

**KEPLEY SCHOOL
TEACHER PLANNER
2023-2024**



USD 214 Mission Statement

“USD 214... a great place to grow, learn, and succeed!”

USD 214 Vision Statement

Recognizing that diversity comes in many forms and is the stronghold of society, USD 214 stands committed to create an inclusive environment where all students and staff feel safe, important, and inspired. Ulysses public schools shall cultivate a learning community in which all students engage in learning, strive for excellence, and are supported to achieve their fullest potential.

KEPLEY MIDDLE SCHOOL MISSION STATEMENT

Kepley Middle School Encourages Productive Lifelong Education in our Youth.

KMS PLC VISION STATEMENT

“WE TEACH. WE LEARN.”

KEPLEY MIDDLE SCHOOL CORE BELIEFS

1. Students and staff will respond positively and respectfully to each other, and foster a supportive and constructive environment.
2. The staff will instill a lifelong desire for knowledge, both in and out of the classroom.
3. Every student will be given the opportunity for success, and they will be recognized for their success.

SCHOOL IMPROVEMENT

Kepley administration and staff are committed and responsible for implementing the developed systematic integrated improvement plan outlining connections between College Career Readiness Standards, and Progress Monitoring of Student Growth, improved instructional strategies, staff development, and involvement with stakeholders, as measures of success. KMS will commit themselves to achieving the district goals for KESA as established by USD 214.

SCHOOL HOURS

Arrival time and departure times for certified employees at Kepley:

<u>Arrival Time</u>	<u>Departure Time</u>
7:40 a.m.	3:50 p.m.

All teachers are asked to be outside their classroom doors by 7:50 A.M. and to stay in the vicinity of their classrooms until at least 3:45 P.M. each day in order to be available to students who require their assistance. The building will open at 7:30a.m. and will close at 5:00 p.m. for those teachers who may wish to report earlier or stay later than the minimum duty time to do work or to attend special conferences. Personal business should not be conducted during school time, however, if it becomes necessary to leave the building during the day for professional business, please be sure to report through the office. Leaving early may be arranged with the building principal in case of emergency. Be aware of when custodians are in the building. ***Please place name on whiteboard after 4:30 pm.***

CLASS SCHEDULE–

1ST HOUR		8:00-8:45
Grab/Go Breakfast		8:45-8:53
2ND HOUR		8:53-9:37
Morning Advisory/ELA Interventions		9:41-10:01
3RD HOUR		10:05-10:50
4TH HOUR		10:54-11:39
5TH HOUR		11:43-1:13
	<u>Cafeteria</u>	<u>Class</u>
1st Lunch	11:43-12:13	12:13-1:13
2nd Lunch	12:13-12:43	11:43-12:13; 12:43-1:13
3rd Lunch	12:43-1:13	11:43-12:43
6TH HOUR		1:17-1:52 ADVISORY
7TH HOUR		1:56-2:41
8TH HOUR		2:45-3:30
SCHOOL DISMISSAL		All grades dismissed at 3:30
1st - 7th hours	6th Grade dismiss 2 minutes early	
	7th Grade dismiss on time	
	8th Grade dismiss 2 minutes late	

ANNOUNCEMENTS

Announcements and activities will be typed on a weekly bulletin. Items for the bulletin (both student and faculty) should be in the office one week before they are to appear whenever possible.

SUPERVISION

Good supervision by teachers at all times helps to develop a more positive school atmosphere. Students should be supervised by adults in the respective classroom, halls, lunchroom, restrooms, before and after school, during passing periods, and during activities. The supervisor's presence helps to reduce student altercations and minimize vandalism, making the school a safer and better place for learning. Whether or not students are assigned to your class, please accept the responsibility for instructing them in the appropriate behaviors expected of our students. **Remember** teachers should never leave their students alone without supervision. Please ask for supervision help if you find it necessary to leave your classroom.

LIBRARY

Please issue library passes with discretion and only when a student has library centered work to do for your class. Please indicate on the pass the purpose for sending the student to the library (to take a test, use the conference room, work on a special report, etc.). There are many new resources in the library every teacher should become familiar with. **Sign up in advance** with the Librarian/Library Aide if you would like your class to use the library for a class period. The librarian/Library Aide would like to know approximately how many students will be in attendance, what subject will be studied, and what assistance will be needed during the period. This assistance might include gathering materials, standing by to help with reference sources, or providing aid in locating periodical references. This also applies to small groups as well. **Please accompany** and stay with any group of five or more students assigned to the library. Teachers are asked to assist in getting overdue books back into circulation.

LUNCHROOM

Four closed lunch periods are scheduled for Kepley students. All students must quietly accompany their teachers to the cafeteria during their assigned time. Parents wishing that their children come home to eat must have a form indicating such signed and on file in the office. Teachers will be given a list of students whose parents have indicated this desire. Students may eat out on occasion with written request from a parent and approval by the office. The cafeteria will be supervised by duty staff that have volunteered and an administrator.

FOOD AND DRINK

Students are not permitted to take food or drink to class with them. KMS will participate in the OPAA Second Chance Breakfast program. These food items may be consumed in teacher supervised classrooms. Food and drink are not to be used at school unless they are an integral part of the lesson, such as reward parties, and must be consumed in the cafeteria.

DISTRIBUTION OF TEXTBOOKS AND OTHER SCHOOL MATERIALS

Textbooks, etc. are issued by classroom teachers. Please keep appropriate records for inventory purposes. Teachers are expected to list the names of students who have lost and damaged materials at the end of the school year. For example, the student textbook checkout sheet, including computer use/check out lists. Teachers must sign and date the textbook sheet or computer check out sheet. It is necessary for this

information to be accurately recorded when the materials are issued. It is suggested that such records be kept in the grade book, however, each department may have a procedure of its own.

ABSENCE - TEACHER

Guidelines for teacher absence and compensation are covered by Board of Education Policy and negotiated language. If it is necessary for you to be absent, please fill out the proper paperwork on the district AESOP's program, this will expedite the location of a substitute. In the case of personal or family illness, or emergency, call Kepley Office after 7:15 a.m. and at the office (620)356-3025 after that time. The Principal or his/her designee is responsible for contacting substitutes; if you have a particular individual you would like to request, please indicate when calling. Complete all necessary paperwork as soon as possible following your return to school. In the case of a planned absence, please notify the Principal and complete the necessary paperwork as early as possible. It will be necessary for each teacher to provide the office with three days of emergency lesson plans within the first two weeks from the start of school. Change these plans annually or when necessary. This will provide the office with the necessary materials for emergency absences. If a teacher needs to leave the building for any reason, please notify the office. (Mrs. Barrios 6:45 a.m. to 7:20 a.m. at home, evening up to 11:00 p.m. 620-575-8080)

PERSONAL LEAVE

Each employee is allowed *three (3)* days of leave with full pay per school year for personal reasons. *See *Article 17 Teachers Employment Agreement*. Personal leave may be granted by the building Principal if a substitute teacher can be obtained and the day does not precede or follow a vacation period. These arrangements should be made as soon as the teacher is aware of the need for personal leave. USD 214 District office has full authority to make the final decision on the absence.

OUT OF DISTRICT TRIP REQUESTS

Forms are available for staff members requesting out of district trips. These forms are located in the office, and the trip must be approved by the principal and superintendent before the request is granted.

PLANNING PERIODS

Teachers are expected to use their planning period to benefit their classes such as working on lesson plans, grading papers, conferencing with parents, observing other teachers, running off copies, and looking at testing data. If an occasion arises where the teacher must leave the building during the planning period, the teacher must checkout in the office. Using the planning period for personal reasons or business should be kept to a minimum.

PREPARATION FOR SUBSTITUTES

When it becomes necessary for a substitute teacher to be in the classroom, the teacher should provide the following:

1. It is important that the substitute have concise and specific plans that will allow for work that students can do on their own. (Be careful to make sure the substitute's material has validity).
2. Seating chart for each class.
3. Attendance record and class roll.
4. Crisis Plan/CrisisGo and maps available.
5. Daily program, time schedule, and emergency information.
6. Lunch schedule and procedure for going to lunch.

7. A blank grading sheet for grades that need to be recorded.
8. Any special instructions for the substitute, including seminar instructions and rules. *Please include any information that pertains to students medical or health needs.*
9. A teacher who is asked to substitute for another teacher will be compensated for doing so provided the absence is the result of school business or the absent teacher has filed a leave request. Teachers who arrange among themselves to “cover” for short periods of time will not be compensated.

LESSON PLANS

Effective teachers have well organized plans for accomplishing instruction **stating the goals, objectives, procedures, assessments, and future assignments.** Research indicates that there is a direct correlation between teacher preparation and discipline. Understanding that plans do change and that flexibility is necessary in dealing with individual students’ needs, lesson plans reflecting greater detail are expected when an absence is necessary in order to support substitute personnel. **Three day emergency plans** must also be on file in the principal’s office.

STAFF MEETINGS

Staff meetings will be held at the request of the principal. All teachers are expected to attend. In addition, individual department, grade level, or other smaller group meetings may be called to discuss curriculum, student concerns, etc.

EXTRA DUTY ASSIGNMENTS

There are many activities outside the school day at Kepley School. These activities are made possible for students only with volunteer assistance from teachers throughout the year. Teachers are asked to sign up on the activity schedule for the duties they prefer to perform. We hope that teachers will choose to support students in these extracurricular activities even when they are not assigned to the particular duty. Staff will be compensated for their time for helping at athletic events. *Remember these are our students; let’s take care of Kepley events. (If you have a sub or need a cover please communicate who will do it with the administration.) (If you need to leave please contact the office and we will provide a cover.)

SAFETY

Teachers will take every possible precaution to insure the safety of all students. Students are to be instructed in the appropriate precautions and are to be required to utilize safety materials whenever operating machinery etc. Students who refuse to cooperate should be dismissed to the office at once.

STUDENT ATTENDANCE REPORTING and LUNCH COUNT

IT IS IMPORTANT THAT **TEACHERS** KEEP AN ACCURATE DAILY ATTENDANCE RECORD FOR EACH STUDENT AND IN EACH CLASS.

1. In each class period, the classroom teacher will place the attendance in the PowerTeacher.
 - 1a. Accurate attendance is important due to the Attendance Alert sent to parents after 10 minutes of class.
2. Attendance reported to the office first period will be used to compile the daily absence list.

3. Teachers should allow sufficient time before submitting attendance each period so that students who are late to class do not appear as absent.
4. The principal (or his/her designee) will call parents who have not notified the office about their child's absence.
5. Parents of students, who are found to be inexcusably absent, either for a whole day or for individual class periods, are notified by phone and by letter as required by law concerning student truancy.
6. Teachers will be responsible for taking and submitting a lunch count with attendance first hour each day school is in session.

TARDINESS: (Start class at the beginning of class)

An auditory signal will be used during passing periods to determine student tardiness. Teachers will assign consequences for tardiness to class. In addition, excessive tardiness will result in referral to the principal for additional consequences. Please let the office know if you've removed a "Tardy". I would ask that all teachers make note to inform the parents of the student's detention(s). Students tardy to school (in class 10 minutes after scheduled start time), unexcused (i.e. over sleeping) or late to class ten minutes or more will be considered absent for that class. Continued tardiness may result in a more serious consequence.

ABSENCE - STUDENT

When a student is absent from school, (s)he has some responsibilities:

1. A parent must call the office on the day of the absence to inform the office that the student will be absent and to give the reason for the absence.
2. The student is responsible for securing assignments for the work (s)he has missed during his/her absence. It is our intent, however, that teachers will assist students in developing this responsibility.
3. Unless other arrangements are made, the student is allowed 2 days for the first day missed and one day for every day thereafter to complete the work assigned during his/her absence.

STUDENTS' SIGNING OUT DURING SCHOOL TIME

U.S.D. #214 will provide a technology device in the office for parents to document information regarding the release of their child from school. Upon returning back into the building, the student/parent will sign in using the same process.

ACCIDENTS (STUDENT OR STAFF)

Teachers should do all of the following in the case of injury-causing accidents:

1. Provide immediate first aid in the case of life-threatening injuries.
2. Contact the office for follow-up (i.e., ambulance, doctor, school nurse, parents, etc.)
3. Fill out an accident report form as soon as possible, even for minor injuries.

FIRE DRILLS

It is required by the State that fire drills be conducted periodically throughout the year. When the alarm sounds, students are to walk in a quiet and orderly manner to the appointed exit. When the last student has left the classroom, accompany your class to a safe distance from the building, take roll, and **wait** until the all-clear is given. All personnel must leave the building. **Fire extinguishers** and **alarms** are located

throughout the building. Acquaint yourself with their locations, particularly the ones in the area, help to evacuate the building, routing students away from the fire.

BOMB THREATS

The signal to evacuate the building in response to a bomb threat will be similar to that of a fire drill. Likewise, teachers should follow the same procedure for bomb threats as they follow for fire drills. Law enforcement officials will be called to assist administrators and custodial staff in searching all areas of the building. Stay with your class outside the school building. Take roll and report missing students immediately.

TORNADO DRILLS

Tornado drills are held three times each year. When a tornado drill will be directed to designated areas where roll is called as quickly as possible. Students should face the wall on their knees covering their heads with their hands and staying as low as possible. Students should not be near glass (doors, display cases, etc.) When the signal is given, students will return to their classrooms. **The signal will be a pulsating siren letting you know this is a “Tornado Alarm”.**

CRISIS DRILLS

It is required by the State that Crisis Drills be held periodically throughout the school year. Appropriate drills will be communicated via the school intercom and CrisisGo. The drills may include, but not limited to: SOFT LOCKDOWN, HARD LOCKDOWN (INTRUDER) AND FIRE or EXPLOSION.

CORRESPONDENCE

Please leave a copy of any correspondence sent to parents with the office so that it might be referred to at a later time if necessary. If an email is sent to a parent please attach a copy to the building administration. (Classroom Rules, Grading, and procedures)

PUBLICATIONS

Teachers are encouraged to have local newspapers/radio coverage of special classroom projects. Arrange this with the principal. Notify the Yearbook sponsor whenever applicable. Outside publications of a controversial nature must be cleared through the principal's office before being introduced to the students.

SPONSORSHIP OF EVENTS AND ACTIVITIES

Faculty members who are sponsoring activities and events, especially those which take place outside the school day, should take note of the following:

1. Be sure to clear the event with the office and place it on the activity calendar early.
2. Line up any special equipment or make arrangements with the appropriate persons (custodians, etc.) well in advance.
3. Recruit sufficient staff members (and parents) to chaperone the event.
4. Plan for the supervision of students when they are not performing.
5. Arrange for posters and announcements in the bulletin.
6. Arrange for any student help that is needed.
7. Publicize the event.

TRANSPORTATION REQUESTS (2-3 Weeks in advance! Anywhere, Any time)

Transportation for activities and/or professional meetings should be scheduled with the Assistant principal at least two weeks in advance and in writing. This allows the bus supervisor time to schedule for trips. In addition to the route busses and activity busses, there are suburbans and cars available.

FAMILY NIGHT

Sundays and Wednesday afternoons and evenings are normally reserved for family and youth activities. Teachers and coaches are expected to respect this practice when scheduling school activities so that students may participate in such activities.

COLLECTING MONEY FROM STUDENTS

Whenever it is necessary for students to bring money to school for special projects or outings, be sure to see that parents are notified in writing as to what the money is to be used for and the amount needed. These requests must be cleared by the office. **TEACHERS, DO NOT KEEP MONEY IN YOUR DESKS!** Please turn the money into the office for safekeeping. Make sure students receive a written receipt. **School organizations and club accounts must be balanced and kept up to date on a weekly basis.**

FIELD TRIPS

All field trips must be cleared through the administrator, and adequate adult supervision arranged before plans are made. There should be approximately one adult for every twenty-five students in the group. Plans for field trips, or off-campus activities are to be announced in the Daily Bulletin one week in advance. If transportation is needed, a Request for Transportation must be submitted to the office two weeks in advance. Written parental permission is required for each student leaving the school grounds. Names of participating students, along with the departing and returning times, should be distributed to all teachers at least three days before the event, and a detailed itinerary should be given to the office.

All students will travel to and from the event with the group as assigned. Parents who wish to take their children with them following the event must sign the sponsor's list indicating their intention. Parents wishing to have their child ride home with another parent must sign a waiver of responsibility in the Principal's office **prior** to the group's departure. Under **no** circumstances will the student be allowed to ride home with persons other than a parent, i.e. boyfriends/girlfriends, cousins, etc.

Activities during the last two weeks of school and the week before the end of the first semester should be planned so as not to pull students from regularly scheduled classes.

GRADE REPORTING

The evaluation of student achievement and academic effort is reported as follows:

A - Superior

B - Above Average

C - Average

D - Below Average

I - Incomplete

**NG - No grade

*An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student.

**A grade of NG is awarded only in those cases where the student's skills may be less than normally required for the course but where the experience is determined to be in the best interest of the student.

Students will also receive a number grade that indicates the amount of effort put forth by the student in each class.

1 - indicates that the student in all academic areas in the class has displayed a great deal of effort.

2 - indicates that the student has displayed an average amount of academic effort in that class, doing all or most assignments with concern for proper results.

3 - indicates that the student has done little, if any, academic work for that class; has done few, if any, assignments.

Please note: Some teachers may require students to perform some of their class duties outside the school day, i.e.: band performances, musical concerts, completion of projects, etc. These requirements may influence the grade given for those classes. Furthermore, these requirements may or may not be outlined in the general policies of the building policy (or district policy) handbooks.

Kepley Middle School Grading Policy

MISSING WORK

If a student does not turn in an assignment, teachers will flag the assignment as “Missing”.

A 0 is allowed for missing assignments for 7th & 8th grade, at the teacher’s discretion.

For 6th grade, students will be given a 50% for the first semester. For the second semester, 6th grade will follow the 7th grade plan. This will prepare students for eligibility in the 7th grade.

Parents must be contacted for excessive missing assignments. This would be when missing assignments are causing a student to fail or their grade has dropped significantly.

RETAKES/REDO’S

- TESTS
 - A minimum of 1 retake opportunity will be given for every test
 - Grade will be highest grade earned (not an average of tests taken)
- DAILY WORK
 - A one time correction is allowed for full credit up to the end of the grading period.

LATE WORK

- Student work will be accepted until the end of the grading period for full credit for 6th and 7th grades.
- For 8th grade, work will be accepted until the end of the grading period with a 10% reduction in points. This lines up with teachers at the high school who reduce points for late assignments.

WEIGHTING

- All gradebooks will not be weighted, but configured with a total point system.

ELIGIBILITY REQUIREMENTS

In accordance with the KSHSAA, a student must have passed at least five subjects during the preceding semester in which he/she was in attendance. To remain eligible for school activities, a student must be passing (D- or better) in all courses and be in “**good standing**”, which means all assigned work must be completed and turned in and the students behavior must also reflect the building’s expectation for Student Conduct. This policy applies to any activity participation (including school dances, etc.). Eligibility for every student at Kepley School is determined on Wednesday of each week (Wednesday-Wednesday). **If the students have an F in one class, they will be considered ineligible until the next grade period.** Students who are not eligible for a given week are expected to continue their practice routine while improving their

grades. In the event that a student is assigned a detention after school which would interfere with practice for an extracurricular activity, the detention will come first.

EFFORT GRADES

Students will also receive a number grade which indicates the amount of effort put forth by the student in each class.

1 - indicates that a great deal of effort has been displayed by the student in all academic areas in the class.

2 - indicates that the student has displayed an average amount of academic effort in that class, doing all or most assignments with concern for proper results.

3 - indicates that the student has done little, if any, academic work for that class; has done few, if any, assignments.

Effort Grades are not meant to promote competition between students, but rather to serve as motivation for students to excel within a given set of standards set by the teacher for each student.

CHANGING GRADES

Once grades are posted, they can only be changed if communicated with administration prior to change being made by secretarial staff.

COURSE REQUIREMENTS

Some courses may require that students perform some of the required tasks outside the school day, i.e. band/vocal performances, completion of class or club projects, etc. Since they may influence the student's grade, teachers should make sure that students are fully aware of these responsibilities.

STUDENT REFERRALS

Where consistently bad behavior, poor school work, etc. are apparent, the student should be referred to the guidance department. The principal and guidance counselor will arrange for consultations with the school psychologist, social workers, and parents (or guardians) as the case requires. Teachers are urged not to wait too long to refer a student! When sending a student to the guidance office, discuss the matter personally with the counselor or send a referral notice.

SCHOOL SUPPORT TEAM

Kepley Middle School strives to help every child succeed to their fullest potential with a balance of support, remediation, and academics. If a student is struggling for whatever reason, Kepley Middle School will convene a team of support staff, certified personnel, and administration. Kepley School Support Team will look at all factors affecting a student then collaborate to provide the student and family with the greatest level of support. Students are identified by areas of risk including, attendance, grades, behavior, and changes in family or life structure. Then, students' names are then submitted to administration. Administration will consider all factors, and, if a SST conference or building/district wrap-around is warranted, the meeting will be set up by the building counselor.

BULLYING

Bullying behavior is not an acceptable behavior in USD 214 or Kepley Middle School. Bullying infringes on the right to have a safe and healthy school environment. Please refer to the USD 214 Bullying Prevention Plan for any questions and information.

PROGRESS MONITORING

Teachers are expected to contact parents by phone when a student is experiencing difficulty but also to inform them that needed improvement or improvements have been noted.

REPORT CARDS

Grade cards will be issued at the end of each grading period. Students will be evaluated in the courses they have taken during that period. The grade is based on the quality of work done in class during that particular grading period. Grades should be reported and **confirmed** to office personnel immediately following each grading period.

Kepley Middle School will provide Student Led Conferences in conjunction with the district school calendar. Parents may still meet with individual teachers if requested. At semester time, cards are distributed to students via email or by hard copy if requested. Parents of children who do not bring cards home are urged to call the school. Report Cards will be issued to all students.

REQUIREMENTS FOR PROMOTION

To progress normally through junior high school, a student should attend school regularly, participate in class making every effort to complete assignments, and seek extra help where needed in his/her course work. Promotion at Kepley School requires that students have a grade point average greater than 1.0 and have passed five and one-half credits of seven. A credit is defined as a year-long course. Semester courses will receive a one-half credit. Passing is defined as a grade of D- or higher. In addition, each student must receive a passing grade in English, Mathematics, Science and Social Studies for promotion.

Certificates will be awarded to eighth graders following the successful completion of the course work. The teacher will decide if a student passes or fails a full year course on the basis of the full year's work.

Near the end of each semester, a grade level meeting will be held to discuss recommendations for students in danger of failing courses. **Students that are “not in good standing” including failing for the year risk being able to participate in school activities including school dances.**

CUMULATIVE RECORDS

Student's cumulative records may be reviewed in the office. In order to remove them from the office, they must be checked out through the secretary.

DISCIPLINE

Teachers/Coaches shall determine suitable consequences for misbehavior in the classroom. Physical contact is never recommended as an appropriate course of action.

TEACHER ASSIGNED DETENTION

A teacher may assign any student to his/her own detention. That teacher will determine when, where, and how long the detention will be. Detentions are generally given for unexcused tardies, disobeying teachers' instruction, disruption of classroom instruction, and other generally unacceptable behavior. Students should be aware of misbehaviors that warrant detentions. Each teacher is responsible for the supervision of all students they assign to detention. Teachers are asked to send a note to the parents of the students who are serving a detention and have the students notify their parent of the detention. Please indicate reason and length of time. If you are unable to supervise this session on a given day, you must find someone to cover for you. Bus

students may be allowed 24 hours notice before being required to serve a detention in order to secure alternate transportation home. **Shuttle bus students** are not considered regular route students. Therefore the 24 hour rule does not apply. Students are expected to report to detention within 5 minutes of the dismissal bell. No excuses will be accepted for the student's failure to report to the detention. The detention will take precedence over athletic events, music, speech, or any other school activity. The only exceptions will be for appointments (medical, etc.) requiring prior arrangements or for a legitimate reason authorized by a parent and approved by the principal.

Students who refuse to cooperate while in detention will be asked to leave and will be treated as though they were never there. If a student fails to report to detention after the second failed attempt or has been assigned an unusual number of detentions, please notify the principal.

DISCIPLINE REFERRAL

When sending a student to the principal for disciplinary purposes, be sure to notify the office so that they might expect the student's arrival (if at all possible). Be specific in relaying details regarding student infractions and previous actions taken when discussing the incident with the principal. **Understand that when a student is sent to the principal, decisions concerning any disciplinary action become the responsibility of the principal.**

OUT OF SCHOOL SUSPENSION

OSS will be made only by the building Principal, or Assistant Principal.

SUPPLIES

Classroom supplies are ordered through the office. General supplies (chalk, blackboard erasers, paper clips, rubber band, yardsticks, pencils, etc.) are kept in the office/workroom area. The secretaries will help you locate the items you need.

PURCHASE ORDERS

Requests for equipment and supplies are normally taken care of in the spring of each year and are designed to anticipate needs for the following year. Advance planning and consideration should be taken when requests are made. All purchases should be planned by the individual departments and must be approved by the building principal before the order is placed. Orders will be considered on the basis of necessity and usage in the overall school program. When the order is received, the teacher should inspect the merchandise and authorize the purchase order for payment. The teacher should at this time add the merchandise to their classroom inventory.

FEES

Teachers are expected to make payment for lunches, etc. in a timely fashion. The district does not allow charging for school lunches.

TELEPHONE/Cell Phones

Telephones are available in each teacher's classroom. Long distance calls related to personal business should not be made on school phones. Please try to keep personal, business, etc. calls to be made or received for teacher planning time. **Staff should not use cell phones when they are responsible for students in their**

class. If a student cell phone is confiscated by a staff member, it must immediately be brought to the office and given to a school administrator for safekeeping.

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 occur:

- 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.

STAFF ID's

Staff ID's have their building access barcode present. Please utilize your ID when entering the building.

KEYS

Keys and Key Cards are issued to all teachers in order to give them access to the building and their respective areas. Each staff member must have on file in the office a complete list of school keys in his/her possession, including door keys, cabinet keys, desk keys, file keys, etc. Keys must be checked in/out through the assistant principal.

AUDIO VISUAL EQUIPMENT

AV equipment is supervised by the Librarian/Library Aide. Please return AV equipment to the library after use so others may use it. Microphones and cords should be checked out **through Mr. Partin or Mr. Hammond, prior** to each use. Check these items back in when finished. Contact these individuals for use of the equipment and please report any needed repairs to them as well.

DISTRICT EMAIL AND INTERNET

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration. Any e-mail or computer application or information in district computers, electronic devices, computer systems, or created or shared using the district's network is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

SCHOOL and CLASSROOM REGULATIONS

STUDENT TEACHERS

Occasionally student teachers are placed under the supervision of cooperating teachers. They are in the school strictly in a learning capacity and to gain experience in actual classroom situations. They are not to be used as "substitutes" for classes.

TEACHER CONDUCT

We as teachers need to set an example for the type of behavior we expect of our students. They are watching us and learn from our behavior. At times the positive comments the students hear from you may be the only ones they receive. **RESPECT is something that is earned.** If we expect students to treat us with respect, we need to treat them with respect. **Physical contact is not recommended as an appropriate course of action.**

We should **model** being in class on time by not being tardy to our classes or meetings.

- We should **never** humiliate students by calling students names or otherwise attempt to degrade them in any way. Middle School is a difficult enough time for the students without having their self-esteem shattered by their role model - **you** the teacher.
- Racial remarks by either students or teachers or slurs of any type will **NOT** be tolerated.
- You as an instructor of youth must realize that you are the student's role models and in many cases - their hero!
- Teachers must work together as a team utilizing the utmost respect toward each other. Work out differences in a professional manner.

Staff members should familiarize themselves with the District policy manual, found in the library.

The policies as listed in this document are designed to be a guide and may not be all inclusive. Likewise, they are subject to revision at any time that the board and administration would see fit.

USD 214 is an Equal Opportunity Employer providing EQUAL opportunity in employment without regard to RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN ANCESTRY or AGE.