

**ASHLAND-ENGLEWOOD PUBLIC SCHOOLS
UNIFIED SCHOOL DISTRICT 220**

**TEACHER HANDBOOK
2017-2018**



HOME OF THE BLUEJAYS!

USD 220 MISSION STATEMENT

The mission of USD 220, is to develop learning skills in every student that will provide the necessary background to enable each student to find success and fulfillment in a constantly changing world.

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EXIT OUTCOMES FOR ASHLAND SCHOOL DISTRICT

The student will be able to:

- Use communication skills (reading, writing, listening, and oral) effectively.
- Develop interpersonal relationships by working cooperatively and independently.
- Demonstrate self-discipline, responsibility and accountability.
- Demonstrate decision-making skills (problem solving, logical thinking, and resolving conflict).
- Demonstrate basic life skills (reading, writing, math) and apply those skills to everyday life.
- Demonstrate skills in goal setting.
- Analyze individual strengths and abilities in relationship to life choices and career planning.
- Demonstrate knowledge that learning is life-long.
- Demonstrate technology skills

PROFESSIONAL ETHICS

No teacher should criticize another teacher before students, parents, outsiders or friends. The teacher who does this is bound to create friction, distrust, and dissension.

No teacher should criticize the school or its policies before students, parents, or those not connected with the school. Critical matters should be brought to the attention of the principal, in whose office there will always be opportunity to express one's opinion freely. We must, however, present a united front to the public.

Every teacher should respect the field of teaching of every other teacher. It is a mistake to assume that your department is more important than any other department.

The professional relationship of the teacher with his/her pupils demands the same scrupulous care that is required in the confidential relations of one teacher with another. The teacher, therefore, shall not disclose any information obtained confidentially from his/her pupils, unless it is for the best interest of the child and the public.

The ethics of our profession demand loyalty in its highest sense—to the school as a whole, and to the teachers and the administration. These ethics apply equally to the administration, the office help and to all school employees.

ABSENCE

It is vital to the successful operation of the school that every effort be made to fill teacher absences with competent substitutes and for each of us to render every assistance so that the substitutes may be able to proceed with the regular work of the classroom with the least possible interruption. It is the responsibility of the teacher to submit an absence request for his/her leave. Suggestions, procedures and guidelines are stated below to give direction to the acceptable practice.

Sick Leave

In the event of illness or an emergency, it is the teacher's responsibility to complete an online absence request. In the event of an illness or emergency at school, please make contact with the office in person or phone.

Personal absences

Prior to requesting a personal leave day, it is the recommendation of the administration that the person must request approval at least 3 days in advance of the intended leave date. Administration will notify the requestor when and if this leave has been approved.

Professional, School Business, District Business leave

These type absences must also be requested from administration in an e-mail prior to posting. If district or building funds are necessary to cover any costs, the person must submit in writing the projected cost for mileage, registration, hotel, etc. Administration will notify the requestor when and if this leave may be posted online.

ACCIDENTS

An accident occurring at school that necessitates the services of a doctor or removal of the student from class should be reported to the principal and/or the school nurse at the earliest possible time. Teachers on duty when such accidents occur will be responsible for completing the standard Accident Report Form.

ACTING ADMINISTRATOR

In the event of the principal and assistant principal's absence, the counselor is designated as the acting administrator. In the counselor's absence, a specific teacher will be designated.

ACTIVITY FUNDS

All funds raised by any school organization through any school activities of the group are school money and not the property of the individuals of that group. All funds so raised must be spent in accordance with school regulations and the approval of the group sponsors and the administration. Such approval and regulations shall be subject to policy adopted by the USD #220 Board of Education and any question of policy may be referred to the superintendent of schools.

ADVERTISING AND PROMOTION IN SCHOOLS

Advertising in the Schools (JKA, JKA-R)

Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. All material must be submitted to the principal of the attendance center involved in distribution or posting. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community, and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

Political Activities (GAHB)

Staff member shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Solicitation-Students (JK)

Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration. Solicitations by students of students during school hours and on school property shall be done only when they are related to school sponsored activities. All student sales projects shall require the principal’s prior approval.

Solicitation-Staff Members (GAI)

All persons seeking to sell, solicit or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before any appointment is made with the vendor.

ANIMALS AND PLANTS IN THE SCHOOL (ING)

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. Teachers are encouraged to check for any student allergies prior to bringing animals to school. If someone is injured by an animal or comes into contact with a toxic plant, the incident shall be immediately reported to the administration by the supervising teacher. The principal shall notify the appropriate persons.

ASSEMBLIES

All students and staff are required to attend assemblies during the school day. If you are in class, please escort that class to the assembly. All staff are required to help supervise the students at the assembly. If you have a class, please sit near your students. If you do not have a class, please situate yourself to help with supervision.

BULLYING (JDDC)

The Board of Education prohibits bullying in any form, including any electronic means, on school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event.

The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

CHILD ABUSE (JGEB-R)

All school employees are required by law to report suspected child abuse to SRS. The school employee making the report is asked to inform the principal or the counselor of any suspected child abuse. The reporting school employee should then contact the proper authorities. The Sedgwick Co. SRS phone number is 337-6601. The statewide hotline is 1-800-922-5330 or you can report suspected cases to the local police department at 755-7300. The regional number is 1-800-649-7841.

KANSAS SCHOOL SAFETY HOTLINE

The Kansas School Safety Hotline (1-877-626-8203) is for use by students, parents, and community members in anonymously reporting any impending school violence.

COMMUNICABLE DISEASES (GAR)

Whenever an employee has been diagnosed by a physician as having a communicable disease, such employee shall report the diagnosis and the nature of the disease to their administrator and school nurse, so that proper reporting may be made to the county or joint board of health as required by statute. An employee afflicted with a severe communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness or period of communicability in order to give maximum health protection to other district or school employees and to students. The employee shall be allowed to return to his duties upon termination of the illness, or upon completion of the communicable state, as authorized by the employee's physician or as authorized by a health assessment team. The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a severe communicable disease. Communicable disease as defined in the policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Center for Disease Control.

COMPLAINTS (KN)

The board encourages all complaints regarding the district to be resolved at the lowest possible level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

If parents/guardians have a concern about their student, they will:

- A. First contact the student's teacher(s)
- B. If not satisfied, contact the building principal
- C. If not satisfied, contact the superintendent
- D. If not satisfied, request a place on the board agenda in order to address the board

If employees have a concern, they will:

- A. Contact the principal or immediate supervisor
- B. If not satisfied, contact the superintendent
- C. If not satisfied, request a place on the board agenda in order to address the board

Other complaints will be:

- A. Referred to the appropriate supervisor or administrator
- B. If not satisfied, contact the superintendent
- C. If not satisfied, request a place on the board agenda in order to address the board

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

A Compliance Coordinator has been designated to coordinate compliance with nondiscrimination requirements contained in the Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided there under, are available from the Compliance Coordinator.

COMPUTER AND NETWORK (IIBG, IIBGA)

A. Educational Purpose

The network has been established for educational purposes. The term “educational purpose” includes classroom activities, and career development. A minimal amount of time may be used for personal research that is acceptable to the district technology director or designee, as long as it does not interfere with a person’s primary educational responsibilities.

The network has not been established as a public access service or a public forum. Ashland Public Schools has the right to place reasonable restrictions on the material you access or post through the system.

You may not use the network for personal commercial purposes. This means you may not sell, offer, provide, or purchase products or services, for personal reasons, through the network or email.

At the discretion of the Administration any violations of this policy may result in removal of network and/or internet access.

B. E-mail

1. Administration will utilize e-mail for building communication.
2. Employees shall have not expectation of privacy when using district e-mail or other communication systems.
3. Employees are expected to conduct themselves professionally while using district e-mail.

C. Internet Access

1. Internet access is filtered and monitored.
2. An administrator or supervisor may request Internet filters be disabled during use by an adult, to enable access for bona fide research or other lawful purpose.
3. The use of e-mail, chat rooms and other direct electronic communication will be used in a lawful, age-appropriate and educational nature. Educational professionals will monitor these communication systems.
4. The district internet filtering software may block non-educational sites that contain chat rooms, online games, blogging, search engines that have inappropriate photos, wallpaper and the like.

D. Unacceptable Uses

1. Personal Safety

Posting of personal or district information is a safety and security issue and should only be done to meet educational purposes approved by district staff. Personal contact information includes your e-mail address, home or mailing address, telephone, school address, work address, etc.

Students are to promptly disclose to the immediate instructor, and staff members are to promptly disclose to the immediate supervisor any message received that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

You will not attempt to gain unauthorized access to the network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing.” You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

You will not use the network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

Do not intentionally download or distribute anything that would be inappropriate or could cause harm. Downloading any information first requires the authorization of the district technology director or designee.

3. System Security

You are responsible for your individual account(s) and should take all reasonable precautions to prevent others from being able to use your account(s). Passwords are not to be shared except when requested by district technology staff and or administrative staff. This includes all networks and/or personal passwords. You will immediately notify the district technology director or designee if you have identified a possible security or operating problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Use only software/hardware that is approved by the district technology director or designee on all workstations and the network. Other software/disks are not allowed. Loading games or software Applications or downloading games or software application information is prohibited unless authorized by the district technology director or designee.

All laptops, palm pilots, or other devices that are owned by the district or Special Education Cooperative may be connected to the network pending approval of the district technology director or designee. The district technology director or designee must first approve connecting laptops or other devices from other outside sources to the network.

4. Inappropriate Language

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, offensive, prejudicial, or discriminatory language.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

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

6. Respecting Resource Limits

You will not download large or numerous files unless absolutely necessary and with the approval of the district technology director or designee. If approved, you will download file(s) at a time when the system is not being heavily used. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. You will subscribe only to discussion group mail lists that are relevant to your education or career development as determined by the district technology director or designee.

7. Plagiarisms and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Copyrights will be respected. If you wish to reproduce material that is protected by a copyright, you will do so in accordance with the copyright laws. If you have any questions you should ask the building technologist or the librarian.

8. Inappropriate Access to Material

You will not use the network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research, and in the case of a student, it requires parent and teacher approval. If you mistakenly access inappropriate information, students are to promptly inform the immediate instructor, and staff is to promptly inform the immediate supervisor. This will protect you against a claim that you have intentionally violated this Policy.

The student's parent or guardian should instruct the student if there is additional material that would be inappropriate for the student to access. The district fully expects that the student will follow their parent or guardian's instruction in this matter.

E. Your Rights

1. Free Speech

The network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons.

2. Privacy

The computers, lines, software, files, and anything attached are the property of the district and it is the student and/or staff's privilege to use them. Teachers or building technologists may look at anything put on the computers or network, including any files and/or e-mail.

3. Due Process

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network. In the event there is a claim that you have violated the "Computer and Network Policy and/or the District Web Site Policy in your use of the network, you will be provided with notice and opportunity to be heard in the matter set forth in the district regulations. If the violation also involves a violation of other provisions of the district regulations it will be handled in a matter described in the district regulations. Additional restrictions may be placed on use of the network.

F. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you or anyone else may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the use of the system. Users and/or parents or guardians can be held financially responsible to the district as a result of intentional system misuse.

G. Tech Requests

1. If you are having computer problems, please complete an online tech request.

CONFLICT OF INTEREST (GAG)

District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other such item which would directly or indirectly benefit said school employee. This would affect the teacher's selection of items acquired through book order bonus points. Items selected are to support and supplement the curriculum and would become school property. No school employee shall enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

CONTRACTS

Teachers are not authorized to sign any contract on behalf of Ashland Public Schools. An administrator's signature is required.

CRISIS PROCEDURES

Refer to the Crisis Procedures Guide for details. Review procedures with each of your classes for the following drills:

- Fire Drill (Held monthly).
- Lock Down Drills (in the event of serious internal crisis, intruder, or hazardous waste spill)
- Tornado Drills: We will have scheduled tornado drills. Use the designated locations.

DAILY ATTENDANCE

Teachers are required to record attendance each class period and will report absentees to the office at the beginning of every class period. Lunch count will need to be recorded on the first hour report. In the event of emergencies or emergency drills, teachers should take roll to account for all students.

DIRECTORY INFORMATION NOTIFICATION

Unified School District 220 reserves the right to release directory information on the students currently and formerly in the district. The categories of personally identifiable information are as follows:

- A. The student's name, address, telephone number, date of birth
- B. The student's major field of study
- C. The student's participation in officially recognized activities and sports
- D. The weight and height of members of athletic teams
- E. Dates of attendance
- F. Degrees and awards received
- G. The most recent educational agency or institution attended by the student

The parents/guardians of any student have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents/guardians wish this information not to be released on their child, a written statement should be presented to the principal of the school building, which the student attends prior to the end of the first nine weeks. This notice has been issued to comply with federal mandate.

The parents/guardians of any student have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to his or her child. If parents/guardians wish this information not to be released on their child, a written statement should be presented to the principal of the school building, which the student attends prior to the end of the first nine weeks. This notice has been issued to comply with federal mandate.

DISCRIMINATION/HARASSMENT (KN-R, GAAB, GAAC, GAACA)

DISCRIMINATION

USD 220 does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission, or access to, or treatment of students in its programs and activities, whether or not the discrimination occurs on school grounds.

Employees who believe they have been subjected to harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss problem with the building principal or district compliance officer. Employees who do not believe the matter is appropriately resolved may file formal complaint under district complaint procedure (KN).

In accordance with board policy sexual & racial harassment will not be tolerated in the school district. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited, whether or not the harassment occurs on school grounds.

Any student who believes that he or she has been subjected to sexual or racial harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure (KN).

Complaints about discrimination will be thoroughly investigated and promptly resolved. Complaints by a student should be addressed to the building principal or the Superintendent of Schools. Complaints by other persons alleging discrimination should be addressed to the building principal or the Superintendent of Schools. The process of complaint resolution is addressed in Board Policy. Copies of board policies are available in each school office.

HARASSMENT

In accordance with board policy, sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee shall discuss the problem with the building principal, the superintendent. Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the process.

DROPPING A CLASS

In order to drop any class or activity, a student must obtain a permit from the counselor's office and it must be approved by the principal. This permit must be signed by the pupil, parents, instructors, counselor and principal. A student may drop a class during the first five days of the school year. Classes dropped after that time will constitute a withdraw failing, which is recorded on the permanent record.

DRUG FREE WORKPLACE (GAOA)

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

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 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 of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status or other disciplinary action.

Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

EMERGENCY SCHOOL CLOSING / INCLEMENT WEATHER PROCEDURE

If USD 220 needs to announce the closing of some or all schools in the district for any emergency reason (including weather disruption, fuel problems, etc.) the media outlets listed will be notified. Generally, the decision to close will be made by 6:00 a.m. If school remains open, parents/guardians who choose to keep their children at home should notify the appropriate school to request an excused absence. If school is closed, this would apply to any scheduled event for that day to include evening programs or activities, and conferences or meetings scheduled before or after school.

A message will be sent via email, phone, and text from Go.Edustar student information system (SIS) to all students' and employees' homes. Information will also be posted on the district's main page, www.usd220.net and on the district's Facebook and Twitter pages. Local news media will also be notified. Tune to one of the following media outlets: KAKE News, KSN, KWCH, KBSC, 1370 AM, 93.9 FB, 95.5 FB, 96.3 FM, 97 FM, 98.1 FM, 94 FM, 99 FM, 99.1 FM, 101 FM, and 103.9 FM.

In the event the school day would need to be shortened due to bad weather or emergency, an announcement will be made over the designated radio stations, Go.Edustar, and Social Media, to inform the parents/guardians.

SEVERE WEATHER CONDITIONS

In the event severe weather conditions are present or forecasted for our area, the district policy for dismissal and event cancellation is as follows:

- A. Under a Tornado Watch (conditions are favorable for tornado or severe weather), weather information will be monitored in the district and building and administrative offices. School will be conducted as scheduled. Activity schedules will be considered by the building administrators following consultation with weather departments of the National Weather Service or media.
- B. Under a Tornado Warning (tornado may be imminent), students will proceed to designated positions at the direction of school staff. Schools will not be dismissed and students will not be released until the warning has expired. No buses will begin their route or activity runs.
- C. If a Tornado Warning is received while route buses are operating, the driver will take students to an appropriate shelter. If shelter is not available, the driver will evacuate the students from the bus and will have students lie in a ditch, on their stomachs, with their arms over their heads, until the emergency has passed. All USD 220 buses will maintain radio communications with the buildings and transportation department.

FACILITY USAGE / MAINTENANCE

Board Policy KG – School Usage

The policy of the board shall be to encourage the utilization of school facilities and school grounds by community groups. Such use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity.

Fees and Rental Charges

The board will establish reasonable fees and/or rental charges for the use of any school facility or school grounds. The fee and/or rental charges shall be adopted by the board and shall be reviewed at least once each year.

Religious Accommodation in the Use of School Facilities

The use of school facilities or school grounds by churches of the community may be allowed by the board on a temporary basis as is afforded community groups elsewhere in the policy.

Use of School Facilities

- Application for rental or use of facilities will be made on a form supplied by the superintendent. The superintendent must give approval before any event can be scheduled and the event must not conflict with school activities and must conform to board policy. Patrons not satisfied with the superintendent's decision may appeal to the board. The sponsor of the event must verify the use of the facility with the office of the facility being requested twenty-four hours before the event.
- Payment for facilities must be made in advance. The board reserves the right to require an additional refundable deposit which would be refunded if there were no damages or extra custodial work.
- If the administration determines that a custodian must be present during an activity, a custodial fee will be charged based on the current salary schedule. At no time should the group expect school staff to supervise or control actions of those in attendance.
- Only the area of the facility requested shall be used. The remainder of the facility will be considered out of bounds.
- A school employee must be available to open and close the facility being used.
- No keys will be checked out to individuals renting the facilities.
- Those groups using the school facilities are held responsible for any damage to them.
- The facilities will not be rented for any public dances.
- When special equipment is to be used, a school employee who is familiar with the equipment may be required to operate it. This includes stage lighting, scoreboard clocks, sound equipment, projectors, etc. The cost for the school employee will be paid for by the renter. The board reserves the right to charge additional fees for use of equipment and/or deny usage of any or all equipment.
- The board reserves the right to deny any privately owned equipment deemed inappropriate for use in district facilities.
- Kitchen facilities may be used according to the fee schedule; USD 220 food service personnel may be required to supervise.
- Charges may be waived and/or reduced for board approved groups.
- School-related and/or education groups; i.e. the PTO, 4-H Club, Scouts, shall have scheduling precedence over other non-school community groups.
- The use of illegal drugs, alcohol, or tobacco products within or on any school properties are strictly prohibited.
- No open flames are permitted in any facility.
- No electrical appliances may be brought in for use in the facilities without prior approval and must be listed on the application.

- One individual of the group or organization applying for use of the facilities must take the responsibility for supervision during the time facilities are used and must sign the application.
- The use of school facilities shall be denied to any community group, organization and/or agency violating board policy, administrative procedures and regulations for use of school facilities.

Scheduling of Entrance to the Facility

All activities requiring special entrance to the facility shall be approved by the administrator of the requested facility to be placed on a scheduling sheet prior to the day entrance is requested.

Maintenance Requests

If you are having maintenance problems, complete the on-line maintenance request found on the district website.

FAMILY MEDICAL LEAVE (GARI)

District employees shall be provided family and medical leave as provided by a plan approved by the board and required by current federal law and regulation.

All employees who qualify for leave are allowed 12 weeks during a 12-month period. All leave will require medical certification. As of July 1, 2007, leave will be documented using the “rolling year” method. The 12-month period is measured backward from the date an employee uses any FMLA leave. Each time the employee takes FMLA leave, the amount of leave available would equal the difference between any leave already used in the immediately preceding 12 months and the full allotment of 12 weeks.

(Example: if an employee used four weeks starting February 1, 1996, four weeks starting June 1, 1996, and four weeks starting December 1, 1996, the employee would not be eligible for any additional leave until February 1, 1997. Beginning on February 1, 1997, the employee would have eligibility for four weeks of leave. On June 1, he/she could use another four weeks.)

FIELD TRIPS

Forms to request field trips are to be submitted to the office at least two weeks prior to the activity. This request must be approved by the administration prior to the notification of others and the completion of the checklist. If buses are needed, a transportation request for the trip needs to be completed at the onset of the field trip request. All support teachers, kitchen, and other school personnel must be notified of the field trip. Information about the trip should be sent home to parents/guardians upon receiving office approval. Each student must have a permission slip with a parent/guardian's signature on file before he/she will be allowed to go on the field trip. These are completed at enrollment and kept on file in the office.

FIRST AID

First aid and/or health care services provided by the district's employees will be limited to the level of their training and qualifications. School district employees will use reasonable judgment in administering first aid or any other health care related service. At least two persons in every school building in the district will be qualified to administer first aid.

FIRST DAY

The first day of school is an important day. On this day, we begin demonstrating to students that they are important to us. Not only their academic achievement, but the school activities they are involved in and their life outside of school. Just as importantly, on the first day of school, we must let students know that our expectations of them are set high and that we will hold them accountable in our classes. We must be

demanding if we want our students to reach high levels of success. Have fun, let the students know that you care about them, BUT DEMAND EXCELLENCE.

FUND RAISING (JKB)

Fund raising is the process of securing revenue, supplies, or equipment to supplement and/or enhance approved school sponsored clubs, activities, or programs. Proposed fund raising activities shall be submitted to the appropriate administrator for review. All fund raising activities and projects must have the approval of the building principal.

Fund raising activities involving students shall be developmentally appropriate. Participation in fund raising will not be considered as a mandatory requirement for membership in the organization, nor influence a student's grade. Student safety is a priority in all fund raising activities.

GRADES

USD 220 will be using the semester grading schedule. Mid-term (9-weeks) progress reports will be used for parent-teacher conferences. Email notices will be sent out weekly to parents for students with a D or an F. Grade cards will be mailed out at the end of the first and second semester. Parents will be able to pick up their student's grades during parent/teacher conferences for the first and third nine-week progress reports. If parents are not in attendance, progress reports will then be mailed home.

Numerical grades will be given in all subjects. The scale for grades is as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60-69

F = Below 59

Teachers **MUST** update grades by noon on Monday (weekly). This includes the expectation of adding new assignment/points/grades for weekly activities as well as posting all updates weekly.

Grades are not to be reduced for disciplinary reasons except in the case of late assignments or academic dishonesty. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination.

Students shall be allowed to make up examinations and missed assignments after absences. Students shall receive credit for satisfactory make-up after an excused absence, including absences resulting from suspension. They may receive a zero for work not made up within the allotted make-up time. You do not have to allow students to make up work that was missed because they were skipping school.

GRADING OF STUDENT PAPERS

Teachers will grade all students' papers that are identified with the students' names. Teachers will grade all tests. Students' papers which are identified with ID numbers, rather than students' names, may be graded by paras, parent volunteers and high school community service students. The list disclosing which ID number corresponds with which student will be released to no one other than staff.

GRIEVANCES (GAE-R)

Every school system has grievances. If allowed to go unresolved, they have a damaging effect on teaching efficiency. They normally arise from misunderstanding rather than from bad intention. A good procedure for resolving them is of extreme value to the school system and to the community it serves.

The board shall provide a procedure whereby each employee shall have the opportunity to have employee grievances timely and fairly considered.

See, Article VI, Section A – Resolving Grievances in the Negotiated Agreement.

If you have gone through all steps and the issue is not settled, a meeting with the Board will be arranged at your request. It is not professional to ignore the chain of command. It is not professional to contact one or a few Board members. If you wish to address the Board, address all of them during the same meeting.

GUEST SPEAKERS (IFBH-R)

Prior to extending an invitation to an outside speaker, the teacher/sponsor will notify the building principal. The teacher/sponsor and school building administrators are expected to exercise judgment regarding those who are being considered as resource speakers in the district. Teachers/sponsors should encourage the use of resource persons representing various points of view in order to help students gain a more comprehensive understanding of any topic. Prior to appearance or participation, the resource speaker shall have these guidelines explained: Profanity, vulgarity and lewd comments are prohibited; any language that calls for a student strike, may incite a riot or may otherwise influence students to behave in an unlawful manner is prohibited. Any member of the school administration or the teacher/sponsor responsible for inviting the resource speaker has the right and duty to interrupt or suspend any proceedings if the resource speaker, by his conduct, is judged to have failed to abide by these regulations.

HALL PASSES

Students are not to be allowed in the hallways without a pass while class is in session. The student planner can be used as a hall pass. If a student loses their planner, they may purchase a replacement in the front office.

HOMEWORK

The administration at USD 220 encourages the assigning of homework as long as it reinforces learning and is reasonable in length. Teachers who teach the same subject should coordinate the amount of homework given as well as the length of assignments. Work that is assigned before a student is absent should be due to first day the student returns to that class. It is the responsibility of the students to check with each teacher for assignments that were missed when absent.

KEYS

School keys must be properly accounted for. If you lose a key, please report it to the office immediately. **DO NOT LOAN KEYS TO STUDENTS.**

LEAVING SCHOOL DURING THE DAY

From time to time individual teachers may need to leave the campus during the school day, during the time they are scheduled for lunch, during planning time or before the end of the school day. When a teacher leaves school he/she shall first notify or sign out in the office. Upon return to school, the teacher shall sign back in. Compliance with this procedure is essential to the smooth running of the school.

LESSON PLANS, SCHEDULES, AND SUBSTITUTE FOLDERS

All teachers will prepare weekly lesson plans and these plans will be kept in the teacher's classroom and readily available to the principal. Teachers are also asked to keep the office informed by maintaining an accurate daily schedule and by submitting and updating their substitute folder. Substitute folders should

include daily schedules, seating charts, classroom policies, a list of students with medical problems and any other materials that could help the substitute. Substitute folders should be updated frequently and will be kept in each classroom. Administration may require teachers to submit weekly lesson plans.

LUNCH DUTY

Lunch duty supervisors should supervise students in the hallway. Remember, the gymnasium, locker rooms, academic hallways, and parking lot are off limits to students during lunch. **Do not dismiss your class before the scheduled time.**

MEDICATIONS (JGFGB)

Diagnosis and treatment of illness and the prescribing of drugs, medicines and nostrums are not the responsibility of the public school and are not to be practiced by any school personnel, including school nurses, unless authorized herein under. School personnel are advised that the Nurse Practice Act KSA 65-1113 *et seq.*, as amended, makes it illegal for school nurses to administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. The law under this statute also prohibits any acts of diagnosis. The public school should never provide students with aspirin or any other medication.

PERSONAL BUSINESS

Members of the instructional staff are to refrain from conducting personal business during school hours. When it becomes necessary to do so, extreme professional judgment should be used. During instructional time phone calls will not be transferred to the classroom unless there is an emergency. Personal cell phones must be turned off during student contact time. They may be turned on during non-student contact time (i.e. planning time, lunch, etc.)

PLACEMENT PROCEDURES

PROMOTION and RETENTION

The board acknowledges that the awarding of marks and decisions relative to promotion or retention of children is a serious responsibility of teachers. It is the board's policy to support its professional staff. Parents are to be consulted and well informed at an early date where retention is advisable. The final decision for promotion and retention rests with the building principal.

ACCELERATED PLACEMENT

The following people will be involved in the evaluation process of the child and in making a placement decision: Principal, counselor, teacher from most recent grade level, a teacher from grade level being skipped, a teacher from grade being considered, reading specialist, parent/guardian, and school psychologist. A variety of assessment tools will be used as supporting documentation.

Evaluation of the following areas is needed prior to determining if a child should be accelerated (double promoted): academic attainment/needs, social maturity, emotional maturity, physical size/development, ability level, primary language, learning disabilities, gender, attendance, transiency, student motivation, chronological age, student attitude, parent/guardian support, and overall health and wellbeing.

The majority of the following characteristics will be taken into consideration: creative/original ideas, leadership ability, independent thinker and worker, excellent vocabulary, inquisitive, strong in general knowledge, excellent memory, can solve problems rapidly, observant, self-confident, good psychomotor skills, strong in practical knowledge, art may show advanced detail, and social concerns (challenges teacher or others, poor work study habits, etc.)

RETENTION

Student retention in a grade or a class is certainly not the most desirable of alternatives. However, retention can be indicated in an attempt to assure academic preparation. With this in mind the SIT recommends the following:

A. When a teacher or parent begins to consider retention as a possible alternative, the following must take place:

1. Student Intervention Team meetings will be scheduled by February 1 (submit names to the counselor at least three days prior to February 1).

- a. The purpose for these meetings will be to discuss the reason for recommending retention of a student. These meetings will include the classroom teacher, support teachers, principal and counselor.
- b. Document communication with parents, etc. (Record date and subject of communication with parent and place in student file.)
- c. Document intervention and child progress.
- d. A parent/teacher conference will be scheduled in March if retention is a possibility.

Areas to consider when thinking of retaining a student:

ACADEMIC

- Retention is for learning-related problems.
- Behavior should not be the sole reason for retention.
- Academic potential, e.g. is his/her current under-achievement due to a possible learning disability?
- At what grade level is this student performing in all areas?
- Student has been evaluated for possibility of meeting the LD criteria
- Teacher has given documentation towards grade outcomes.
- Test scores

SOCIAL

- Peer Consideration
- Will students be accepted by younger children?
- Will students accept the younger children in his/her class because he/she “has been through all of this before”?
- What impacts will retention have on a student when his/her close friends go on to the next grade?

Emotional

- What is the student’s attitude toward retention at the same grade level an additional year?
- What is parents'/guardians' retention attitude?
- Age of sibling(s) and sibling pressure
- Will self-esteem be damaged more by going on when necessary skills have not been mastered or by being held back?
- Chronological Age
- Date of child’s birth. Is he/she younger than half of the class?
- Date child entered Kindergarten.
- Have there been any previous retentions?
- Developmental Age
- Does the teacher or the parent/guardian think this student’s behavior is developmentally young for his/her chronological age in relation to same-age peers?

- Does the teacher or the parent/guardian think this student’s behavior is developmentally young for his/her grade-level placement in relation to same-age peers?
- Physical Considerations
- Physical disabilities could cause limited readiness, skill and poor language or awareness of surroundings.
- Physical size
- Neurological maturity
- Hyperactivity
- Gross and fine motor deficits
- Language
- Attention span
- Perceptual difficulties which includes vision and hearing
- Attendance
- How many schools has this student attended since beginning Kindergarten?
- How many days has the student missed during the school year?

PRINTING AND DUPLICATING SERVICES (ECH)

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the boundaries of “fair use”, as set forth in ECH-R.

PROGRESS REPORTS/REPORT CARDS

It is very important that report cards go out on scheduled dates. For this to happen, teachers must submit their grades in on time. Please adhere to the time schedule from the office.

REIMBURSEMENT

EXPENDITURES FROM PERSONAL FUNDS

Expenditures from personal funds should occur only when there are times or circumstances that do not permit purchasing through regular channels.

Expenditures from personal funds that are directly related to the school’s educational program, operation of the school office, or departmental operation will be reimbursed only with the approval of the administrator/director of the department. Those items purchased should be of the type that would be approved if requisitioned. When money is spent, support the expenditure by attaching an itemized receipt, bill, cash ticket or similar record of what the money was used for to an Expense Summary Form and forward to the building office for processing. Expenditures from personal funds are taxable and sales tax will be reimbursed.

FOOD/MILEAGE/LODGING/TOLL FEES

Prior to reimbursement, approval must be obtained from administration on the Request for Leave/Travel form. Expenditures for food/mileage/lodging/toll fees including sales tax are reimbursable business expenses. When money is spent, support the expenditure by attaching itemized receipt, bill, cash ticket or similar record of what the money was used for to an Expense Summary Form and forward to the building office for processing. When possible a per diem form should be completed one week prior to leaving.

TRAVEL REIMBURSEMENTS

The Request for Leave/Travel form must be completed and approved for travel to be reimbursed. Meals are encouraged to be reimbursed using per diem rates as allowed by the IRS. Itemized receipts and superintendent's approval will be required for any reimbursements that are not per diem. For use of personal vehicle, staff members shall be reimbursed at the mileage rate allowed by the IRS.

REQUISITIONS/FISCAL RESPONSIBILITY

1. Obtain requisition form from the office.
2. Use a separate requisition form for each company.
3. Please include the account number if applicable.
4. Return completed form to the office for administrative approval.
5. Receipts are required for any reimbursement.

Fiscal Responsibility – Prohibited Activity:

Reports of financial misconduct will be received in confidence, and investigations will be conducted confidentially unless otherwise required by law. Law enforcement will be contacted if an investigation reveals criminal activity. No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify any record or document with the intent to impede, obstruct or influence any investigation pursuant to this policy.

No board member or district employee will take adverse employment action against any individual who, in good faith, reports suspected fraud or financial misconduct. No board member or district employee shall retaliate against any individual for providing truthful information to law enforcement regarding alleged financial misconduct. Retaliation includes refusal to hire, termination, discipline or reassignment unless such reassignment is necessary to meet the district's staffing needs or is requested by the employee. Nothing in this policy shall prevent the discipline or termination of employees in accordance with board policy and law. Employees who violate any portion of this policy are subject to discipline up to and including termination and referral for prosecution when appropriate.

SCHOOL COMMUNICATIONS

USD 220 has several means of communication which reach within as well as outside the school. Examples of these efforts are: the staff memos, newsletters, district social media, website and other forms sent to parents such as the assignment notebook, progress reports and report cards. All of these internal and external forms of communication are vital parts of our school and are consistent with our commitment to provide ongoing communication between parents, students and staff members.

SEARCHES

Teachers are prohibited from conducting searches of any kind including but not limited to: clothing, backpacks, lockers, cell phone data, or any other student property. Searches are to be conducted by administrative staff. Teachers may be asked to be present during search.

SMOKING ON SCHOOL GROUNDS

The use of tobacco products in any form is prohibited in all district buildings owned, leased or rented by the district. The use of tobacco products in any form is prohibited on all school property.

STAFF CONDUCT

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

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.

STAFF IDENTIFICATION

All staff members are to have their picture identification badge as supplied by the district while on duty.

STAFF INTRA-DISTRICT TRANSFER PROCEDURE

The purpose of the Intra-District Staff Transfer Procedure is to develop a process for the placement of certified employees in USD 220.

Definition of Terms

Voluntary Transfer: A voluntary transfer occurs when a certified district employee applies for and is approved for another position in the school district. The employee initiates this type of transfer.

Involuntary Transfer: An involuntary transfer occurs when a certified district employee is transferred to another position in the school district. The district initiates this type of transfer.

Placement: Placement refers to the job assignment and responsibilities of each certified personnel.

STAFF MEETINGS (GBRD)

Designated staff will meet once a month. Additional meetings may be necessary, if the circumstance arises. All designated staff members are required to attend all meetings. If a staff member cannot attend, he/she should discuss the situation with the principal, at an alternate time. Most of these meetings will be conducted by the administration and/or teachers. The focus will be sharing of in-service or workshop ideas, committee reports, discussion of teaching methods, special projects and the school improvement process. Informational bulletins will be provided to keep staff informed of current or upcoming events.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor otherwise by required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

SUPERVISION OF STUDENTS (JGFB)

Students shall be under the supervision of appropriate school personnel at all times when they are under the jurisdiction of the school. Each building principal shall coordinate and assign teachers, aides or paraprofessionals to supervise students engaged in school related activities. For the safety of each student, no activity sponsored by the school will be allowed to begin without appropriate supervision.

The school does not have general authority to supervise students in the normal coming to school and going home. Employees who observe students in a potentially dangerous situation should attempt, as they are reasonably able, either to halt or prevent injury to students or property.

Teachers will monitor the hallway outside of their classroom door during passing periods and are encouraged to have a self starting activity for students to begin working on upon entering the classroom. Teachers will immediately report to classroom for instruction when the passing period bell rings. Students will not to be left unattended at anytime during the instructional period. Unattended classroom teachers will be subject to disciplinary action.

Morning and afternoon supervision are extremely important. All teachers are expected to be present at their assigned spot and their specified times.

- Hallways/Entrance/Gym
- Be present at specified times.
- Monitor student behavior—proximity is the key to de-escalating events.
- Assist students, visitors, and bus drivers in need.

STUDENT DISCIPLINE & DETENTION PROCESS

The teacher and administrators are responsible for the care and control of the students in the classroom and throughout the school premises. Classroom management should be handled by the classroom teacher when feasible. When the teacher is faced with a discipline situation that he or she feels cannot be properly handled alone, the following steps should be taken immediately.

1. For any discipline matter, teachers are encouraged to notify parents as soon as possible.
2. The student or students should be taken to the principal's office or the principal should be requested to come to the classroom.
3. The incident should be described in detail by the teacher or staff member in writing with exact documentation through the online student information system
4. A report of the action taken for the incident shall be filed. All reports shall be handled in a confidential manner and are not public record documents.
5. Should expulsion be recommended, the principal shall file the same documents as per suspension and shall contact the superintendent immediately.
6. Expulsion hearing shall be conducted in accordance with KSA 72-8901 as adopted in policy by the Board.

When student's behavior warrants a detention:

- Attempt to make contact with parent immediately by phone.
- *Have student lead the conversation with parent*, explaining the circumstances (i.e. cause for the detention) and arranging a time for the detention. NOTE: Detention may not be *required* within 24 hours of the incident, though it can be scheduled within that time upon the parent's request.
- Confirm detention time with parent before ending conversation.
- Other notes: Detentions can be assigned to teacher's room, or to a detention room (arrangements need to be made with office about date, etc.)

Skipped Detention: In the even that a detention is missed/skipped, the student will get one chance to make up the missed detention. After that, a skipped detention is processed through the office, and consequences will progress following typical pattern (ISS, etc.).

TEACHER CREDENTIALS

Every teacher is required to have on file in the Board office, a copy of a valid teacher’s certificate, latest college transcript and Individual Development Plan. You must also have a physical sheet on file in the office.

TEACHER DRESS

It is important that teachers and staff understand that school is a formal setting. The type of apparel worn should reflect that. Student and public perception of the teaching profession are influenced by such factors.

TEACHER WORKDAY

The school day for teachers shall begin no later than 7:30am and shall extend until 4:15pm. It should be understood that teachers’ meetings or other special assignments might prevent teachers from leaving at the aforementioned time or might necessitate coming in early. On the last day prior to holiday teachers may leave as soon as school closes unless a special assignment would prevent such a departure.

Teachers will not be permitted to take time off on the day(s) immediately preceding or succeeding a break or vacation without administrative approval.

TELEPHONE CALLS

Please check for administrator approval before making any long distance phone calls. These calls are to be made only from the office telephones. Texts and private calls may be made during non-duty times including lunch, plan or before and after school times.

TEST INTEGRITY

The board requires all licensed staff members to protect the integrity of the student assessment process. Honest administration of the test and accurate reporting of student achievement to the board, the community and the state of Kansas is necessary to maintain accountability measures. All students and staff are required to maintain a high level of integrity in the administration and completion of student assessments.

TEXTBOOKS and SUPPLEMENTARY INSTRUCTIONAL MATERIALS (IF)

The use of textbooks as a sole resource tool in the classroom is discouraged. Teachers are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom. All selected materials, including videos, must first be previewed to ensure that all information is suitable to viewers.

Materials are to be chosen to support and supplement the curriculum, with the exception of videos shown as student rewards or for the holidays. The use of videos should be kept to a minimum. All videos are to be previewed and any video rated PG must first require parent permission and a written description of the purpose or reason to show the video.

It is essential for each teacher to keep an accurate textbook inventory. Each and every book must be accounted for at the beginning and end of each school year. Each teacher will need to maintain and provide copies of their textbook inventory as well as check out sheets to the office.

TUTORING

Please check with the principal prior to accepting any tutoring job to make sure that no conflict of interests exists. A teacher who is tutoring a student and is paid additional money by a parent must do the tutoring outside the school contract time.

WELLNESS POLICY (JGCA)

USD 220 is committed to providing school environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 220 that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education's Wellness Policy Report for each school level.
- Students, parents, teachers, food service professionals, healthy professionals and other interested community members will be engaged in developing, implementing, monitoring and review district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served during the school day will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean and safe.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs, and related community services.