

Tri-City Day School

Derby-Haysville-Mulvane



STAFF HANDBOOK 2009 – 2010

250 E. Grand
Haysville, KS 67060
(316) 554-2324 phone
(316) 554-2323 fax
“Every Child Matters”

Acknowledgment of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the certified staff handbook for the 2009-10 school year. I have read, and I understand the contents. Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, I, _____, agree to the following rules and regulations, including handbooks, which have been adopted by the board. Receipt of this handbook also indicates the agreement of the acceptable computer use policy for both staff and students.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**

Signature of Employee

Date

TELEPHONE NUMBERS - HAYSVILLE

Tri-City Office	554-2324	Campus	554-2236
Tri-City Fax	554-2323	HMS	554-2251
Superintendent	554-2200	HWMS	554-2370
Business Office	554-2201	Freeman	554-2265
Transportation	554-2213	Nelson	554-2273
Technology	554-2203	Oatville	554-2290
Curriculum	554-2205	Prairie	554-2350
Special Education	554-2222	Rex	554-2281
Food Service	554-2219	Ruth Clark	554-2333
Mary Carr, RN	761-8479	Alternative HS	554-2231
Maintenance	554-2210	PAT	554-2303
Personnel	554-2206	Learning Center	554-2331
		Charter	554-2341

TELEPHONE NUMBERS - DERBY

Superintendent	788-8400	Cooper Elementary	554-0934
Transportation	788-8450	Derby Hills	788-8540
Curriculum	788-8460	Oaklawn	554-0704
Special Education	788-8460	Pleasantview	788-8555
Sixth Grade Center	788-8408	Tanglewood	788-8565
Derby Middle School	788-8580	Wineteer	684-9373
Derby High School	788-8500	El Paso	788-8545
Alternative HS	788-8515	Swaney	788-8560
		Park Hill	788-8095

TELEPHONE NUMBERS - MULVANE

Superintendent	777-1102	Munson Primary	777-0151
Transportation	777-0501	Grade School	777-1981
Curriculum	777-3003	Mulvane Int.	777-1155
Special Education	777-0256	MMS	777-2022
		MHS	777-1183

BOARD OF EDUCATION MEMBERS - HAYSVILLE

Susan Walston – President
Glenn Crum
Greg Fenster
Phil Harris
Forrest Hummel
Regina Schutt
Barbara Walters
Dr. John Burke – Superintendent

USD 261 Motto

“Caring, effective learning for all.”

USD 261 MISSION STATEMENT

The mission of the Haysville Public Schools, through professional learning communities, is to provide effective instruction so all students learn and achieve to high levels.

USD 261 Statement of Beliefs

- ◆ Failure is not an option.
- ◆ Higher expectations yield higher results in life long learning.
- ◆ Kids can be successful with one caring adult.
- ◆ Learning is enhanced in a safe and orderly environment.
- ◆ We should educate our students as if they were one of our own.
- ◆ Effective instruction and leadership are essential to student strategic goals and achievement.

TCDS Motto

“Every child matters.”

TCDS Mission Statement

The mission of Tri-City Day School is to ensure that all students acquire knowledge by focusing on their individual program to learn and utilize skills that will promote success at continuing stages of their lives.

Provide a safe and supportive learning environment.

Design specific individualized educational programs to meet each student’s needs.

Provide all students the opportunity to acquire the necessary skills to function successfully in a general/traditional school building.

Collaborate with agencies and individuals involved with each student to ensure the provision of needed services.

Encourage families to follow through with necessary contacts and recommendations regarding community resources.

Return the student to their local traditional school programs as soon as the student is able to demonstrate the necessary skills.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Unified School District #261 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission to, access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning Unified School District #261 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools or his/her designee, 1745 W. Grand, Haysville, Kansas, 67060, 316-554-2200. The Superintendent of Schools or his/her designee has been designated by Unified School District #261 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

ABSENCES

The negotiated agreement allows for sick leave for personal injury or illness. It may also be used for injury, illness, death, or funerals in the immediate family. All full time teachers will be credited with 10 days of sick/personal leave at the beginning of each school year. Any unused leave from previous years shall accrue, provided the total does not exceed 130 days. Sick/Personal leave shall be prorated for any teacher who is contracted for less than full time or who begins employment after the beginning of the normal contract year or ends employment prior to the end of the contract year. Sick/personal leave shall be prorated for teachers on extended teaching contracts. Requests for personal leave must be submitted in writing at least three days prior to the time of leave, except in an emergency situation.

If it is impossible for a teacher to meet his/her class because of illness or other unforeseen cause, please contact AESOP by 6:30 a.m. This may be done by phone or by internet access. Should you not be able to contact AESOP, you should notify Gina as soon as possible (see calling tree for phone number). Each teacher shall have detailed lesson plans, seating charts, attendance materials, grade book and other necessary materials visible for substitute teachers. When it is necessary for teachers to be absent for an hour or two, whether it is because of illness or professional duty, period substitutes will be assigned by the payroll clerk. (Appendix C)

ACADEMIC FREEDOM: BOE Policy IAA

No arbitrary limitations shall be placed by teachers upon study, investigation, presentation and interpretation of facts and ideas when pursued in accordance with the approved curriculum.

ACCIDENT REPORTS

All accidents, which occur on the school premises to either students or staff members, should be reported to the administration immediately. The person who administers help at the scene of the accident will make a written report. If a staff member is injured, Workman Compensation forms must be completed. (Appendix D)

ACCOUNTING, THE TEACHER'S ROLE

Reporting absences correctly is very important. Records of all absences will be recorded on an absentee sheet and kept in each student's file in the office. Attendance will be reported to home schools at the end of the 9 week period.

When a student is absent, his/her parent(s) should telephone 554-2324 before he/she returns to school. This should normally be done on the day of the absence. Having one's parent call the school regarding an absence does not guarantee an excused absence; it merely furnishes assurance that the parents know about the absence. An attempt will be made by the attendance clerk/secretary to notify the parents whenever a student is absent. However, it is the responsibility of the parents to see that their child is in regular attendance. The law is very specific that the parent(s) has the obligation to see that his/her child is in school. The school assumes that a student who is absent because of illness will also be unable to work, to participate in an activity or to attend social functions later in the same day. Whenever it is necessary for a student to be absent from school for a cause such as a dental or doctor appointment, the parent must consult the principal before the absence occurs if they wish for the child to attend a school function later that day. Students are to return to school after a dental or doctor appointment whenever possible with verification from the doctor or dentist office. Absences, which are clearly unavoidable, are classified as excused and the student is entitled to credit for make-up work if it is completed within the prescribed time limit. In general, two days are allowed for each day of excused absence to complete make-up work. A maximum of five (5) days will be allowed for any extended excused absence. The individual classroom teacher can make exceptions to this time-line. Students are held responsible for learning what the make-up work is and for getting it in on time.

Our school must and will operate under the requirement of State of Kansas law 72-1113 (c) (1) "Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there from on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent there from all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the attendance of such child." Students less than 13 years of age who are in violation of this law will be reported to Social and Rehabilitation Services. Students 13 or more years of age but less than 16 years of age who are in violation of this law will be reported to the appropriate county or district attorney. (Appendix E)

AFFECTIVE ROOM

The Affective Room is a "tool" for students to use when they need to regain control of their behavior. When a student requests the use of the Affective Room as a means of regaining composure and no physical or verbal altercations have occurred, the student will be able to return to class with no point penalties or loss of level. The classroom teacher, Affective Room staff and administrator may meet briefly in some circumstances to discuss the situation that has occurred and whether or not a consequence is needed.

The In-School Suspension room is used as an intervention for inappropriate behaviors. This would consist of physical or verbal altercations, and any situation that totally disrupts the education of him/her or other students. The student is required to earn his/her way back into the classroom. The administrator will approve any ISS issued.

1. When a student utilizes the Affective Room for a break, he/she will be given time to de-escalate. Once the student has de-escalated, he/she will verbally process with the Affective Room staff or other staff members involved. Upon completion of processing, the student will return to his/her classroom. Further procedures may be necessary before returning to the classroom. Staff will make this decision per situation. The student will still be able to earn participation in PBIS Reward Parties, Field Trips and any other activity outside of academic learning. Points earned or lost during break time will be reflected on the point sheet.
2. If a student receives a Critical Incident (CI), it will be at staff discretion if the CI needs to be served in the Affective/ISS room. Middle School and High School students will need to earn 80% or higher in order to return to the classroom. Elementary students will need to earn 75% or higher. Percentages are based on the student's daily point sheet. With a team consultation, a student's percentage may be lowered. The student will process the infraction by completing a Follow-Up Agreement. He/She will process with the referring person in order to finalize the incident and return to the classroom. The student will still be able to earn participation in PBIS Reward Parties, Field Trips and any other activity outside of academic learning. Points earned or lost during the escalation and/or removal from the classroom will be reflected on the point sheet.
3. If a student receives In-School Suspension (ISS), he/she will serve the designated amount of days in the Affective/ISS room. The administrator or administrative designee will approve any ISS issued. Middle School and High School students will need to earn 80% or higher in order to return to the classroom. Elementary students will need to earn 75% or higher. With a team consultation, a student's percentage may be lowered. If the requirements are not met, the day will not count as served. The student will then have the opportunity to earn his/her percentage the following school day. The student will process the infraction by completing a Follow-Up Agreement. He/She will process with the referring person in order to finalize the incident and return to the classroom. A student who receives an ISS will not qualify for PBIS Reward Parties, Field Trips or any extra activity outside of academic learning. Points earned or lost during the escalation and removal from the classroom will be reflected on the point sheet. Documentation will be kept in the student's file. The administrator, administrative designee or classroom teacher will contact the student's parents. (Appendices F,G, H & I, J)

ANIMALS AND PLANTS IN THE SCHOOL: Board Policy ING

With the prior approval of the administrator, animals or plants may be brought to school for instructional purposes. 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. (Appendix K)

ARRIVAL TIME

Staff members are required to sign in on the attendance sheet in the office. Due to the early start to the day at Tri-City, certified staff members will be required to arrive at 7:15 a.m. and are eligible to leave for the day at 3:00 p.m. This 45 minute report time is per the Haysville Negotiated Agreement. Also per the Negotiated Agreement, certified employees are entitled to a 25 minute duty free lunch. Teachers are expected to be available to students, parents, fellow teachers and the administrator during the 30 minute block of time at the end of the day. There are occasions of emergency when a teacher will need to leave early. Please check with the administrator prior to leaving early on any day.

Classified staff members that are 35 hour employees are expected to begin their day at 7:30 a.m. and end the day at 2:30 p.m. Classified staff members that are 40 hour employees are expected to begin their day at 7:30 a.m. and leave at 3:30 p.m. Due to the nature of the Tri-City students and the fact that the classified staff usually have supervisory duties during lunch, classified employees are paid for all of the time they are in attendance for the day. **Classified employees may not work extra hours without prior approval by the building administrator who will consult with the Special Education Director.**

Staff is required to check out and back in through the office on any occasion when they must leave during the school day. This can be accomplished by signing out on the attendance sheet or notifying the office.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN: Board Policy GARA

The board shall adopt an exposure control plan, which conforms to current regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

CALL-EM-ALL

In the event of a school cancellation or other emergency, a computerized program, Call-Em-All, will make phone calls to the students at Tri-City Day School in a matter of minutes. In order for this program to be successful, it is critical that the office has current and working phone numbers at all times.

CAPITAL OUTLAY ITEMS

Equipment of a permanent nature that costs more than \$200 and would last more than 3 years must be purchased through capital outlay funds. Forms for major purchase capital outlay items must be filled out completely with the following information:

1. Possible Vendor
2. Catalog number
3. Description of items(s) to be purchased
4. Estimated cost
5. Justification for need of the items(s) to be purchased

CELL PHONE/PAGER USE AT SCHOOL

A number of staff members carry cell phones and pagers to school for personal use. Cell phones and pagers should be on a vibrate mode during classroom time so that learning opportunities are not diminished.

CLASS PARTIES

Class or activity parties are up to the individual classroom teacher. The building administrator should be consulted prior to written notice to the parents on a party taking place.

CLASSROOM AND HALL SUPERVISION

Students should never be left in a classroom, hallway or other area without the supervision of a staff member. When teachers leave classrooms for the day, the lights and computer(s) should be shut off. All available staff members have the responsibility of monitoring the hallways both before and after school. Teacher monitoring during these times should be in the area located just outside of their classroom. Students should not be left unsupervised in the hall for disciplinary reasons.

CLASSROOM EXPECTATIONS

Each classroom teacher is accountable for the climate that is established in his or her classroom. Expected behaviors would include:

1. Appropriate noise levels will be maintained.
2. Students should be polite and not infringe on others, physically or emotionally.
3. Students need to remain on task. Students should not be allowed to interfere with the learning opportunities of others.
4. Students should come to class prepared to work. They need to be on time and have appropriate materials
5. Students should respect the property of the school and other students.

COMPUTER USE BY STAFF: Board Policy IIGB

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any employee, up to and including termination, for violations of this policy.

Employees shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guideline published by the administration.

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Freeware and shareware may be downloaded only onto workstation floppy disks or CD-ROM, not hard drives. Program files must have the network administrator's approval to be installed on any district server.

COMPUTER USE BY STUDENT: Board Policy IIGB

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any student, up to and including expulsion, for violations of this policy.

Students shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

E-Mail, instant messaging, and Internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Students shall not install software on district computers or computer systems.

COPYRIGHT LAWS

Simplified usage guidelines indication fair use for teachers:

Material:

	Fiction	Stories	Poetry	Periodicals	Cartoons	Lectures
	Nonfictions	Essays	Chart	Sermons		
	Textbooks	Anthologies	Pictures	Speeches		
	Theses	Encyclopedias				
Instructor's Copy:						
	1 chapter	1 story or or essay	1 article	1 article	1 / book or issue	1 / book or issue
Multiple						
	1,000 word excerpt or 10%	2,500 word excerpt or story	250 word excerpt or poem	2,500 work excerpt or essay	same as above	same as above
Cumulative Use per Class per Term:						
	2	2-3	2	3	2-3	2-3

(Source: Both policy and usage guidelines were reprinted from A Legal Memorandum, NASSP, Sept.91)

DAMAGE OF SCHOOL PROPERTY

Any student who shall intentionally destroy or damage any school property, or who shall deface (by cutting or with writing or pictures) any fence, furniture, building, or other school property shall immediately compensate for such damage, or upon refusal, may be suspended from school until compensation has been made.

DRUG FREE SCHOOLS: Board Policy GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

DRUG FREE WORKPLACE: Board Policy GAOA

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, 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 actions may include: suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

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.

EARNING SCHOOL CREDITS

Students attending Tri-City Day School are enrolled in their local high school. Students will have the opportunity to earn credits toward graduation by obtaining passing grades in traditionally taught classes at Tri-City

or via Virtual Prescriptive Learning (VPL). Excessive absences can impact whether a student will receive credit for work completed in class. Failure to complete assignments or other related assigned tasks will contribute to failing grades, thus no credit.

EDUCATIONAL TESTING PROGRAM: BOARD POLICY II (SEE JR ET ESQ.)

The district educational testing program shall consist of multiple assessments. These assessments shall include, as a minimum, individual teacher subject matter tests, district group achievement tests, and state required tests.

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.

Reporting Test Results

The superintendent shall report annually in writing to the board the results of the district's academic achievement testing program. State required test results shall be disaggregated as required by current regulation and shall be reported annually to the board, district patrons and the State Board of Education. (Appendix L)

EMERGENCY DRILLS

Fire and tornado drills will be conducted on a regular basis.

Instructions for fire drills:

Fire drill instructions should be posted near the door of each classroom. Fire drills will be initiated with the sounding of the fire alarm.

1. Close all windows and doors. Do not lock the doors. If passing a vacant room, quickly close door.
2. Teachers will need to take their grade book and crisis handbook outside with them.
3. Staff members need to accompany their class at least 100 feet from the building. The class should be kept together and supervised at all times.
4. Students should walk out of the building in a single file line. Students should walk fast, but not run.
5. Classes should not return to the building until an "all-clear" signal is given by an administrator.
6. Once the "all-clear" signal has been given, classes should return to the building in an orderly fashion.
7. Instructions for exiting classes should be posted.
8. Alternative routes should be used if the primary exit is not accessible.

Instructions for tornado drills:

Tornado drill instructions should be posted near the door of each classroom. Teachers will accompany their students when the announcement is made. Instructions for tornado drills include:

1. Close all windows and doors. Do not lock the doors. If passing a vacant room, quickly close door.
2. Teachers will need to take their grade book, and flashlight with them.
3. Staff members need to accompany their class to their assigned area. The class should be kept together and supervised at all times.
4. Students should walk to their assigned area in a single file line. Students should walk fast, but not run.
5. Students should be seated, facing walls if possible, with their heads down and their hands covering their heads for protection.
6. Students should remain quiet at all times.
7. Classes should not return to their classroom until an "all-clear" signal is given. (The "all-clear" signal will be announced over the intercom).
8. Once the "all-clear" signal has been given, classes should return to their classroom in an orderly fashion.

Students will not be released from school during a time of a tornado warning for any reason to anyone, **EXCEPT THEIR PARENT OR GUARDIAN who comes personally and requests that their son/daughter be released.** Telephone requests for students to be released will not be honored. Request for students to be released by persons other than parents/guardians will not be honored. Please note this includes brothers, sisters, and other relatives or baby-sitters. (Appendix M)

Room	Shelter	Room	Shelter
#1	Women’s Restroom	#5 Kitchen	North Time-out Room
#2	Women’s Restroom	#6	North Time-out Room
#3	Women’s Restroom	#7	Women’s Restroom
#4	South Time-out Room	#8	Women’s Restroom
Front Office	Women’s Restroom		

ENTRY TO TRI-CITY DAY SCHOOL

Tri-City Day School is a secured facility and only those visitors requiring entry to the building should be allowed. Due to the number of community service providers utilized by the population at Tri-City, visitors at times may be asked to provide identification. Former students wishing to visit should be approved by the administrator or designee before gaining entry to the building. Students may not open the door for visitors at any time.

EQUIPMENT: Board Policy KGA

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the principal and will be refunded when the equipment is returned in working order.

Personal Use of Equipment

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

EXCHANGE OR SALE OF ARTICLES

No student will be permitted to exchange personal possessions such as pens, jewelry, articles of clothing, etc. Students will not be allowed to sell articles (candy, cookies, cards, etc.) on school property unless they are a member of a school sponsored group and the sale has been approved through the administrator.

FACILITY USE

All requests for use of school facilities outside of the normal school day need to be arranged through the office. A building usage form must be filled out to ensure that multiple groups are not assigned to the same areas in the building. A building administrator must sign this form. Approval for such use of the building will be based upon BOE policy. School activities will have first priority for school facilities.

FACULTY MEETINGS

Faculty meetings involving the total faculty will be held on a regular basis. Every effort will be made to consider staff members responsibilities outside of the work day.

FIELD TRIPS AND EXCURSIONS

Educational, community service and reward field trips are a part of Tri-City Day School. Parents will be notified about an upcoming trip with a permission slip. The form shall include the nature of the trip, departure time, expected return time, name of sponsor(s), and mode of travel. A place shall be made available on the form so that parents may excuse the student from a trip and give information as to the decision. The building administrator must be notified of the intent to take a class on a field trip and appropriate forms (permission slip, transportation request) prior to the field trip.

FIGHTING – HAZING - BULLYING

No student and/or employee shall conspire to commit any act that injures, degrades or disgraces a fellow student and /or employee. Disciplinary procedures and/or consequences may be necessary and will be determined on an individual basis.

GAAE

Bullying by Staff (See EBC, GAAB, JDD, and JDDC)

GAAE

The board of education prohibits bullying in any form, including electronic means, on or while using 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. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 06/08

FIRST AID: Board Policy JGFG & JGFG-R

When a staff member sees a student who has been involved in an accident at school, on school property or at a school-sponsored event, the staff member shall follow the rules for the care of an injured student and report the accident to the building administrator. If a student has an accident, which appears to require medical treatment, no action shall be taken by an employee except to send for medical help and to make the student as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees, for the purpose of this policy, are those employees who have successfully completed an approved Red Cross first aid program or the school health clerk.

Appropriate records shall be kept in case a student accident occurs.

When appropriate, the student's parent(s) shall be notified of the injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal shall seek emergency medical treatment. Appropriate records documenting student accidents shall be kept on file in the administrator's office.

GIFTS: Board Policy JL (see GAJ, KH)

The giving of gifts between students and staff members is discouraged.

Unless approved by the administrator, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property.

GRADE BOOKS

Grade books are essential for maintaining accurate records on student progress. They are also necessary to take accurate attendance. Each teacher should keep their grade book in a secure place where students do not have access. Students should never be allowed to see another student's grades in the grade book. Oral reading of grades is not allowed. These situations would be violations of the Family Privacy Act.

Grade books must be turned into the office at the conclusion of the school year. They are kept in the vault for three years as permanent records.

HEALTH AIDE/TRI-CITY DAY SCHOOL RN

The Tri-City Day School RN does not administer medication of any kind except to children on continued medication who have specified orders from their physician and a prescription bottle with that child's name on it. They must also have a note from the parent(s) and the physician. These medications must be kept in the health room and administered by a designated staff member/health aide or nurse.

For minor injuries, first aid is administered by the Tri-City Day School RN or staff, depending on the severity, but never by one child to another.

No child will be taken or sent home until a parent or another designated responsible person is contacted at home or at work. At no time will an ill child be permitted to walk home. Parents must leave a telephone number of a neighbor or relative to be contacted when the parents cannot be reached; however, they are to be sure the person whose number is given is aware of this responsibility. (Appendix N)

HOMEWORK REQUESTS BY PARENTS

Parents may request homework when their child is absent. Homework should be sent to the office by the end of the school day on which the request was made.

IN-SERVICE EDUCATION: Board Policy GBRC

There shall be a program of in-service education for employees, which meets minimum statutory and state board of education requirements. The program shall promote continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about in-services.

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. In-service programs may utilize all or a portion of the workday.

INTERROGATIONS AND SEARCHES: Board Policy JCAB, JCAB-R, JCABB, JCABB-R, JCAC JCAB - JCAB

Administrators are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the administrator shall be carried out in the presence of another adult witness.

JCAB-R Searches of Property

Search of Lockers

Lockers in the district schools shall be under supervision of the administrator. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the administrator and stored in a place designed to guard against unauthorized access or use. The administrator may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

Searches of Property

Any person other than the administrator who wishes to search a student's locker or property shall report to the administrator before proceeding. In no event shall any person be permitted to search a student's locker or property without the administrator's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the administrator shall permit the search, which shall be made in the presence of the administrator.

Prohibited items found during the search shall remain in the custody of either the building administrator or the law enforcement officer. If any items are turned over to law enforcement officials the administrator shall receive a receipt for the items.

(Whenever the administrator is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCABB Searches of Students

Administrators are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the administrator shall be carried out in the presence of another adult witness.

JCABB-R Searches of Students

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The administrator shall attempt to call the student's parent/s and may call law enforcement. Items, which the administrator believes may be connected with illegal activity, shall remain in the custody of the administrator unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the administrator may take disciplinary action and/or seek assistance from law enforcement. (See JDD and JCAC)

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The administrator shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The administrator shall receive and file a receipt for items turned over to law enforcement officials.

If the administrator believes a student is in possession of an object, which can jeopardize the health, welfare, or safety of the student or others, the student shall be removed to a safe location. This determination may

be based on any information received by the administrator or any member of the faculty or staff.

A written report of each search shall be made by the administrator and submitted to the superintendent. The superintendent shall keep a copy of the written report on file.

(Whenever the administrator is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")

JCAC Interrogation and Investigations Conducted in the Schools

It shall be the policy of the district that a reasonable, cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain order.

They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The district's administrators shall at all times act in a manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials as provided in JCAC-R. School staff members shall be informed of the contents of this policy and rules at least annually.

JCAC-R Interrogation and Investigations

Initiated by School Administrators and Conducted by Law Enforcement Officers

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administrator shall make reasonable attempts to contact parents, guardian or representative of the student(s) prior to questioning. To the extent possible, reasonable requests of the parents, guardian or representative shall be observed. Notification or attempted notification of parents, guardian or representative shall be documented by the administrator involved. If a student's parents, guardian or representative is not present during questioning of a student, the administrator shall be present.

Initiated and Conducted by Law Enforcement Officers

The administration shall cooperate with law enforcement officers who are conducting investigations of suspected child abuse. (See GAAD) Law enforcement officers shall not be permitted to conduct investigations during school hours except in demonstrated emergency situations. If a demonstrated emergency is found, the administrator shall require identification of law enforcement officials and reasons for the interrogation or investigation of a student. If the administrator is not satisfied with either the identification or the reason, the request shall not be granted. The administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Violations of Criminal Law

Information on criminal conduct shall be turned over to law enforcement officials. (See EBC)

Taking Students into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement or SRS. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

JCAC-R Interrogations and Investigations

Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by SRS and/or law enforcement as a result of allegations of abuse or neglect.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the administrator of the circumstances as quickly as possible.

Disturbance of School Environment

Law enforcement officers may be requested to assist in controlling disturbances at school and if necessary to take students or other persons into custody.

INVENTORY

Each teacher should have an inventory of the equipment and materials in his/her classroom. Within the first month, each teacher should add to his/her inventory those permanent pieces of equipment, which were added to the classroom during the summer. A new complete inventory is requested each May before checking out. Equipment or

furniture should not be moved from the classroom unless authorized by the administrator.

KEYS

Each staff member will be issued keys that are necessary to lock and unlock their assigned areas. The administrator must be notified immediately if any keys are lost. Duplicate keys are not to be made. Teachers who use the facility after school hours must check all doors used to ensure that they are secured and locked when they leave. Keys should never be handed to a student.

LEAVE – ANNUAL

Classified staff will fill out a leave form and turn it in to the administrator one week ahead of the time you are planning on being absent. The leave form to use is Appendix. Certified staff will complete their request on AESOP at least one week in advance of their anticipated absence. (Appendix O)

LESSON PLANS

Every teacher should have a set of emergency lesson plans turned in to the office. These plans should include enough information for at least 3 to 5 days worth of work. There are many occasions when individuals are called out of town in emergency situations. When this occurs, it is much easier to have plans already available.

LIBRARY

Elementary students will be able to use the library at Nelson. Middle and High School students will be able to use the Haysville Public Library.

MAIL BOXES

Each staff member is assigned a mailbox. These boxes should be checked at least once per day for various information and messages. Telephone messages will be put in these boxes.

MEDICAL EMERGENCY

“Code Red, respond to _____.”

This announcement would be made for a medical emergency within the building. When this announcement is made, the following staff should put on their orange emergency vest and report to the announced location: Gina, Jennifer, Wendy, and Josh K. The teacher in the classroom where the situation has occurred should remain in the room and the para should take the other students into the kitchen or workroom whichever is closer and available. (Appendix P)

MEDICATIONS AT SCHOOL

Prescribed medication is given at school only upon written request from both the lawful custodian and the pupil's local attending physician or dentist. These written requests are required before administration of either short term or maintenance medications are initiated. Prescription medication that is being administered by the school must be in the original container, be properly labeled and be properly authorized by the written order of a licensed medical person. Only oral medications should be administered except in emergency situations. Any changes in type of drugs, dosage and/or time of administration shall be accompanied by physician's orders and parental permission and a newly labeled pharmacy container.

No medications, including over-the-counter medications, will be maintained on school premises except when prescribed. Over-the-counter medications shall not be supplied by school employees or kept in athletic areas. Deciding whether any drug is needed is a form of diagnosis, and dispensing medication is a form of treatment. Unauthorized administration of un-prescribed medications shall not be practiced by any school personnel including designated staff, health aides or district nurse.

Requests to allow a student to possess and self-administer prescription medication can only occur through an official appeal to the Board of Education.

PAY CHECKS

Paychecks will be issued as per negotiated agreement. (Appendix Q)

PBIS – POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

Tri-City Day School implements PBIS and the “PRIDE” expectations that are promoted in all USD 261 schools. Students are taught the following PRIDE expectations throughout their school day and both on and off campus:

P – Preparation
R – Respect
I – Integrity
D – Discipline
E – Excellence

PHYSICAL FORCE: NEGOTIATED AGREEMENT

While in the course of his/her employment, a teacher may use a reasonable physical force against a pupil to protect him/herself, to protect other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the pupil.

PROFESSIONAL CONFERENCES

Staff members seeking to attend professional conferences should plan on attending meetings that have a direct correlation between their teaching assignments or our building improvement plan. Prior to attending professional meetings the following materials must be completed and turned into the office.

1. Request for leave to attend the conference.
2. Purchase requisition to cover the registration fee.
3. Purchase requisition to cover hotel accommodations.
4. Transportation requests if a district owned vehicle is required.

RACIAL HARASSMENT

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the administrator is the object of a harassment complaint, the student may bypass the administrator and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Racial harassment shall include, but not be limited to:

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.
2. Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
3. Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her administrator, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

RESOURCE SPEAKERS: Board Policy IFBH

With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process. The board shall establish rules governing the selection and behavior of outside speakers. Outside speakers should be selected so that various points of view are presented. Speakers shall be informed of this policy and its rules when they are invited to make a presentation. Language cannot be used that calls for students to be disruptive. The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these regulations.

With prior board approval an honorarium may be paid to outside speakers.

SCHOOL PSYCHOLOGIST

The school psychologist may counsel directly with a student or act as a consultant to the counselor(s)/teaching staff. Tri-City staff will consult with the home school psychologist assigned to the Tri-City Day School student.

SCHOOL RESOURCE OFFICER - SRO

The SRO is a full-time law enforcement officer (part time at Tri-City Day School and part time at the Alternative High School) who is in the school to help create and maintain a safe educational environment for students, teachers, and staff. The SRO fulfills five roles:

- Positive Role Model – for children who are not exposed to many such role models in today’s society.
- A Law-Related Teacher – who can provide class length presentations on various topics.
- A Resource - acting as a link to support services in and out of the school setting.
- An Advisor - providing guidance regarding law enforcement questions.

A Law Enforcement Officer – whose primary purpose is to “keep the peace.”

SECURITY AND SAFETY: Board Policy EBC

Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusions or disturbances from occurring in school buildings or trespassing on school grounds. The district will cooperate with law enforcement in security matters and shall, as required by law, report felonies and misdemeanors committed at school, on school property or at school-sponsored activities.

Reporting Crimes at School to Law Enforcement

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified.

Reporting Certain Students to Administrators and Staff

Administrative, professional or paraprofessional employees of a school who have information that a pupil has engaged in the following shall report the information and the identity of the pupil to the superintendent. The superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved or likely to be directly involved in teaching or providing related services to student:

- Any student who has been expelled for conduct, which endangers the safety of others;
- Any student who has been expelled for commission of felony type offenses;
- Any student who has been expelled for possession of a weapon;
- Any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- Any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Annual Reports

The administrator of each building shall prepare all reports required by law and present them to the board and the state board of education annually. Reports shall not include any personally identifiable information about students. These reports and this policy may be made available upon request to parents, patrons, students, and employees and others who request the information.

Staff Immunity

No board of education, board member, superintendent of schools or school employee shall be liable for damages in a civil action resulting from a person's good faith acts or omission in complying with the requirements or provisions of the Kansas School Safety and Security Act.

SEXUAL HARASSMENT

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the administrator is the object of a harassment complaint, the student may bypass the administrator and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Sexual harassment shall include, but not be limited to:

- A. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. Subtle pressure or requests for sexual activity;
- C. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- D. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- E. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- F. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her administrator, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

STAFF-STUDENT RELATIONS: Board Policy GAF

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

TARDINESS

Students may be counted tardy if they are not in their assigned seat by the beginning time for class. Tardiness to class will be recorded by the teacher on the absentee/tardy form and this information should be submitted to the office.

TELEPHONE SERVICE

Teachers will not be called from their classroom for telephone calls unless the nature of the call is an emergency. Faculty use of the telephone should be primarily for school business. Messages or return call information will be taken on most calls. On occasion, it will be necessary for teachers to place long distance calls. These calls must be approved and a record of the call logged in the office.

TOBACCO PRODUCTS, THE USE OF: Board Policy GAOC

The use of any form of tobacco products is prohibited at all times in or on district owned or leased property, including district vehicles.

TRAVEL EXPENSES: Board Policy GAN

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent or designee. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. These claims must be submitted on a district approved travel expense claim for reimbursement.

Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is \$30.00 (\$7.00 for breakfast, \$8.50 for lunch and \$14.50 for dinner). The daily out-of-state allowance for meals during out-of-state conferences is \$40.00 (\$8.00 for breakfast, \$12.00 for lunch, and \$20.00 for dinner). In addition, tips up to 15 percent of the meal cost are allowable for satisfactory service. The district will not reimburse for alcoholic beverages.

Transportation will be by district vehicle when available. Individuals who decline available district transportation will provide their own transportation. If district transportation is not available, the employee will be reimbursed at the mileage rate established by the State of Kansas. Required in-district travel between buildings or in the district in conjunction with official assignments will be reimbursed at the mileage rate established by the State of Kansas. Reimbursement requests must be submitted by June 30 for the year in which travel occurred on a district approved mileage requisition form.

Due to tax implications of IRS regulations and the record keeping burden required, the district will not reimburse employees for meals at workshops or meetings that do not require an overnight stay unless the meals are included in the registration fees. In addition, meals for meetings not requiring an overnight stay may not be charged on a district purchasing card. There may be exceptions for legitimate, documented meetings where business is conducted during the meal. These meetings should have the prior approval of district administration if you wish to submit meals for reimbursement or wish to charge them on a district purchasing card. This policy does not affect meetings/activities where staff is required to supervise students during a meal, in which case the meal is reimbursable. (Appendix R)

VIDEOTAPE USE IN THE CLASSROOM: Board Policy IF-R

Videotapes, DVDs, and/or other Movie Instructional Materials will be selected and assigned to give support directly to instructional learning outcomes, goals, and/or objectives as established by the various district departments and disciplines, the District Curriculum Coordinators, the Division of Curriculum and Instruction, and the Board of Education.

In general, copyright guidelines permit in-classroom performance of a copyrighted videotape when it is used for instructional purposes in a teaching situation, is a lawfully made copy, and does not contain an FBI warning prohibiting its use for any reason other than personal viewing. (Video materials purchased through an educational vendor or videos purchased with a license will not contain the FBI warning.)

No videotapes, DVDs, or other movie instructional material shall be shown for entertainment purposes.

Additional Criteria:

Video materials must be reviewed by the classroom teacher for a fair and objective presentation of sensitive subjects as the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.

- G Family audience
- PG Parental guidance
- PG-13 Special parental guidance for children 13 and under
- R Children 17 and under admitted only with parents

1. In grades Pre-School through grade 5, no videotapes other than G may be shown.
2. In grades 6 and 7, no videotapes other than G may be shown.
3. PG videos require administrative approval and custodial notification prior to a viewing by students.

4. In grade 8, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to a viewing by students. PG-13 tapes require both administrative approval and prior written lawful custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
5. In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to viewing by students. PG-13 tapes require administrative approval and custodial notification.
6. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.

Collection Development

The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.

The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials (See IKD, KN)

Any person having a complaint about textbooks, media center or other instructional materials shall meet with the administrator. If the matter cannot be resolved the administrator shall notify the superintendent and ask the complainant to use a request for review form, which is available through building administrators or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.

If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.

Review Committee

When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:

The building administrator, media specialist, two subject area specialists and two community members.

The committee's charge shall be:

To review the material and prepare a written report containing conclusions and recommendations within 30 days;

To direct a written report to the board; and

To send the complainant a copy of the report.

The Review Committee Shall:

Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and

Weigh strengths and weaknesses and form opinions based upon the selection criteria.

If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.

Removing Challenged Materials

Challenged materials shall not be removed from use during the review period.

WEATHER--NO SCHOOL

When inclement weather causes the school to close, it will be announced on the following radio stations between the hours of 6:00 a.m. and 8:00 a.m. Radio stations are KFDI AM 1070 & FM 101.3, KTHR 107.3, KZCH 96.3, B98 98.3, and KZSN 102.1. All scheduled extra-curricular and co-curricular school activities will be cancelled on days when school is closed for inclement weather.

WEEKLY BULLETINS AND ANNOUNCEMENTS

Bulletins will be given to the teachers on Friday for information concerning duties and activities for the following week. Any items you want in the bulletin should be brought into the office by Thursday noon.

WEAPON/INTRUDER ALERT PROCEDURE

“Code Red, do not respond.” This will initiate a building lockdown and the following procedures should be taken. If the situation arises that a weapon/intruder is present at school, and poses threat or harm, the following procedure will be implemented:

1. Person first noticing the situation should pick up any available phone and press 51 to make the above announcement (a separate notification should be made to the office ext. 100 or administration room ext. 102 for additional details of the situation).
2. Lock your door.
3. Turn off all classroom lights (make sure that you have a flashlight available).
4. Move students to a corner of the room away from the door and windows.
5. Instruct the students to be silent.
6. Do not use the intercom except for an emergency.

If you see a person with a weapon in your vicinity, call the office (ext. 100), or the administration room (ext. 102), with the exact observation and location. The situation will be evaluated and necessary action taken.

When the situation has ended, an announcement will be made stating "Staff, please resume regular schedule."

APPENDICES

Appendix A.....District Calendar
Appendix B.....Tri-City Calendar
Appendix C.....Building Calling Tree
Appendix D.....Accident Report Form
Appendix E.....Student Attendance Sheet
Appendix F.....In School & Out of School Suspension procedures
Appendix G.....Behavior Level Problems
Appendix H.....Daily Point Sheet
Appendix I.....Discipline Referral Form
Appendix J.....Follow-Up Agreement
Appendix K.....Animals in the Classroom
Appendix L.....Testing Integrity
Appendix M.....Building Evacuation Plans
Appendix N.....Health Room Referral
Appendix O.....Request for Leave
Appendix P.....Crisis Plan
Appendix Q.....Pay Schedule
Appendix R.....Travel Expense Claim Form
Appendix S.....Suspected Child Abuse Form
Appendix T.....Vehicle Insurance Coverage Form
Appendix U.....Breakfast/Lunch Procedures
Appendix V.....Lunch Count
Appendix W.....Staff List
Appendix X.....Student Update
Appendix Y.....Transition Snapshot IEP
Appendix Z.....Reintegration Rubric
Appendix AA.....Access to Educational Records
Appendix BB.....Seclusion/Restraint Guidelines
Appendix CC.....District Wellness Plan