SKYWARD System each period. If the system is down, the attendance secretary will notify you on how to take attendance. Teachers are advised to keep a hard copy of attendance.

Sponsors/coaches of school activities should prepare a list of students in each activity, and give it to the teachers and the attendance secretary prior to each season of activity.

Students are then responsible for getting the assignment done ahead of their absence for each event.

Students, who know they will be missing school, must have

all their teachers sign a prearranged absence sheet and return it to the office prior to their absence.

Students have one school day for each day of absence to complete homework. Students who miss more than seven (7) days will be placed on Accumulated Attendance Probation and will not be given homework until they have received instruction by a teacher.

Bulletins and Announcements

Announcements over the intercom and printed bulletins are important. Forms to use for announcements are available in the office. Be sure to have your announcement sheets for the next day in the office by 1:00 PM. The office will attempt to eliminate as many classroom interruptions as possible.

Copying Procedures

Copying and laminating materials can be sent to the Central Office by using the request forms available in the teacher workroom and leaving the material in the available box. Please allow 24 hours to receive the copies. Teachers should send copy work to the Central Office <u>whenever possible</u>. For emergencies and last minute copy work, a copy machine is available in the teacher workroom, for teachers' use only — no students are allowed to use the machine.

Copy Center Procedures:

1. **Complete Request Forms**
   a) Request forms will be supplied by the Learning Center office.
   b) Don't forget specific instructions (e.g. back to back, single side, collate {collated sheets need to be numbered}, etc.)
   c) Make sure you and the principal have signed the request.
   d) Leaving blank space causes delays!
   e) Make sure to fill in your teacher copy code and the copy right number from the copyright list if not teacher made or fair use.
2. **Copies From Workbooks**
   a) Detach pages to be copied or send a single copy of each page.
   b) Machine capacity is for 8 1/2 x 11 or 8 1/2 x 14 **<u>only</u>** – if you have a smaller or larger master please provide us with an 8 1/2 x 11 or 8 1/2 x 14 copy to use for duplicating.
3. **Other**
   a) A master copy that has been cut and pasted should not be sent for duplication. Make a copy to be used as a master.
   b) The old purple line ditto masters do not make good copies and we ask that you not send them for duplicating.
   c) All copies will be made with white paper unless you request a color. We ask that color requests be held at a minimum because of the cost of colored paper.
   d) **Material received in the afternoon cannot be guaranteed to be delivered the following morning**. Plan on at least 24 hours for material to be returned to you.
   e) Material to be laminated should be sent separately in the special folder for that use.

Copyright Guidelines for Print Materials

1. **Single Copying for Teachers**
   A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
   A. A chapter from a book;
   B. An article from a periodical or newspaper;
   C. A short story, short essay or short poem, whether or not from a collective work;
   D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
2. **Multiple Copies for Classroom Use**
   Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:
   A. The copying meets the tests of brevity and spontaneity as defined below; and,
   B. Meets the cumulative effect test as defined below; and,
   C. Each copy includes a notice of copyright.

Definitions

<u>Brevity</u>

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.
[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line or a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

(iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

<u>Spontaneity</u>

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

<u>Cumulative Effect</u>

(i) The copying of the material is for only one course in the school in which the copies are made.
(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from neither the same author, nor more than three from the same collective work or periodical volume during one class term.
[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

3. Prohibitions as to 1 and 2 Above
Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts there from are accumulated or reproduced and used separately.
B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
C. Copying shall not:
(a) substitute for the purchase of books, publishers' reprints or periodicals;
(b) be directed by higher authority;
(c) be repeated with respect to the same item by the same teacher from term to term.
D. No charge shall be made to the student beyond the actual charge of the photocopying.

Excerpt from: Circular R-21 "Reproduction of Copyrighted Works by Educators and Librarians." Copyright Office. Library of Congress. Washington D.C. 20559

Copyright Guidelines for Video Materials

Educational institutions may tape programs off-air if they adhere to the following conditions:

1. Programs taped by non-profit, educational institutions must be used directly for instruction and not for entertainment.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission and retained by the educational institution for a period not to exceed (45) calendar days after the date of recording. The program must then be erased.
3. Even though the programs may be held (45) days, they may only be used once and repeated once with each class by an individual teacher during the first ten (10) consecutive school days during the forty-five day calendar period.
4. Off-air recordings may be made only at the request of (and used by) individual teachers, and may not be regularly recorded in anticipation of requests.
5. The program must be recorded in its entirety, including the copyright notice, and may not be altered. Programs cannot be merged or edited.

At home taping:

It is possible to tape at home and bring it into school as long as all of the institutional guidelines (above) are followed.

In-classroom use:

In-classroom performance of a copyrighted videotape is permissible under the following conditions:

1. The performance must be by instructors (including guest lecturers) or by pupils.
2. The performance is in connection with face-to-face teaching activity.
3. The entire audience is involved with the teaching activity.
4. The entire audience is in the same room or same general area.
5. The performance takes place in a classroom or similar place devoted to instruction (library, gym, auditorium, workshop.)
6. The videotape is lawfully made.

Copyright Guidelines for Computer Software

1. The owner of the software is allowed to make a one-time-only archival (backup) copy of the original disk. The archival disk may be used as a replacement for a damaged disk, but one may not generate any further copies.
2. If the software acquired is licensed for use, rather than owned outright, then one may not make an archival copy unless the terms of the license allow such duplication.
3. All license restrictions should be observed.
4. If only one program is owned under license, ordinarily it may only be used on one machine at a time.
5. Most licenses do not permit a single program to be loaded into a computer, which can then be accessed by several different terminals, or into several computers for simultaneous use.
6. A simple transfer into memory in order to use the program does not constitute
a copyright infringement.
7. If the program is capable of being used by a patron to make a copy of a program, a warning should be posted on the machine, such as:

"MANY COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT, 17 U.S.C. #101. UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW."

Classroom Supervision

One attribute of the outstanding teacher is the supervision of his/her class for the entire class period. The morale and discipline of the class will invariably suffer if a teacher leaves the class. It is not professional or wise to leave the students unattended. Teachers are expected to be in their classrooms during the entire class period.

Video Tapes

Many video tapes and other media materials have been purchased and approved for classroom use as part of the district's curriculum process. Additional video tapes and other media materials can be used by classroom teachers to reinforce the district curriculum. Any materials not already approved should be approved by the principal in advance of use. Videos or any other media materials with an "R" rating shall have parental consent for their student before showing that item in class.

Custodial Services

The custodial staff is very important to our school. A teacher who needs the services of a custodian during the school day should contact the office or e-mail an assistant principal.

Hallway Supervision

All teachers are expected to help with hall supervision. Please step out into the hall area during the time students are passing before and between classes.

Student Discipline

Good discipline is essential if the goals of our educational programs are to be realized. Good discipline is important to everyone and most of all to the student. Let no one mistake chaos for freedom and citizenship. We need to direct an efficient learning situation free from looseness on the one hand and hindering restraint on the other.

The teacher's responsibility extends beyond the confines of his/her classroom. **A teacher has jurisdiction over any student anywhere in or on the school property and at any event which is school sponsored.** Teachers will be expected to be by their doorways and to supervise the hallways during passing periods and the commons area during appropriate times.

Any students who must be sent from class because of unacceptable conduct should be sent to the office with a Skyward referral. There is one word of caution, which should be issued at this point. **Never send a student from your classroom telling him that he is out and will not be permitted to return at any time to your class. This decision rests solely with the administration.**

Our primary objective is to keep students at school. It is recognized, however, that the time does come, in some cases, where it is to the benefit of all concerned to suspend or expel a student. Hopefully, these cases can be held to a minimum.

Teachers will be expected to involve the parent early on when dealing with discipline problems. Often, a simple call to the home proves to be a valuable asset toward reaching satisfactory solutions to problems resulting from repeated unacceptable behavior. However, students should be given opportunities, when appropriate, to actively participate in any decision requiring behavior modification on their part. The teacher should keep a written record of any such incidents.

Teacher Enforcement of School Regulations Article VII Section 5 A&B, Certified Employee Agreement

A. The maintenance of discipline and pupil control is the responsibility of the total school staff. Instructors shall be responsible for the enforcement of school regulations in effecting discipline and pupil control when they become aware of a violation of such regulations. The administration will give reasonable support to instructors in this endeavor.

B. The teacher's judgment regarding matters of pupil discipline and control is to be respected. The teacher's enforcement of regulations, when reasonable and professional, shall be fully supported by the principal. The principal shall not cause the teacher to administer discipline to a pupil for a breach of regulation. Teachers have the right to refer all cases of regulative breach to the principal who is empowered to administer discipline if it is considered necessary. It is recognized that classroom regulations shall be primarily enforced by the teacher in charge of a particular class or activity and the administrator agrees to give their support to the teacher in such enforcement when reasonable and professional judgment is used in enforcing such regulations.

Disciplinary Procedures

Teachers are to follow the disciplinary procedures listed below in regard to classroom discipline:

Step 1: A teacher-student conference should be arranged. The teacher should keep a written record of the incident and the conference.

Step 2: Teacher-parent contact or a teacher-parent-student conference should be arranged. A written record is necessary.

Step 3: If the student fails to respond favorably to the teacher's efforts, the teacher may wish to refer the student to a counselor who may be able to work with the student.

Step 4: The teacher should refer the student to an assistant principal with an emphasis on a final solution.

Step 5: If the student does not modify his/her behavior after meeting with an assistant principal, a conference may be arranged with the student's parents, the student, the assistant principal, and the teacher. The principal may also be asked to participate in the conference.

Step 6: The final step, if the student still fails to respond to action taken, may be a suspension. This may be followed, if necessary, with expulsion according to the procedures of KSA 72-8901 through 72-8906 (1994).

Exceptions to the disciplinary procedures may arise due to the severity of the infractions; frequency of the infractions and what is best for the educational classroom process.

It is important that the teacher and the counselor have written notations of the efforts that they have taken in working with the student and of his/her responses to those efforts. This is very important if we must resort to KSA 72-8901 through 72-8906 (1994).

Discipline Explanations as Referred to in the Student Handbook:

Conferences: Whenever possible, student problems and concerns will be addressed through conferences with teachers, parents, counselors, or administrators. Whenever possible, the student will be given the opportunity to correct his/her behavior and continue his/her education.

Detentions: Detentions may be issued for misbehavior, unexcused tardies or absences. Detention for misbehavior will be served at the teacher's discretion. Any student who fails to report for a detention may receive an additional detention or may be assigned to After School detention (ASD). Make-up time for unexcused absences will be served at the discretion of the office.

After School Detention (ASD): For disciplinary purposes, students may be assigned to After School Detention. ASD is to be viewed as an alternative to out-of-school suspension when the educational process of the student would be better served. The two may be used in combination. Students are ineligible for activity participation while in ASD. Teachers are required to submit coursework that will engage the students for the length of time assigned by the administration.

Out-of-School Suspension (OSS): If a student earns a short-term OSS, the following regulations apply:

Students suspended off campus may not be on campus or participate in any school activity for the duration of the suspension. When a student returns to school after a period of suspension or for a hearing, the student should first report to the principal's office. An OSS will be classified as "Other" for attendance purposes. Work missed during the suspension will be due on the day of the return to classes.

Suspension and Expulsion: In accordance with KSA 72-8901 to 8906, the Board of Education authorizes the principals, assistant principals, and the superintendent to suspend or expel any pupil or student guilty of any of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Education.
2. Conduct that substantially disrupts, impedes or interferes with the operation of any public school.
3. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at any school supervised activity.
4. Conduct which, if the student is an adult, constitutes the commission of a misdemeanor or felony or, if the student is

a juvenile, would constitute the commission of a misdemeanor or felony if the student were an adult.

5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school, or substantial and material impingement upon or invasion of the rights of others.
6. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.

Inappropriate Behavior

In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at Great Bend High School. This list is not intended to be all-inclusive:

- Harassment
- Initiations
- Throwing snowballs
- Possession or shooting of fireworks
- Insubordination
- Running in halls
- Offensive language

Drug-Free Workplace—
BOE Policy REF: GAOA (See LDD)

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of drugs or other a controlled substance is prohibited at school, on or in school district property, and at school-sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use in accordance with label directions.

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent or his/her designated representative of the conviction within five (5) days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within ten (10) days of receiving notice thereof.

Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include 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 a program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal 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.

BOE Approved: 7-10-23

Workers' Compensation

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

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

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

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

Tobacco

It should be noted by all GBHS staff that district policy prohibits the use of tobacco and vape products in any school building or on school grounds.

Eligibility

Student athletes, cheerleaders, dance line, music students and all extra-curricular clubs and activities must qualify for these activities through grade eligibility. The Activities Office will run an eligibility report each week. Tuesday morning (8:00 am) is the deadline for eligibility to be logged in for the week.

Teachers/sponsors will receive a list of students subject to eligibility requirements each season, and are encouraged to notify the coach if a student is "near failing" so the coach may counsel the student. Teachers should notify students who are being listed as failing or near failing.

Students failing more than one class for two consecutive weeks will be deemed ineligible for a minimum of one week and until grades meet the eligibility requirement. Teachers/sponsors will be notified if a student has been placed on eligibility probation, and the student will remain on eligibility probation until notice is received from the teacher.

Evaluation Policy & Procedure

Every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester, but no later than the 60th day of the semester.

Every employee during the third and fourth year of employment shall be evaluated once each school year by no later than the 60th day of the 2nd semester.

Every employee with more than four consecutive years of employment in USD 428 shall be evaluated once every three years, but no later than the 60th day of the 2nd semester.

Each building principal or evaluator may at his/her discretion alter the three-year cycle for an employee if earlier evaluation is deemed necessary. The employee will be notified in writing when the published cycle is to be modified. The notification will state the reason for the proposed change.

For teachers with three or more years of experience in the district, a formal written evaluation will be based on a minimum of two classroom observations. Teachers with less than three years of experience in the district will have two evaluations per year, each of which will be based on a minimum of one classroom observation. Classroom observation will be followed with a conference between the employee and the evaluator.

Lesson Plans

Teacher lesson plans should be on file each Friday. Teachers are to keep lesson plans on file for 3 years. Lesson plans must be descriptive enough for substitutes to use effectively. Lesson Plans may be done on the computer or in a plan book. A copy of the next week's lesson plans for teachers on the evaluation cycle or at administrative request is due in the office prior to checking out on Friday afternoon.

Testing Integrity

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

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

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

Excusing Pupils from the Room

The teacher is to use his/her own judgment as to how often a student should leave the room. The four-minute passing time between classes should allow the students enough time to get a drink, use the restroom, etc. Other guidelines as follows:

- It is necessary to know the whereabouts of all students at all times.
- Any student in the halls should have the appropriate hall pass and student I.D. with them.
- Any teacher has the right to ask a student to show his/her hall pass.
- It should seldom be necessary for a student to leave the building during school hours. Teachers should plan their work in such a way that necessary materials will be purchased by students outside of school hours. In case it is necessary for a student to leave the building, the teachers should issue a pass and send the student to the office to secure permission to leave the building. **Students are not to leave the building to go to the parking lots without first signing out in the main office.**
- ***NEVER SEND STUDENTS HOME.*** A student who becomes ill should be sent to the office with a hall pass. The office will make any necessary arrangements for the student.
- The nurse's office keeps a supply of first aid materials. Any student in need of first aid may be sent to the nurse's office.

Extra Duty

Teachers wishing to work athletic, drama, musical events and dances can` sign up with the Activities Office at the beginning of the year. The hourly pay changes each year, so watch for information at the beginning of the year. Assignments generally are made for an entire season.

Faculty Meetings

Announcements for faculty meetings will be posted and announced in advance. Please watch the bulletin board in the faculty workroom and the daily announcements.

A schedule of planned faculty meetings can be found in your teacher notebook. Please notify the principal if you must be absent from a faculty meeting.

Field Trips

Field trips should be carefully planned in order to be effective. Serious consideration should be given to determine if the benefit derived from the field trip, when a student misses other classes, is sufficient to warrant the student's absence. Requests for field trips should be made to the principal. If approved, the teacher should complete a "Parent Consent Form" and a "Transportation Request" form, if transportation is required for the trip. Field trips are discouraged during the month of May if they involve taking students from other classes. While on field trips with students, a teacher's role is to be monitoring the students in order to ensure their safety. Buses must be patrolled routinely; students must adhere to school behaviors outside the school. Teachers and supervisors must exhibit close and active student supervision the entire trip.

Grade Reporting

SKYWARD is required for teachers to report grades for each nine-week grading period. The information on the verification sheets should be checked against class lists in the grade books.

Students who enter a class during the nine-week period should have a grade from either the previous class or the school from which they transferred. (Transfer grades may not be immediately available.) Teachers are required to update their SKYWARD grade book weekly.

Honor Roll

Great Bend High School will publish a list of students whose grades permit them to be on the honor roll each nine weeks. One group of students will be those who make all A's while another list will include those students with A's and/or B's.

Incomplete Grades

Illness or other problems of a student may cause a teacher to give a student an "I" (Incomplete). The student should make up incomplete work within a few days, but generally two weeks will be the maximum time allowed.

Use of the Library Facility

Library hours are between 7:35 AM and 3:30 PM. **ANY** use, day or evening, of the rooms in the library complex needs to be scheduled with the librarian. No food or drink is allowed in the Library.

. . . By Classes

The librarians encourage teachers and students to use the library. The librarians can help plan research, organize student use of library resources, and assist with almost any project. Planning ahead and letting the librarians know what you need and when is extremely important for both the library and the assignment.

. . . By Individual Students

Teachers may send a student with the appropriate pass from their class. Please avoid sending several students at a time unless you call to make sure the library has room to accommodate them. Students may come in before school, between classes and during class time (if teacher allows) to pick up a pass. The librarians will refuse to admit students or send students back for just cause at any time.

Use of Books and A/V Software

Teachers may check out materials for an unlimited time. They are asked to return materials as soon as they finish using them. All materials are due back to the library at the end of the school year.

Use of A/V Equipment

A/V equipment is available on a first-come, first-served basis. Teachers are encouraged to schedule use of A/V equipment at the earliest possible date. Some types of equipment may be checked out for the entire year, while some types must be scheduled on a daily basis via a calendar maintained by the librarians. If equipment malfunctions, the teacher is asked to inform the librarians of the symptoms of malfunction and the librarians will do their best to fix or replace the unit. Teachers are asked to take proper care of equipment while it is checked out to them.

Library Services Summary

- Appropriate library skills taught to any class doing library research
- Orientation of students to library through English classes
- Train users in the proper operation of A/V equipment
- Gather reserve collections upon request from teachers
- Organize bibliographies upon request from teachers
- Interlibrary loan if materials are not available from our library
- A/V equipment scheduling
- Taping of curriculum-related programs from TV
- Copying of video or audio tapes in accordance with copyright laws
- Computer databases for research
- Provide and recommend resources for curriculum use
- Computer use for word processing
- Typewriters
- Conference Room
- Professional Collection
- Maintain current file of catalogs for books, A/V software and equipment
- Welcome recommendations for purchase of curriculum-related materials

Lunch Procedures

Lunch schedules will be given to the teachers during the first week of school and are to be posted in each room. Teachers should dismiss their students on time. Students should not be allowed to remain in the classroom if the teacher leaves the room.

During lunch the students should remain in the commons area. Note: Teachers are free to leave the building during their 26-minute duty-free lunch period.

Teacher Messages

Teachers should check their mailboxes, e-mails and voice mails each morning and afternoon. Messages and phone call notes will be delivered to the teachers when possible, and often need a response that day. Teachers and students will not be called out of class unless there is an emergency. **PLEASE DO NOT USE YOUR MAIL BOX FOR STORAGE.** Students are allowed to use the office phone or front foyer phone. Do not allow students to use classroom phones.

Mileage Claims

Teachers traveling between buildings are entitled to a mileage reimbursement from the district. The request forms are available in the office and need to be turned in each semester.

Student Health Issues

One part-time registered nurse serves as a health advisor on student health problems. When accidents or illness occur during school hours, initial emergency care will be given according to the incident; further care will be the responsibility of the parents. All accidents are to be reported to the nurse by the person involved and the supervising individual.

In case of illness or accident during school time, a student should obtain a pass from his/her classroom teacher to go to the main office and sign in before going to the nurse's office. Students must also sign out in the main office before returning to class. During the first 3 - 6 weeks of school, the school nurse will send out a notice to teachers asking them to please check with the nurse at their convenience to review the list of students with known health problems. This offers the teacher an opportunity to be aware of any special needs of the students that might be health related.
Diagnosis and treatment of illness and the prescribing of drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including school nurse, unless authorized.

Technology Equipment Orders

When a teacher wants to order any kind of technology for their classroom, please contact district technology staff to assure that all technology equipment is compatible with other district issued equipment.

On Duty

Teachers should check in on the electronic sign in sheet 30 minutes before school and remain for at least 30 minutes after school is dismissed. If it is necessary for teachers to arrive late or leave early, please contact the office to make necessary arrangements. The times between 7:35 - 8:05 AM and 3:05 -

3:35 PM are considered part of the school day and provide students and parents with an opportunity to visit with teachers concerning problems and assignments. Between classes and before and after school teachers should be on duty in the hallways.

Staff Identification Badges

As a vital part of our security system, a USD 428 identification badge with your name, photo, and location will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed. Everyone is required to wear an ID badge in plain view while on USD 428 premises.

You must obtain a replacement if your identification badge is lost or stolen. Please immediately report lost or stolen badges to human resources to deactivate the key card. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. USD 428 will issue one badge upon hire date, and replacement for normal wear and tear as needed. If a replacement badge is required (damaged/lost/stolen), a fee of $5.00 (five dollars) will be deducted from the employee's paycheck.

Upon termination, employees will be required to return ID badges to their immediate supervisor or human resources as part of the off boarding process.

Paychecks

All teachers will receive their paychecks electronically on the 25th of each month. If the 25th falls on a weekend or holiday when school is not in session, the paychecks will be issued on the last school day prior to the 25th.

Progress Reports

Progress reports will be mailed home to parents at the end of the 5th week of each nine-week period. Progress reports will include grades from each class as a vital communication link between school and home. Teachers will keep grades updated on the computer system so parents can check students' progress.

Reserved Parking

Reserved parking spaces for staff are located around the school buildings. Faculty will be issued parking tags, which should properly displayed. If the tag is not properly displayed, a car in a reserved space may be towed.

Room Usage/Calendar

Teachers wishing to use the Commons, Gym or the Auditorium should contact the Main Office or the Activities Office. Events that need to be included on the school calendar should be approved by a principal before being placed on the calendar.

Schedules

GBHS has one schedule for the year. The schedule begins at 8:05 AM. A Special Schedule will be called when an emergency dictates. During this schedule please keep all students in the classrooms with the door shut and students quiet until notified. Procedures for the Special Schedule will be discussed during a faculty meeting. All classrooms should have the Schedule posted.

Procedures and Rules for Connect:
Procedures and rules for Connect will be posted in classrooms during the school year.

School Building and Equipment

Every employee of the school is the custodian of school property. All of us have the responsibility of protecting and preserving this property from abuse. Occasionally desks and walls are found to be defaced by thoughtless individuals. Staff members are encouraged to stay alert to students who might damage the school buildings and/or property. Be aware of this possibility and check classrooms periodically for this activity. Students who damage or deface the building will receive punishment.

School equipment should not be taken from the building for non-school use without approval from the principal. Teachers may use school equipment outside the building. Please check in the office for the appropriate form to document removal of school equipment from the building. It is important to check home insurance policies to see if the equipment would be covered in case of a fire or other events.

School Keys

All staff members will be issued keys to their rooms and the building. No keys should EVER be "borrowed" by a student. The building is equipped with a security system. Please check with a principal for the code and the sign-in and sign-out procedure.

School Visitors

All requests for school visits by school age youth must be made in the office. The student in your class should present you with a form to sign, in advance of the visit, to give your permission for the student to bring a visitor to class. Any visitor to your class should have a visible visitor's pass.

Special Education

Great Bend High School offers special education programs for students who, in accordance with state laws, qualify in one or more of the following categories:

- Gifted
- Speech Handicapped
- Educable Mentally Handicapped
- Visually Handicapped
- Hearing Handicapped
- Trainable Mentally Handicapped
- Learning Disabled
- Behavior Disorders
- Physically Handicapped
- Severe Multiple Handicapped

Students Left Unattended

Students should never be left unattended in a room except in an emergency. If a student is injured while a teacher is out of the room, it could create a serious problem for both the student and the teacher. If an emergency occurs in the classroom, please call a principal immediately. The teacher must stay with the injured or ill student.

Substitute Preparation

Staff members must have up-to-date seating charts, schedules, lesson plans and rosters for all classes. This information must be in the teacher's desk or in a substitute file. Substitutes are valued in our building and need to be informed in order to be effective.

Student Teaching Assistants

Any teacher who wishes may have a student assistant for the year as approved by Administration. The student receives one credit for the year. Physical education classes, lab classes, the guidance office, the main office, and the Library may use more than one assistant. Students will be allowed to take one teacher assistant credit (2 semesters) during their junior or senior year.

Supplies and Purchases

Teachers will be issued normal supplies at the start of the year. Please visit with the office when more supplies are needed. Any additional supplies or equipment needed can be purchased through a purchase order from the GBHS office. A Purchase Order must be submitted on-line and approved **prior to purchase** of any supplies or equipment.

Tardy Policy

Tardy is defined as not being in the classroom when the bell rings signaling the start of a new class period. The consequences for each tardy per class, per 9 weeks period, are listed below.

1st tardy - Free, Teacher Warning.

2nd tardy - Teacher detention. Teacher notifies student that they have a detention with the teacher before or after school. Teacher inputs the tardy into Skyward. The length of the detention is up to the teacher.

3rd tardy - Office referral - Office detention. Teacher notifies student of their 3rd tardy. Teacher inputs the tardy into Skyward. An Assistant Principal will handle the detention, setting the time, date, etc. from here.

4th tardy + additional tardies - In School Suspension will be assigned to the student. Teacher will notify the student of their 4th tardy and input the tardy into Skyward. An Assistant Principal will handle the ISS setting the date and time of the ISS.

Teacher Absence

Teachers may find it necessary to be absent from school for various reasons. Teachers calling in sick should register the absence in AESOP. Absence for personal or professional reasons will be handled through the GBHS office. Check with the secretaries for the appropriate form. Do not forget to leave detailed substitute plans on your desk.

Textbook Rental System

All students are assessed an $85 fee at enrollment time to cover class fees and rental of textbooks.

TEACHERS SHOULD RECORD THE BOOK NUMBER FOR EACH STUDENT IN THEIR GRADE BOOKS. Teachers should require students to sign their names in the front of their assigned textbook.

At the end of the year, teachers will need to check the condition of the textbooks, as well as checking the records against the books that students turn in to them. Lost or Damaged Textbook Forms will be submitted by the teacher, before check-out, so students who damage or lose their textbooks will be charged.

Transportation Requests

Those teachers traveling with students need to fill out a transportation request form, which will be sent to the District office. The forms are available in the high school office, and need to be sent in as soon as possible so that adequate transportation can be assigned. Teachers driving school vehicles must have a copy of their driver's license on file at the District office.

Family Medical Leave

District employees shall be provided family and medical leave as provided by a plan approved by the Board. The plan for providing leave under this policy shall be filed with the Clerk of the Board and made available to all staff at the beginning of each school year.

Handling of Funds

*Any and all money collected at school by staff needs to be deposited in a district/school account.

*All funds collected by teachers must be approved in advance by the Principal.

*A receipt needs to be issued for funds that are collected by staff.

*All funds collected by staff must be turned over to the building treasurer for receipt and deposited.

- The building treasurer will issue a receipt for all funds that are turned over to her/him.
- The receipt must be in balance with the amount of money given to the treasurer.
- It is expressly forbidden to deposit funds collected from pupils in staff's private bank account.

*All money must be receipted and deposited in the bank by the treasurer.

*No money is to be left in a classroom at night, weekends, or holidays.

*Money that cannot be banked will be placed in the school safe until processed and banked.

*Money collected must be processed before going to the treasurer. That is, it must be:

- Counted
- Paper money separated by denomination, bills face up.
- Excess coins in envelope with amount recorded on the outside of the envelope.

Fundraising

All fundraisers conducted by school personnel or school groups must follow the guidelines of BOE Policy JKA (***Student Fundraising Activities Policy***). The USD 428 Board of Education prefers that district funds pay for activities and school equipment, but it may be desirable or necessary for students to raise funds to support some special activities or equipment. If necessary, these activities should be limited and must be approved by the principal and/or the Board of Education. This approval will be given only after the school group or organization successfully completes the fundraising application outlined in this policy.

The administration will review all applications and those approved fundraisers will be placed on a master fundraiser calendar by May 15 of each year for the subsequent year. Each fundraising activity will be placed on the calendar in such a way as to avoid too many fundraisers taking place at one time and to avoid selling the same or similar product at the same time. In an emergency, a group may be allowed to raise funds after the calendar is built, but the group must have board approval.

School groups and organizations are encouraged to participate in fundraising activities such as chili suppers, concession stands, car washes, and other activities in which the group sells goods created by or services provided by that group. These types of fundraisers do not need to go through the application process. They need only the approval of the principal.

All fundraising requests will be reviewed to ensure that:

1. The club or organization has a specific purpose for use of the intended funds, and that purpose is approved by the principal.
2. The activity or its purpose is not contrary to the school's goals and objectives.
3. No student in grades K-8 will sell items or pledges door-to-door without being accompanied by their parent or guardian.
4. Fundraisers may not sponsor any form of gambling as a means of fundraising except for the raffling of goods and services.
5. An activity in which revenue is shared with another entity or company must retain a reasonable percentage of the profit to the sponsoring group. The purpose of fundraising is not to make money for fundraising companies.

Soliciting During School Hours

Students are not permitted to solicit funds during regular school hours, except for high school students with permission of the principal. Some examples of this would be: selling journalism ads, selling yearbook ads, and musical groups performing for an honorarium.

Sales Prizes for Students

Awarding prizes to students or individual classes for top sales is permitted. An organization may not exclude any student from a school-wide reward (such as a dance) for not selling a certain quota of merchandise unless the fundraiser is limited to a specific student organization. For example, the Holly Ball fundraiser is an exception because it is not a school-wide fundraiser. The dance and the fundraising are limited to Kayette members and their guests.

Being excused from school must not be a prize or reward for any fundraiser.

Accounting of Funds

The responsibility for accounting for all funds collected in any fundraiser lies with the sponsor of the organization. All district employees will adhere to the following guidelines:

1. Any and all money collected at school by staff needs to be deposited in a district/school account.
2. All funds collected by teachers must be approved in advance by the principal.
3. A receipt needs to be issued for funds that are collected by staff.
4. All funds collected by staff must be turned over to the building treasurer for receipt and deposited. The building treasurer will issue a receipt for all funds that are turned over to him/her. The receipt must be in balance with the amount of money given to the treasurer. It is expressly forbidden to deposit funds collected from pupils in a staff member's private bank account.
5. All money must be receipted and deposited in the bank by the school's treasurer.
6. No money is to be left in a classroom at night or on weekends or holidays.
7. Money that cannot be banked will be placed in the school safe until processed and banked.
8. Money collected must be processed before going to the treasurer. The money must be counted and organized, with paper money separated by denomination and with bills face up. Coins must be placed in an envelope with the amount recorded on the outside of the envelope.

Approved: 12/12/11

Great Bend USD 428 Fundraising Application

Applications are due to the Superintendent by January 1st of the preceding year for first-semester fundraisers. Consult your administrator for details.

- Organization
- Date of Application
- Sponsor's Name
- Date(s) of Proposed Fundraiser
- What is the exact percentage of funds retained by the school organization?
- What is the purpose of the fundraiser and what will the funds be used for?
- Will the school be used to distribute information to students and patrons? Explain.
- How will the fundraising actions be used as an educational learning experience for students?

Guidance for Communicating Electronically with Students

USD 428 recognizes that today's students and staff are deeply engaged in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. As educators, we too have turned to email, websites, blogs, text messaging and the use of social media websites such as Twitter, Facebook and others to communicate with similar groups. These dynamic and mobile forms of communication quickly reach their audience through technologies that have become an integral part of our online lives. When used appropriately, they are an acceptable means of communicating with students.

The guidance outlined here is designed for the purpose of raising awareness of the importance of appropriate message content when using electronic devices to communicate with students in order to avoid the risks innate with using these electronic tools for communicating with students. It is important to understand, each of us is responsible and accountable for what one communicates by whatever means.

Communication should pass the "TAP" Test.

*Electronic communication with students should always be **T**ransparent, **A**ccessible and **P**rofessional as defined below.*

1. *The communication should be transparent. Electronic communication between staff and students should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.*
2. *The communication should be accessible. Electronic communication between staff and students should be readily accessible by students and parents as well as by staff.*
3. *The communication should be professional. Electronic communication from staff to student should be professional and meet the high standards expected by the public and USD 428.*

It is important to understand that the method of communication is not the central issue. In a modern world, communication occurs through a number of modes. Of course, the chosen mode should be accessible to those who have a need for the information. What is more important is the nature and content of the communication. When communicating as a representative of the District with a student, you should pay particular attention to word choice, tone, grammar, and subject matter so that the correspondence models the standards and integrity of a District professional. Communication should be courteous, conscientious, and generally businesslike in manner. Language that is abusive, profane, tasteless, or sexually explicit or suggestive is obviously inappropriate. Unless otherwise restricted, this guidance is not intended to restrict the method, in which you communicate, but to provide guidance as to the nature and content of the message and to insure that the communication is accessible and transparent.

The policy is intended as a helpful guide in communicating electronically. However, inappropriate or unprofessional content in a message conveyed electronically or otherwise may subject staff to disciplinary action.

BOE IIBGC Approved 8-12-13

Computer and Device Acceptable Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a
- supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

BOE Policy GAT 2-9-15