Smith Center Jr. – Sr. High School

Smith Center, Kansas

TEACHER HANDBOOK

2022-2023

Smith Center Jr.-Sr. High School

300 Roger Barta Way

Smith Center, Kansas 66967

Mr. Greg Koelsch, Principal

**INDEX**

**Class Time Schedules 4**

**Lunch Time Schedules 4**

**Jr. – Sr. High Sponsorship and Coaching 5-6**

**Supplemental 7-8**

***THE FOLLOWING CATEGORIES CAN BE ACCESSED THROUGH THE G: DRIVE ON YOUR COMPUTER. GO TO G: DRIVE, HANDBOOKS, TEACHER HANDBOOK FOR THIS INFORMATION.***

**Organization Sponsor's Guidelines**

Roster

 Monthly Calendar

 Meetings

 Constitutions and Minutes

 Concession Guidelines

 Activity Funds

**Planning and Supervision**

Lesson Plans

 Semester Planning

 Weekly Planning

 Daily Planning

 Supervision of Building

 Ordering Transportation

 Bus Supervision

 Classroom Supervision

 Hall Supervision

 Lunchroom Supervision

 Student Passes

 Procedure for Emergency Exits for Fire

 Procedure for Emergency Shelters for Tornado

 Suspension and Expulsion

 Reporting and Leaving

 Students in the Gym before School

**Attendance, Grading and Testing**

 Reporting Attendance

 Recording Attendance

 Grading

 Grading Scale

 Grading Period

 Grade Books

 Deficiency Reports

 Grade Card Distribution

 Inter-School Activities Eligibility

 Academic Letter Program

 Honor Rolls

 Standardized Tests

 Teacher-Made Tests

 Retention Guidelines

**Procedures and Policies**

Concealed Observations

Procedures for Checking Out Textbooks

 Procedure for Use of Video Equipment

 Care of Equipment

 Procedure for Checking in Merchandise

 Substitute Teachers

 Policy for Concession Transactions

 News Releases

 Community Solicitations

 Attendance at Activities

 Assemblies

 Pep Rallies

 Faculty Meetings

 Inventories

 Reports to the Office

 Pay Day

 Piano Accompanist Policy

 Tobacco and Other Chemical Use

 Blood Spill Procedure

 Athletic Wear and Other Purchases

 Fine Policy

 Textbook Fine Policy

 Band Fine Policy

 After School Study Hall Procedure

 Rationale for After School Study Hall

 Detention

**Objectives and Miscellaneous Guidelines**

 Class Objectives

 Pre-Teaching Vocabulary

 Tape Recording Class Material

 Professional Ethics

 Drug Free Schools Employee Policies

Employee Conduct

Sexual Harassment Employee/Student

**CLASS TIME SCHEDULES**

**SMITH CENTER JR-SR HIGH SCHOOL**

## Junior High and High School Schedule

W1 8:10 a.m. - 8:58 a.m.

## W2 9:01 a.m. – 9:47 a.m.

## W3 9:50 a.m. – 10:36 a.m.

## W4 10:39 a.m. –11:25 a.m

## W5 11:28 a.m. –12:40 p.m

## W6 1:06 p.m. –1:52 p.m.

## IPS 12:43-1:03

## W7 1:55 p.m. – 2:41 p.m.

**W8** 2:44 p.m. – 3:30 p.m.

**1st Lunch Shift** 11:28 a.m. – 11:52 p.m.

**2nd Lunch Shift** 12:16 p.m. – 12:40 p.m.

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| --- |
| Junior-Senior High Sponsorship and Coaching |
| Allen, Marsha | Forensics Coach |
| Armknecht, Kelli Attwood, MirandaBillinger, Sabrina | Head Cross Country Coach; Senior Class SponsorJH and HS Scholars Bowl Coach & Student Council SponsorJH Volleyball Coach |
| Bennett, DanielElliott, MichelleElliott, TravisGillen, DanielleHaack, MattHaven, Trace Herredsberg, KareenaHileman, Shareece   | JH Boys Basketball CoachAsst. JH Track Coach, Drama Coach, & YearbookAthletic Director High School & Jr HighAsst. JH Volleyball Coach & Asst. JH Girls Basketball CoachJH Football CoachAsst. HS Boys Basketball CoachJunior Class SponsorConcessions Director |
| Hobelmann, AlexHobelmann, GregHoshko, Emily Howland, Brad Hrabe, Brandon  Hutchinson, BrockKattenberg, DenyseKeiswetter, LandonKeiswetter, TangieLinn, Nick | Head HS Boys Basketball Coach & JH Asst. Football CoachHead HS Golf Coach; Band Director; Vocal Director; Technology DirectorAsst. Jr./Sr. High Track CoachAssistant Cross Country CoachHead JH Girls Basketball CoachHead HS Wrestling Coach, Asst. HS Football Coach; Asst. Jr./Sr High Track CoachAsst. HS Girls Basketball Coach; Asst. HS Volleyball Coach; Asst. Jr High trackAsst. Jr./Sr. High Wrestling CoachAssistant Track CoachHead HS Volleyball Coach; Head HS Girls Basketball Coach |
| Nixon, Maggie | Scarlets Dance Sponsor, JH Cheer Sponsor, & HS Cheer Sponsor |
| Padilla, HopeRogers, Clint Rogers, LaurynRogers, MikeSasse, DarrenSchmidt, KelliSeemann, MattSmith, AshleyStansbury, Shawn Terrill, AmyWagner, MonicaWilson, Tim | HS Spirit Squad Sponsor & JH Cheer SponsorAsst. Jr./Sr. High Wresting CoachAsst. HS Volleyball CoachAsst. HS Football Coach; Head Jr. High Wrestling Coach; Head Jr./Sr. HS Track CoachHead HS Football Coach; Asst.Jr./Sr. Track CoachNational Honor Society Sponsor JH Assistant Football CoachArt DirectorHS Asst. Football CoachFCCLA SponsorFFA SponsorBuilders Club |
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| 2022-2023 Supplemental |
| Art Club  | Sponsor | Ashley Smith |
| High School Athletics | Director | Travis Elliott |
| Jr. High Athletics | Director | Travis Elliott |
| Concessions | Director | Shareece Hileman |
| Drama | Sponsor | Michelle Elliott |
| FCCLA | Sponsor | Amy Terrill |
| FFA | Sponsor | Monica Wagner |
| Jr. High Builders Club | Sponsor | Tim Wilson |
| Jr. High Scholars Bowl | Sponsor | Miranda Attwood |
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| Band | Director | Greg Hobelmann |
| National Honor Society | Sponsor | Kelli Schmidt |
| HS Scholars Bowl | Sponsor | Miranda Attwood |
| Color Guard | Sponsor |  |
| Scarletts  | Sponsor | Maggie Nixon |
| Speech/Forensics | Sponsor | Marsha Allen |
| Spirit Squad | Sponsor | Hope PadillaMaggie Nixon |
| Student Council | Sponsor | Miranda Attwood |
| Senior Class | Sponsor | Kelli Armknecht |
| Junior Class | Sponsor | Kareena Herredsberg |
| HS Football | Head CoachAssistants | Darren SasseBrock HutchinsonMike RogersShawn Stansbury |
| HS Volleyball | Head CoachAssistant | Nick LinnDenyse KattenbergDenyse KattenbergLauryn Rogers |
| HS Basketball – Boys HS Basketball-Girls | Head CoachAssistantHead CoachAssistant | Alex HobelmannTrace HavenNick LinnDenyse Kattenberg |
| HS Wrestling | Head CoachAssistant | Landon KeiswetterBrock HutchinsonLandon KeiswetterClint Rogers |
| HS Cross Country | Head CoachAsst. Coach | Kelli ArmknechtBrad Howland |
| Jr./Sr. HS Track | Head CoachAssistants | Mike RogersBrock HutchinsonEmily Hoshko Darren SasseDenyse KattenbergMichelle ElliottTangie Keiswetter |
| Jr. High Cheerleaders | Sponsor | Hope PadillaMaggie Nixon  |
| Jr. High Football | Head CoachAsst. CoachAsst. Coach | Matt HaackAlex Hobelmann Matt Seemann |
| Jr. High Basketball-Boys | Head CoachAssistant | Daniel BennettMatt Seemann |
| Jr. High Volleyball | Head CoachAssistant | Sabrina BillingerDanielle Gillen |
| Jr. High Basketball – Girls | Head CoachAssistant | Brandon HrabeDanielle Gillen |
| Jr. High Wrestling | Head CoachAssistant | Mike RogersClint RogersLandon Keiswetter |
| Yearbook/Centrian | Sponsor | Michelle Elliott |
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#### ORGANIZATION SPONSOR’S GUIDELINES

ROSTER: Each sponsor should submit a club roster to the office as soon as it is finalized.

MONTHLY CALENDAR: The sponsors shall approve all activities which appear on the monthly calendar. This shall be accomplished before the end of the month.

MEETINGS: All classes and organizations will be allowed to meet as arranged during activity period.

CONSTITUTIONS AND MINUTES: All classes and organizations will be required to have a constitution on file in the office. See Attendance Secretary/Athletic Director Secretary to make sure you have a current constitution on file. Also required will be a file copy of the secretary’s minutes turned in to Attendance Secretary/Athletic Director Secretary after each meeting.

CONCESSION GUIDELINES: The sponsor shall submit a concessions duty roster to the Concessions Director or Assistant Concessions Directors before the end of the school day on those days their organization is in charge of the concession stand. All concession stands will have an adult present to supervise the money box. This adult supervisor will receive money from students and will take money out of the money box for change. The student will still figure the customer’s total bill, collect the amount due, and then give it to the adult supervisor at the change box. If there is any change due, the student will receive it from the supervisor and return it to the customer. It is suggested that the student count the customer’s change back to him in the appropriate manner. The organization needs to assign an adult money box supervisor for the times that they have concessions, explaining that the director will check to see if a supervisor is at the money box before the concession stand will be open for business.

ACTIVITY FUNDS: One of the most upsetting experiences an activity sponsor can endure is to lose or misplace money which has been entrusted to them by the students of the organization they sponsor. This is also the most unnecessary experience one can have happen to them. Therefore, the following rules apply to the handling of activity funds:

1. ***All monies are to be deposited with Activity Funds Director on the day they are received by the sponsor***. She will issue a receipt for the amount. Please do this before 3:00 pm, if possible.
2. The receipt should be given to the organization secretary for posting in the records of the organization.
3. No money is to be left in your desk, the teacher’s lounge, or any other "favorite" hiding place.
4. ***Change must be requested before 1:00 p.m. of the day you need it, although one day in advance is thoughtful.***
5. Purchase orders ***must*** be obtained in advance. Making a purchase and then bringing in a receipt is risky business, because the expenditure may not be approved.
6. Each account within the activity fund shall comply with the cash-basis law. No commitments or indebtedness shall be incurred unless there is cash on hand. The sponsor shall audit and receive a receipt for all fund-raising activities they sponsor. Expenditures must be approved by the sponsor and the activity director. If you are in a position of selling something, either to students or to the community, please remember that we are responsible for adding sales tax to the purchase price of the item sold. Organizational treasurers should be trained to properly collect dues and account for transactions. Account print-outs can be obtained from Activity Funds Director, as well as any assistance in keeping your organization’s records, upon request.

#### PLANNING AND SUPERVISION

SEMESTER PLANNING: Class objectives should be planned to cover the entire semester. Careful planning will enable you to evaluate your own teaching and the progress of your students. Semester planning should be concerned with the generalized objectives and structure of your particular audiovisual materials or supplies available which are required to carry out a particular objective effectively. These plans do not have to be turned in, but please be reminded to use objectives from Ks. Standards of Practice.

WEEKLY PLANNING: Weekly planning is necessarily more specific than semester planning, and should include: (1) objectives to be covered, (2) specific test and individual assignments, and (3) homework or test assignments. Weekly planning is imperative in the event that a substitute teacher is required.

DAILY PLANNING: Daily planning should be taken into account for changes which will occur in the day’s schedule of classes. All major schedule changes will appear in the monthly calendar. It would be unrealistic to assume that one could plan the normal school day a month in advance. Therefore, minor changes may also occur. Other class schedule changes will occur on an emergency basis with the assumption that most emergencies are met through prior planning.

SUPERVISION OF BUILDING: Organizations in charge of the activity shall be responsible for the health and safety of all students. **The sponsors shall also insure that the building is secure before leaving.** Organizations using the building after school hours must check with the principal.

ORDERING TRANSPORTATION: When transportation is needed, requests should be submitted to Athletic Director at least one week in advance. Be sure the number of participants is correct because the size of the bus is determined by the number of participants. Be sure accurate arrival/departure time has been provided as leaving earlier than required creates problems.

BUS SUPERVISION: The sponsor is responsible for the group and all others traveling with the squad. Participants must ride with the group to the event in order to participate. (Special exceptions should be approved ahead of time by the head coach and administration). Participants should ride home with the group. However, if a participant wishes to be excused from riding home with the team, the sponsor may release them to a parent only. Special exceptions must be approved by the Administration prior to the trip. Only personnel authorized by the coach and/or administration for the trip should travel on the bus. Sponsors are responsible for proper dress and conduct of their group while on trips and should keep in mind that individuals and teams are representative of Smith Center High School and should act accordingly. Sponsors will supervise students during the trip. It is not the driver’s responsibility to watch the students or provide discipline. That responsibility is the duty of the sponsor. Double check student count to be sure everyone is aboard before departure. Be sure to have students pick up all trash and place in correct containers before unloading. Sponsors are reminded that glass containers are not allowed on the bus. ***Be sure to thank the driver for a safe trip.***

CLASSROOM SUPERVISION: No student can be sent out of class permanently without the approval of the administration. Do not threaten students with punishment you are not ready to initiate. Take positive action immediately. Teachers will be expected to open their classroom doors and be present in the hallways outside their classrooms or in their classroom at **7:45 a.m.** ***Teachers are expected to remain in their classrooms while a class is in session***. To limit classroom interruptions, the use of the intercom will be limited to emergencies. Phone calls should be taken care of during plan times. The office staff will take messages unless there is an emergency. Students are not to remain unsupervised in a classroom after school is dismissed. If a student is given extra class duty, a teacher must remain in a supervisory capacity. ***Under no circumstances are school keys to be given to students!***

HALL SUPERVISION: There is an ever present need for hall supervision between classes, both before and after school. The presence of teachers in the hall is the best deterrent to most forms of misconduct. Standing near the classroom door, a teacher may observe and be observed from both classroom and hall.

A teacher’s responsibility for student supervision does not end in his classroom. The manner in which a student conducts himself in the halls and on the way to class may very well affect classroom behavior. If a class enters in an orderly manner, it will very likely give you a good start. The opposite is true in that a rowdy group must be calmed down before constructive teaching may take place. ***Each teacher must assume his or her fair share of hall supervision if improvement of general conduct of the school is to take place***.

The first teacher or para to observe an infraction of improper hall conduct is responsible for taking corrective measures. These measures will range from pointing out the violation to the student and impressing upon the student the necessity of adhering to school rules, to reporting the infraction, or bringing the violator to the principal.

LUNCHROOM SUPERVISION: Teachers will supervise their classes as they pass to lunch. Students bringing sack lunches must eat in the commons area. Students shall report to class after their lunch shift.

STUDENT PASSES: Particular student passes are utilized for specific occasions:

1. Permit to Leave the Building: A student requesting permission to leave the building must obtain a pass from the office before leaving the building. Parental permission will be required, either in writing or by telephone, in order to issue a student this pass.
2. Hall pass: Students are to use their planner for a hall pass and restroom privileges. No more than one boy and/or one girl is to be excused to the restrooms at one time.

All students in your class are your responsibility. In order to insure a safe and orderly environment, please limit students leaving your classroom to a minimum.

PROCEDURE FOR EMERGENCY EXIT FOR FIRE DRILLS: A legend showing emergency exit paths for the purpose of fire drills and in the case of an actual evacuation due to a fire are posted in each room. Please take the time to point these out to your students and go over the exit map.

PROCEDURE FOR EMERGENCY SHELTER FOR TORNADO DRILLS: A legend showing emergency shelters for tornado drills and in the case of an actual tornado, are posted in each room. Please take the time to point these out to your students and go over the route to the shelter you are assigned to.

SUSPENSION AND EXPULSION: House Bill No. 2004, which was enacted by the 1970 Legislature, established guidelines to be observed in the suspension and expulsion of students. With observance of the following guidelines, we should realize no problems in this matter:

1. Maintain accurate records on Edu-star which include dates and specific date in all minor discipline problems. All major discipline problems are to be referred to the principal.
2. Once it has become obvious that a particular student is guilty of a number of minor infractions, begin a file on that student.
3. Report all cases of assigned detention to the principal with specific data as to why the detention was given. This report is to be submitted the same day as the detention was given.
4. Do not wait until a major problem with a particular student has arrived before consulting with the principal.
5. The principal, or the person in charge in his absence, is the only person on the staff able to direct the suspension of a student. Therefore, if a student is causing trouble, report the action so that counseling can take place, and further action planned in accordance.
6. Unified School District #237 has definite procedure to be observed in handling normal disciplinary problems. Teachers should study these policies very carefully.

REPORTING AND LEAVING: Teachers are expected to report to school by 7:45 a.m. each morning. Teachers are expected to remain in the building until 3:45 p.m.

STUDENTS IN THE GYM BEFORE SCHOOL: No students are permitted in the gym before school unless there is an instructor present to supervise.

#### ATTENDANCE, GRADING AND TESTING

REPORTING ATTENDANCE: In order to keep track of absentees and to identify any student who may take unauthorized leave of our company, we will check the computer updates keyed in by each individual teacher shortly after the beginning of each hour. **All teachers must make an accurate report to the office so that** **our records will be correct**. If you have no absentees, please indicate this fact on the computer screen. **It is very important that each teacher report absentees EACH period.** If you have a late change, i.e. a student showing up late with a pass or a change from an absence to a tardy, please notify the office at the end of the period. Students visiting your classroom must have a permit from the office to do so.

RECORDING ATTENDANCE: It is **IMPERATIVE** that each teacher keep an accurate record of all absences in their computerized grade book. The system to report attendance to the state has changed, and our funding is tied in to our attendance records.

GRADING: As controversial and questionable as they are, grades are still our primary method of recording student achievement. Consequently, care and forethought must be given to our philosophy and technique of grading.

GRADING SCALE: 100-98 A+ 76-73 C

 97-93 A 72-70 C-

 92-90 A- 69-67 D+

* 1. B+ 66-63 D
	2. B 62-60 D-
	3. B- 59 and
	4. C+ below F

GRADING PERIOD: U.S.D. #237 has a policy of four 9-week grading periods.

GRADE BOOKS: A grade book will be on each teacher’s computer utilizing the **Edu-star** format. A hard copy or a disk is to be turned in to the principal at checkout time at the end of the year. It should be kept in such a way that, if necessary, it could be used to back up any decision of the teacher or administration concerning grades or attendance. Teachers are asked to be very careful in keeping the grade book. Be sure to enter a proper notation when a student is absent from class.

DEFICIENCY REPORTS: Deficiency reports will be sent to the parents at the end of the 4th week of the 9-week grading period, or **any time frame** where the grade his slipped significantly or the student is in danger of failing. The reports are issued for those students doing below their capacity or failing work. Deficiency reports are to be turned in to the office by Monday evening of the 4th week to allow ample time for processing and mailing. Deficiency reports ***must*** be sent for those students failing on a current or cumulative basis. We **should not** have a student fail for a 9-week grading period without having sent home a deficiency report. An after school program may be used to assist students in raising grades.

GRADE CARD DISTRIBUTION: Grade cards will be distributed following the end of each nine-week grading period. Grade cards can also be given out to parents when we have parent-teacher conferences which coincide with the nine-week grading period.

INTER-SCHOOL ACTIVITIES ELIGIBILITY: According to the K.S.H.S.A.A., a student in grades 7-12 shall meet the following requirements for eligibility in inter-school activities:

1. Scholarship: The student shall have passed at least five subject of unit weight the previous semester, or the last semester of attendance.
2. 2. Enrollment: The student shall be enrolled in and attending a minimum of five subjects of unit weight (or its equivalency) during the present semester.

ACADEMIC LETTER PROGRAM: In an effort to promote the desire for and the continuance of academic excellence a visual reward for academic achievement will be given.

Title: Principal’s Academic Award

Requirements: Student must maintain a 3.25-4.0 grade average with no grade less than a B for each of the four 9-week grading periods.

Recognition:

Students maintaining a 3.25-4.0 average for each of the four 9-week grading periods of the school year will receive an academic letter.

The Award:

* The award shall be a Gold Lamp of Knowledge pin and Certificate.
* After receiving a letter, the subsequent award will be a gold bar to denote an additional year of achievement.

HONOR ROLLS

To be listed on the nine-weeks, semester, or yearly honor roll at Smith Center Jr.-Sr. High School, a student must achieve the following standards for the particular grading period:

SUPERINTENDENT’S HONOR ROLL

The student must have a grade point average of **3.50-4.0** on a four point grading scale. The student must have no grade lower than a **B**. Any grade lower than a **B** will automatically disqualify the student from being on this honor roll regardless of what other grades are earned. The student must be enrolled in eight classes (consideration will be given for those students unable to take eight classes). Any fewer number will exempt the student from being considered for this honor roll.

PRINCIPAL’S HONOR ROLL

The student must have a grade point average of **3.25-4.0** on a four point grading scale. The student must have no grade lower than a **C**. Any grade lower than a **C** will automatically disqualify the student from being on this honor roll, regardless what other grades are earned. The student must be enrolled in eight classes (consideration will be given for those students unable to take eight classes). Any fewer numbers will exempt the student from being considered for this honor roll (Refer to 4-point scale).

STANDARDIZED TESTS: In using standardized tests, it is imperative that the test reflect the material you have covered.

TEACHER-MADE TESTS: Teacher-made tests are considered more reliable as a measuring device than standardized tests, since they reflect more accurately the material covered. In the use of these tests, insure that the tests are clear and well worded.

RETENTION GUIDELINES: Pursuant to Board Policy Section 03-003-Section 11:

Teachers shall recommend to their building Principal any pupils who should be considered for retention. Teachers shall not defer their recommendations to near the end of the school term. Teachers, principals, and parents shall study the problems of the student and seek to reach a conclusion that best benefits the student. The principal shall have the final decision on retention and promotion of pupils in his building."

#### PROCEDURES AND POLICIES

CONCEALED OBSERVATION:

Unless otherwise provided in other district policy, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. The prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition includes the use of video surveillance throughout district facilities and in district vehicles; the recordings of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the students evaluation or provision of special education services with the principal’s prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described shall first notify the superintendent or building principal in advance. If such recording is not prohibited by law or policy, the administrator may allow the recording and may make arrangements to record on behalf of the district.

PROCEDURES FOR TEXTBOOKS:

1. Stamp the textbook label inside the front cover of each textbook checked out that has not previously been stamped.
2. Number each textbook in the place provided. A magic marker is satisfactory.
3. A standardized check out sheet is to be used. It has a place for number of books, name, condition, "in" and "out".
4. Record the condition of the following types of books on the place provided on the label prior to the time they are checked out. At the time a new textbook is checked out, record "New" under condition. If a textbook is still being used and it is excessively worn, tattered or torn, indicate the condition of the book. For example: water damage, back torn, etc.
5. Check out textbooks during the opening class session. As you check out the textbook, ask each student to write his/her name in ink in the place provided on the label. Please check to see that the student has written his/her name ***in ink*** on the textbook label. This affixes responsibility. The condition of the textbook is to be checked beforehand. Record the name of the student to which the textbook is checked out and condition in the proper column on the standardized check out sheet.

PROCEDURE FOR USE OF VIDEO EQUIPMENT: Staff members needing to use video equipment should schedule such usage with Librarian.

CARE OF EQUIPMENT: Whether it is video equipment, computers, furniture, athletic equipment, or any other equipment belonging to U.S.D. #237, this is a responsibility I expect you to assume. Writing on desks and furniture or the general destruction of furniture or any other equipment is not to be tolerated. Students are not to adjust the classroom venetian blinds or adjust the windows. Classroom blinds shall be left down and in a closed position at the end of the school day. At the close of each day, the custodians will check all classroom doors and windows each night to see if they are locked and that the windows are closed. In order to make their duty merely a check, it will be necessary for the last person to use a classroom each day to see that the windows are closed, lights are turned out, and the door is locked.

PROCEDURE FOR CHECKING IN MERCHANDISE: It is very important that any merchandise you receive is checked in through the office immediately. This facilitates the payment of invoices and insures the adjustment of shortages or incorrect merchandise. Some summer freight received in the front office may be checked in for you, but anything you receive which is unopened and still has a packing slip must be checked in and the packing slip turned into Activities Fund Director immediately.

SUBSTITUTE TEACHERS: It is the policy of the district to provide substitute teachers for those teachers who are absent because of illness, personal leave, or going on an extended field trip or activity trip. Substitute teacher pay is $49.50 per half day, $99.00 per full day, increasing to $148.50 after 5 consecutive full days in the same classroom. The procedure to observe is as follows:

1. Contact the principal, as soon as possible, in the event you will be unable to be at school. My cell phone number is 620-7052 and my home number is 282-3953. Please call before 7:00 a.m., if possible.
2. If personal leave is requested, prior approval must be authorized by the building principal. This approval should be requested before making any plans for personal leave.
3. ***Insure that your substitute folder is up-to-date, and includes***:
	1. Any special assignment or prelim areas which the substitute should be aware of
	2. Weekly lesson plan book
	3. Daily lesson plans
	4. Individual class seating charts
	5. Administrative procedures
	6. Crisis Plan Procedure

POLICY FOR CONCESSION TRANSACTIONS: All concession supplies are purchased from Concessions funds. When an organization other than concessions operates the concession stand, the total concession proceeds is split between the Concession Equipment first, the Organization and Concessions. The percentage is 5% of the total balance to concession equipment, 35% of the balance to the organization running the stand, and 65% of the balance to concessions. 65% of the balance to athletics and 35% of balance to the organization running the stand. 65% goes to the Concession fund for the purpose of paying operational, other expenses and supplies of the concession stand.

NEWS RELEASES: All publicity releases to the newspaper, radio, social media, etc., shall be cleared through the office.

COMMUNITY SOLICITATIONS: There will be ***no*** community solicitations without authorization. All money raising projects ***must*** have prior approval.

ASSEMBLIES: Teachers are assigned supervisory positions for auditorium and gymnasium assemblies. A student who is boisterous, disrespectful, etc., will be removed from future assemblies. Student attendance at assemblies is optional. Teachers should attend and sit with their students. We will assign a study hall for those students who choose not to attend.

PEP RALLIES: Pep rallies will be held periodically, if desired. ***ALL TEACHERS SHOULD BE PRESENT!*** The Spirit Squad will be given 15 minutes to carry out their cheers. Ten additional minutes will be given to those students involved in the pep assembly (pep band, skit members, etc.). Pep rallies should be cleared with the office one week before the time they are to be scheduled.

FACULTY MEETING: Most Faculty meetings will be held in the morning at 7:45 a.m. following a Monday night Board of Education meeting. Special meetings may be called, if necessary.

INVENTORIES: At the beginning of each school year, each teacher will be given a computer print-out sheet from the district office of the items in his/her area. During the year, this print-out will need to be updated indicating any disposals, transfers or additions to your area. You are responsible for turning in the up-dated print-out at the time of teacher check-out in the Spring.

REPORTS TO THE OFFICE: When teachers are called upon to make a report to the office, or to hand in information, it must be done at the time requested. One teacher’s delay may hold up a whole report.

PAY DAY: Pay checks are issued on the 15th day of each month.

PIANO ACCOMPANIST POLICY: The following policy will be used for retaining the services of piano accompanists for junior-senior high vocal and band instrumental soloists:

1. Only vocal or band instrumental soloists will be eligible for a paid accompanist. Piano soloists will not be eligible in this policy.
2. Piano accompanists will be paid for helping the student prepare and perform for one competition per school year.
3. Piano accompanists will be paid $15.00 per student for the preparation of one contest per year. There should be no additional fees assessed from the students.
4. The school will provide entry fees and transportation for all vocal, string, and instrumental soloists to competitions. Transportation may be waived if students will be attending with parents.
5. It is the belief at the junior-senior high school that quality, not quantity, will be the emphasis in selecting soloists for competitions. Music instructors will discuss the number of soloists that will be attending competitions with the principal and receive approval.
6. Payment will be made to the piano accompanist upon receipt of an expense voucher (filled out by the instructor) and turned in to the principal’s office for approval. This should be completed as soon as possible following the competition.

TOBACCO PRODUCTS AND OTHER CHEMICAL USE: Kansas House Bill No. 2823 states an act prohibiting the use of tobacco products in public school buildings. The use of tobacco products in any school building is hereby prohibited. No board of education of any school district shall allow ***any*** person to use tobacco products in ***any*** school building.

The Kansas State High School Activities Association has implemented the following policy dealing with the use of any tobacco product/other chemical: Coaches, directors, sponsors, coaching aides and contest officials are ***prohibited*** from using tobacco products, alcoholic beverages or illegal drugs while directly involved in inter-scholastic activities. Involvement is defined as being in public view and when students are actually participating under the jurisdiction of coach, director, sponsor, aide or official. Proper enforcement is expected. Violations shall be reported to the school’s administration and to the K.S.H.S.A.A.

BLOOD SPILL PROCEDURE: This policy is a set of guidelines that Smith Center Jr.-Sr. High School will follow when dealing with blood spills:

1. When ***anyone*** (coach, trainer, official) comes in contact with blood, they should wear some type of protective glove.
2. A solution of 1 part chlorine: 10 parts water will be sprayed on the mat (or other surfaces) involved. Paper towels will be used to wipe up the area. The paper towels and gloves will be placed in a plastic bag and disposed of.
3. When a student has blood on any part of his body, the chlorine solution will be sprayed on a paper towel and used to clean the student.

ATHLETIC WEAR AND OTHER PURCHASES: If a student needs any athletic clothing, i.e. shoes or other items that we do not provide, allow the student to purchase that item directly whenever possible. If you must collect money from your students ***for any reason***, please go through the office.

FINE POLICY: In the event that a Smith Center Junior or Senior High student has a financial obligation to the school, the following steps will be followed:

1. Student may pay the replacement cost of the item, or the cost of the damages incurred.
2. The student may work off the amount of the obligation by working for the school. Specific duties and times to carry out these duties will be assigned by the principal.
3. If the student disagrees with the financial obligation assessed, he/she has the right for a hearing with the teacher and the principal.

TEXTBOOK FINE POLICY: Students will be assessed a textbook fine if the teacher feels they have not properly cared for a textbook when it is returned in the spring, or if they have lost a textbook. The following ratio will be used to compute the amount due:

1. For damage beyond normal wear and tear: $4.00
2. For lost textbooks less than 5 years old: the cost of the book
3. For lost textbooks more than 5 years old: 1/2 the cost of the book

BAND FINE POLICY: The Redmen Band, having numerous articles that are checked out to the students through the course of the year, employs a fine policy for any school item or instrument that is left or forgotten in the stands at football, basketball, or wrestling events. The fine is $2.00 per article and pertains to folders of music, marching folios, marching uniforms (each item), and instruments.

AFTER SCHOOL STUDY HALL PROCEDURE:

If a student does not turn in work (homework assignment, in-class assignment etc.) a 30 minute academic study hall may be assigned by the teacher. The student will spend this time, as worked out with the teacher, either before or after school. Students not completing assignments during this study time may be assigned additional time by the teacher. This may also be used for minor classroom infractions of the rules.

This study hall can be used by the instructors to assist students in completing assignments that have not been turned in at the designated time. Students with two or more academic study hall assignments in the same day will work with the instructors to complete assigned work and fulfill time requirements. When assigning a student to after school study hall, be sure that the student calls a parent/guardian to inform them that he/she will be detained at school.

If a student is unable to attend the study hall, it is the student’s responsibility to contact the teacher and give an acceptable explanation for being unable to comply. An alternate time will be assigned. Students will be required to have attended the initial study hall no later than the following evening of the day assigned. Academic study hall will be held Monday through Thursday before and after school. On Fridays, it will be held before school only.

If a student does not attend the assigned after school study hall, the student may be assigned in-school suspension by the principal.

RATIONALE FOR AFTER SCHOOL STUDY HALL: The faculty and administration of Smith Center Jr.-Sr. High School recommend that a special after school study session be used for the following reasons:

1. To increase the likelihood of student success.
2. To decrease the chance of student failure by defaulting or not completing required work.
3. To impress upon students the importance of daily class assignment.
4. To help student accept responsibility for their work habits and education.
5. To improve communication between school and parent.
6. To provide, as professional educators, every opportunity for student success.
7. To allow for more parental involvement and responsibility for their son’s/daughter’s education.

STUDENT RESPONSIBILITIES AND REQUIREMENTS WHEN ATTENDING ACADEMIC STUDY HALL:

1. Students must inform parents that they have been assigned an after school study hall.
2. Students must arrive by 3:30 p.m. for the after-school sessions and by 7:30 a.m. for the morning sessions.
3. Students must bring work with them and work the entire session.
4. Students may not sit together or work together unless permission is given by the instructor.
5. Students may not go to their lockers or the restroom. All materials must be brought to the room upon reporting.
6. If any of the above requirements are not met, the students will not only complete the required study sessions, but may be required to attend an additional session.

DETENTION: After school detention may be assigned at the discretion of the classroom teacher. Students riding the bus shall be given a 24 hour notice to allow time for transportation arrangements. Students who do not rely on the bus for transportation may be kept after school the same day.

#### OBJECTIVES AND MISC. GUIDELINES

CLASS OBJECTIVES: U.S.D. #237 has complete objectives on file for each class/subject which is taught in our local schools. All faculty are required to keep an up-to-date checklist of their class objectives. Each faculty member is required to keep an accurate account of when each objective is introduced to the class. The grade that a student received will indicate the degree of mastery that was attained by the student.

PRE-TEACHING VOCABULARY: Very often, teachers become so well acquainted with the vocabulary of their particular disciplines, that they forget how formidable it can be to the average, or below average, student. One teaching technique which is highly recommended by the Curriculum Council and by teachers who use it regularly is that of pre-teaching the vocabulary of a chapter or lesson. This teaching method can be very effective. We recommend it very highly. Teachers are encouraged to consult with the principal, curriculum coordinator, or reading teacher for help in introducing this technique.

TAPE RECORDING CLASS MATERIAL: Many times, students who have trouble reading tests, tests or other materials, can learn very effectively through oral presentation of the material. Teachers are urged to consider taping books, tests, etc., in order to help students who are having trouble reading the material. We have the availability of "talking textbooks", which can be ordered if the order is placed well in advance of needing the tape.

PROFESSIONAL ETHICS: The relationship of teachers with one another is an important factor in the morale of the staff and of the student body. It definitely is a factor in the overall effectiveness of each teacher and of the total staff. The following should be kept in mind:

1. No teacher should discuss the teaching of another in any manner to anyone other than that teacher. If you have something to say about another teacher, say it to him or her, or let it go.
2. It is poor practice to criticize or discuss any student in the presence of another student, patron or teacher (except, of course, in professional conference).
3. If you have a problem accepting an administrative decision, the source of the decision is the best place to seek explanation of, or change in, that decision. The door to the principal's office will be open. If that problem does not get solved at that point, there is an accepted procedure to resolve the conflict. Not very many real solutions are arrived at by airing your problems to those who have no real power to provide solutions.

DRUG FREE SCHOOLS

The unlawful possession, use 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.

EMPLOYEE CONDUCT

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 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 of dismissal from employment

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contract 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.

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.

**BUILDING SHUT DOWN PROCEDURE**

The following steps will be taken in an attempt to maintain the safety of our students in a CRISIS SITUATION involving a potentially dangerous individual having entered our building. Any number of situations would fall under this category, but suffice it to say that it would include any situation that might threaten the physical safety of the students and staff in the building.

Once a situation has been recognized as being potentially dangerous, the following steps will be taken:

 The office will announce over the intercom that:

 **“Teachers, please follow building shut down procedures”**

 **Jr/Sr High School Procedure:**

a). During Shut Down, no one is to be in the halls or released from class. Stay in the room that you are in or enter the nearest secure room. Students in the restroom should enter the nearest occupied classroom and stay there until the “All Clear” is given by the office.

b). Teachers, move the students to a corner of the room away from (not in line with) the door.

c). The secretaries will contact the Elementary School or outside businesses in which a High School student may be in attendance. The student is to stay at the site until further notification.

 d). The principal will contact:

 911

 Superintendent

 Other Building Principal(s)

**Sexual Harassment (Employee)**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either

**GAAC Sexual Harassment GAAC-2**

explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting

or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe 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 should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual

**GAAC Sexual Harassment GAAC-3**

harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harass1nent has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

**GAAC Sexual Harassment GAAC-4**

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility, shall be published in employee handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 04-14-2008; February 11, 2019

**Sexual Harassment (Student)** The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination of the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment

may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or DCF authorities.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate correction action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in an investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy shall be posted in each district facility and shall be published in student handbooks and on the district's website as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

APPROVED: 7-14-2008; February 11,2019

KASB Recommendation- 4/07; 6/13; 6.15; 12/18;