

Circle USD 375

District Certified Handbook



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CIRCLE USD 375 MISSION AND BELIEFS

The **Mission of Circle USD 375** in partnership with our communities is to educate all students to be responsible, productive citizens in a changing world.

We believe

- All students can learn.
- Instruction must be provided for students who learn at different rates, in different ways, and in different settings.
- Education is a cooperative effort among the Board of Education, all staff, students, parents, and communities.
- High expectations and a safe, positive learning environment are essential for student success.
- A balanced curriculum must be provided.
- Staff development is a continuous process.
- Shared decision-making is essential to school improvement.

To this end Circle USD 375 dedicates all its resources.

Exit Outcomes

Students will

Demonstrate essential skills

- Read and comprehend a variety of resources. Access and use information.
- Speak, write, and listen effectively.
- Use mathematics and mathematical principles.

Communicate effectively

- Comprehend and analyze what is read in all subject areas.
- Communicate through a variety of mediums.

Use complex thinking skills

- Apply problem-solving skills.
- Apply various learning strategies and skills to new situations.
- Use creative and/or divergent thinking to formulate and solve problems and communicate the results.

Work effectively in a variety of settings

- Demonstrate skills of a self-directed learner.
- Demonstrate skills of a collaborative worker.

Develop skills for a productive, healthy life

- Demonstrate responsibility
- Demonstrate knowledge and practices of citizenship.
- Demonstrate knowledge and skills to promote a lifetime of good health.

Use technology

- Use technology to communicate and solve problems.
- Use technology to access, process, and analyze information

Employee Code of Conduct

An obligation rests with every employee of the Circle Unified School District to render the performance of duties in a manner that is honest, professional, and courteous. Employees will be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the District. This will include but is not limited to school board policies, school handbooks, and applicable federal and state statutes.

Commitment to Students and the District:

- Faculty interactions with students will be characterized by courtesy, respect, and genuine efforts to meet the students' academic needs.
- Faculty will avoid any harassment or discriminatory treatment of students.
- Faculty will serve as positive role models demonstrating honesty, integrity, and professionalism.
- Faculty will promote a positive learning environment and exercise appropriate planning, management and instruction.
- Faculty will promote cooperation, collaboration and support among teachers, support staff, and administrators.
- Faculty will protect students' rights and communicate students' responsibilities.
- Faculty will maintain communication with parents and maintain confidentiality on all matters as appropriate.
- Faculty will demonstrate loyalty and respect to the district, his/her assigned school(s), and to all faculty, support staff and administrators.
- Faculty will follow the chain of command.

Below is a partial list of school board policies applying directly to all district staff conduct. This short summary of content is given for the convenience of staff members, noting that the full policies, for which staff/faculty are responsible, are available in hard copy and in electronic format in all schools.

Personal Communications Device Usage Policy

Employees shall make an effort to use such devices in appropriate situations and locations.

General Use at Work: While at work, employees are expected to use the same discretion in using personal communication devices as they would when using school phones. Employees should restrict personal calls/texting during work time and should conduct personal communication only during scheduled breaks and lunch periods. The school district is not liable for the loss of personal communication devices brought to the school.

Camera Phone Usage: Camera phones can present risks to individuals while on school grounds and at school functions, potentially compromising students privacy. Do not take pictures of students for public display without permission from the administration.

Administrative Guidelines on Social Networking

The Superintendent and/or the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. Staff members will refrain from::

- Improper fraternization with students using Facebook, texting and similar internet sites or social networks
- Inappropriateness of posting items with sexual content

- Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- Posting pictures of students for public display using any media without administrative approval.

The possible penalty for failure to exercise good judgment in on-line conduct, includes dismissal from employment.

The Superintendent or designees will work with staff to develop positive elements of communications, Periodical internet searches may be made by the technology team checking for postings of inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the technology department will download the offensive material and promptly bring that misconduct to the attention of the School Principals and Superintendent for possible action.

Drug Free Schools and Communities Act/Drug Free Workplace

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. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Tobacco Use

Circle USD 375 is a tobacco-free school district. The use of tobacco products in any form is prohibited in all buildings, athletic fields, stadiums, vehicles and on all school grounds owned or operated by USD 375. This policy includes all students, staff members, patrons, visitors, spectators and groups using or renting district facilities. A district employee who violates the terms of this policy shall be subject to disciplinary action.

Staff-Student Relations

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. All staff members are responsible for the regulation of student conduct at school events and school sponsored activities.

Supervision of Students

Teachers are responsible for supervising students during school and at school-sponsored activities.

Appropriate school personnel will supervise students at all times when they are under the jurisdiction of the school. Activities sponsored by the school shall include appropriate supervision.

Ethics

An educator in the performance of his/her duties shall: recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties, exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.

An educator will be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties. An educator will accurately represent his/her qualifications.

An educator will be responsible to present any subject matter in a fair and accurate manner; and extend to students the opportunity for individual action in pursuit of learning, and take steps to ensure that the students shall have access to varying points of view.

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, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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 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.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved.

Bullying

The board of education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others may be subject to disciplinary action, up to and including suspension and expulsion.

Solicitations of Staff

Solicitation of Employees ~ unless permission is granted by the principal, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitation by Employees ~ No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Teaching and Learning

Curriculum

The staff as the basis for developing and implementing instructional programs shall use board approved district goals and learning objectives. Staff will develop and update curriculum maps which are aligned with state standards and are aligned between grade levels and within departments.

Instructional Materials

All textbooks, videos, software, and other instructional materials used in the district must:

- Support the district's instructional goals and learning objectives; and
- Meet all copyright and fair use guidelines.

Lesson Plans

Each teacher shall develop, maintain and follow lesson plans that conform to the board-approved curriculum, the district's educational goals, and the expected student learning outcomes. A copy of lesson plans shall be available to the principal and to substitute teachers.

Homework

Homework assignments are an important part of the student's educational program. Work not completed in class will be sent home and is due on the assigned date. Grades on work accepted after that date will reflect a penalty for lateness. Parents and teachers should work together to see that homework assignments are completed and returned.

Grading/Grade Books

All teachers will use the approved district grading scale:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- 59%/below = F

Teachers, grades K-12, must update their grades at least once a week. Teachers will keep accurate records of their students' attendance and performance. Grade books or hard copy of grade books should be turned in before checkout at the end of the school year.

Make-Up Work

It is the student's responsibility to request makeup assignments from teachers following an excused or unexcused absence.

Teachers shall promptly provide makeup assignments. All schoolwork missed may be made up without penalty following an excused absence. Two days are allowed to make up work for each day of absence. The district reserves the right to determine whether or not credit will be granted for makeup work resulting from unexcused absences. After consultation with the appropriate teachers, the building principal will make such a determination. Students will be allowed to make up work for days suspended or expelled since the loss of those days have already served as the basis for a penalty.

Promotion/Retention

The policy of the board is to encourage and assist each student to progress in a continuous growth pattern of academic achievement in harmony with normal intellect, social and emotional

development. The best interest of the student will be the guiding philosophy for determining acceleration, promotion, or retention,

Special Education

General Pre-assessment Information

- Pre-assessment is a regular education function.
- Pre-assessment must occur prior to referral
- A minimum of two pre-assessment meetings at least 30 days apart must occur prior to referral
- Parent permission is not needed for pre-assessment.
- Parental request for an evaluation does not remove or lessen the pre-assessment requirement.

Referral

- Pre-assessment must occur prior to referral
- Evaluation must occur within 40 school days of referral
- Parent permission is needed for evaluation.
- The principal will schedule evaluation staffing and contact the parents. The school psychologist will chair this meeting. The school psychologist, speech clinician, special education instructor, regular education instructor(s), parents, principal, and other designated people will attend the staffing.

IEP

- The IEP must be carried out as written.
- The IEP must be reviewed and updated annually.
- The special education teacher, principal, parents, regular education teacher, and other service/support staff will attend the IEP conference.

Speech Referral ~ Teachers will let the speech clinician know if they have a student who may need services. The speech clinician will complete the pre-assessment, referral, placement and IEP procedures as set up by the Butler County Special Education Cooperative.

504 Plans

504 Plans will be developed for students who meet the criteria. To qualify, the student must have a mental or physical impairment that substantially limits one or more of the student's major life activities. Instruction must be individually designed to meet the needs of the student as adequately as the needs of students without disabilities. Special education students are generally not eligible for 504 Plans. A team knowledgeable about the student will meet to develop a plan that outlines the services and accommodations. The team will include the parents, teacher, principal, the student if appropriate, and other school personnel as needed.

Library Services

The library is an integrated teaching library using flexible checking. Following an introduction and/or review at the beginning of the year, students check out materials on an individual basis as needed. A computerized system is used for checkout; therefore, each student and teacher has a library card.

Counseling Services

A well-balanced counseling program is implemented at all district schools. The total program offers students a variety of counseling services and lessons that meet the needs of children at their developmental level.

Student Records

All student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

The permanent (cumulative) records are kept in the office. Teachers may review these records whenever necessary to assist a child's educational development. Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student. Student records are not to leave the office without permission.

Confidentiality -- Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule violates the privacy rights of students and could result in disciplinary actions being taken against the employee.

Inventory

Inventory will be taken periodically. All equipment that will be used over a period of time will be on the inventory. Inventory sheets should be accurate and complete.

Reports

Progress Reports

Student progress shall be periodically reported to the student and his/her parents/guardians. Whenever a student is falling behind or is failing to meet the grade level/course objectives, the teacher shall inform the student's parents/guardians.

Progress reports in grades 3-12 are ongoing and may be checked at any time by parents. These electronic progress reports will have letter grades and/or percentages given for each subject. A paper copy may be requested by parents.

Report Cards

Report cards shall be issued to each student at the end of each grading period.

Attendance (Student)

Daily attendance records shall be maintained for each student in the school.

Accidents

Injured Student ~ Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative. An accident report must be filled out after the child's needs are met. The report can be obtained from the secretary.

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an employee is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved First Responders Course or the school nurse.

Teachers should read the enrollment forms carefully for special medical needs of children.

Child Abuse

Any district employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, neglect, or sexual abuse, shall promptly report the matter to DCF. In addition, the circumstances should be reported same day to Campus Police and/or Local Law Enforcement. It is recommended that the person suspecting abuse or neglect also report his suspicions to the building principal.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism

Employees shall report any vandalism to the office and/or Campus Police immediately.

Violent Acts

Any employee who believes an act posing a threat to safety and security will be committed at school or at a school-sponsored activity shall immediately report this information to the principal and/or Campus Police.

Schedules

Facility Scheduling

Anyone wanting to use a portion of the building for a function which is not school sponsored must fill out an application for the use of school facilities. The principal and/or district administration must approve this application.

Special Events Scheduling

Assemblies ~ The principal must approve all assemblies.

Field Trips ~ The building principal must approve all field trips. Reasonable educational objectives should be established before seeking approval. The field trip request form and transportation request form must be completed and presented to the principal when asking for approval. Requests for field trips must be made two weeks in advance. Once approval has been given, the transportation request will be sent to the transportation department. The teacher must notify the head cook if students will not be eating lunch at school.

Parent-Teacher Conferences

Teachers will make themselves available for parent conferences as per the district calendar.

Work Schedule

The work day is defined in the negotiated policy.

Facility Care

Teachers' attitudes for care of the building are very important in keeping our building attractive and clean. Professionals model behaviors such as keeping things neat, picking up trash, and cleaning up. If spills happen, notify the office and/or custodial staff immediately.

Requests for maintenance work that is not an emergency should be made on a building maintenance request form or by email. Items in writing are more likely to be taken care of than verbal requests. Written requests also help the maintenance staff plan their time more efficiently.

Teachers should instill in pupils an attitude of appreciation and pride so they will have no desire to mark in books, on desks, chairs, and walls. Trash should be picked up in room, in halls, and on the playground. This needs to be a concern of every student and teacher.

Staff Member Conduct

Tutoring for Pay

Teachers shall not receive pay for tutoring or private instruction at school without district administrative approval.

Absences/Substitutes

Whenever a teacher is to be absent from teaching duties, the teacher shall notify Debbie Stephens at 778-1775 by 6:30 a.m. in order for Debbie to find a substitute. Planned absences will be made known to the principal at the earliest possible date, and appropriate forms will be completed (Request to Attend, Absence Half-Sheet, etc.).

A folder for the substitute is to be kept up-to-date throughout the year. This folder should contain the following:

- class list
- seating chart (up-to-date)
- daily schedule
- location of teacher's editions and other teaching materials
- location of lesson plans
- list of students going to special classes (times and locations)
- list of students on behavior plans and procedures
- name of person to call on for assistance
- fire and tornado drill procedures

Substitutes will fill out a substitute report and turn it in to the principal before they leave the building. A copy of this form will be given to the teacher.

Dress Code

The board encourages appropriate dress for all district employees. As professionals it is important to make a positive impression on both customers (students, parents, and community) and associates. One of the best ways to do this is by dressing professionally and appropriately.

Remember the following:

1. Teachers are a role model for students.
2. Teachers are a representative of the school, the district, and the profession.
3. How you look has an effect on how you feel and therefore how you act.

Dress and appearance that do not draw undue attention to an individual or are not distracting to either the public or the people with whom you work are considered appropriate. All staff members are expected to dress in a way that is appropriate for their assigned responsibilities. Dress should be neat, clean, and in good taste for an educational environment. When you get dressed for work, ask yourself, "Do I project the kind of image that makes students, parents, the community, and co-workers confident in trusting me with children?"

District Procedures

Workers Compensation

It is the policy of the board to provide Worker's Compensation Insurance to personnel to compensate for personal injury from an accident arising out of and in the course of their job responsibilities. The following practice must be followed should an employee sustain a work related injury that does not require calling 911 or is non-life threatening.

- The employee's supervisor must be notified as soon as possible after the accident/injury has occurred.
- The employee must contact the District Nurse as soon as possible for an assessment of the injury.
- The employee or supervisor must contact the Board Clerk as soon as possible to report the accident/injury.
- The employee and the employee's supervisor must complete the appropriate Accident Report Forms and file these forms with the Board Clerk within 24 hours of the accident/injury.

For any day that an employee receives disability reimbursement under the Worker's Compensation Law for compensable illness or accident arising out of or in the course of his/her employment, the employee's payment for accumulated leave and compensation shall not exceed 100 percent of their regular gross salary.

Deductions from an employee's accumulated leave shall be pro-rated on that portion of salary paid by the district. At such time as accumulated leave and/or paid vacation time has expired or at such time as the employee may elect not to use accumulated leave and/or paid vacation time, the employee will receive only Worker's Compensation pay.

Employees are expected to return to work immediately upon receipt of a medical release.

Assignment and Transfer

The board retains the right to assign, reassign and transfer certified personnel.

Resignation

The board shall consider any certified employee's resignation that is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

Evaluations

The negotiated policy and instrument governing evaluation of certified employees is filed in the central office with the clerk of the board.

Teachers new to USD 375 will be evaluated one time per semester during their first and second years. Third and fourth year certificated personnel will be evaluated one time per year. Certified personnel beyond the fourth year will be evaluated at least once in every three-year period.

Evaluation documents on individual employees shall be available to the superintendent and other administrators under whose supervision the certified employee works and others authorized by law.

Staff Development

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the building principal and the superintendent.

Professional Development Council ~ The plan developed by this group, approved by the board, and filed with the state, will be followed when awarding staff development points.

School Improvement Plan ~ The school improvement plan will be the focus for staff development activities.

Extra Duty Pay

Teachers who accept extra duty assignments or who are assigned to curriculum committees will be compensated according to the negotiated agreement.

Substitute Pay

In the event of a teacher's absence from school, any teacher asked to cover a class during their planning period will be compensated according to the negotiated agreement.

Communication

Information relating to schedules, operating procedures, students, or school business will be approved by the building principal before being disseminated to staff or parents. This includes notes, school publications, e-mail or any other forms of communication.

Emails to "All Staff" must be sent to the building administration for distribution.

Submissions of articles for the *Focus*, including Apples for Achievement, should be given to the secretary well in advance of publication dates. The secretary will forward the information to the district office after getting principal approval.

When approved by the building principal, notes or other school-related information may be sent home with students.

Fund Raising

All student sales projects or student fund raising shall require the principal's prior approval. All money collected from students for sales projects, or for other reasons, must be turned in to the office each day.

Interrogation and Investigation of Students

No one may interrogate or investigate a student on school grounds without the permission of the administration.

Searches of Students and Property

If a certified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Teachers shall not search students or property.

Building principals are authorized to search students or property if there is reason to believe district policies, rules, or directives have been violated. All searches by the principal shall be carried out in the presence of another adult witness.

Release of Students from School during the Day

Teachers shall not release a student from school during the school day. A student seeking release from school shall be sent to the office to seek permission and follow the designated sign-out procedures.

Teachers shall not allow students to run errands requiring the student to leave school grounds during the school day.

Distribution of Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. The administration shall determine the time, place and manner for materials distribution.

Posters

Posters approved by the principal may be displayed in designated areas.

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Health

Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the principal so a proper reporting may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when authorized by the employee's physician or by the health assessment team.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

First Aid

First Aid supplies for minor injuries are available in the office area. Minor injuries include small cuts, scrapes, etc. Only staff certified in first aid should administer first aid of a more serious nature. More serious situations will result in parents being contacted and if necessary the EMT's.

Medications, Administering

Teachers may not dispense or administer any medications, including prescription and non-prescription drugs, to students.

- All medications will be kept in the office.
- No medications will be administered without a parent/guardian and physician signing a Permission for Medication form. The medication, dosage, and times to be administered must be clearly stated.
- Medication must be in the original, labeled container.
- Only office personnel, the principal, or the nurse may administer medications.
- An accurate log of medications given to whom, in what amounts, and at what time shall be kept.

Animals and Plants

With the prior approval of the principal, 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 supervising teacher shall immediately report the incident to the administration. Proof that domestic animals have been inoculated for rabies is essential before a pet can be brought to school.

If an animal bites a child, it is to be reported to the principal immediately, and the animal will be impounded if at all possible.

No experiments on live animals shall be conducted unless given prior approval by the principal.

Safety and Security

Safety Rules

At the beginning of school, each teacher shall review safety rules with students. Teachers shall periodically review the safety rules with students during the school year.

Fire Drills and Evacuation

Fire drills will be held monthly. During any fire drill, treat it with the seriousness that a real emergency would demand. Students must be taught to go to the nearest safe exit in the case of fire. Always take a class list with you and take attendance. Teachers shall explain the plan for emergency drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. The administration shall post the evacuation plan in their classrooms.

Emergency Closing

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV stations to broadcast a school-closing announcement.

A building calling tree will be used to notify staff of emergency closings or other urgent information.

Visitors

Parents are encouraged to visit the classes of their children. All visitors must report to the office to receive a visitor's pass. Should a person enter a classroom without such a pass, direct them to the office and notify the office of their presence in the building immediately. If a person is seen in the hallway that does not have a visitors pass, notify the office immediately.

Weapons

Teachers and students shall not knowingly possess any object that can be considered a weapon on school grounds or at a school activity or event. If a teacher suspects a child has a weapon or hears that a student is threatening to bring a weapon, the principal must be informed immediately.

Tornado Drills

Tornado drills will be held three times during the year. During any drill, treat it with the seriousness that a real emergency would demand. Students must be taught to go to the nearest safe area in the case of emergency. Always take a class list with you and take attendance. Teachers shall explain the plan for emergency tornado drills and evacuation to students during the first full week of school.

Teachers shall be familiar with and follow specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building. The administration shall post the evacuation plan in classrooms.

Crisis Plan

Follow District Crisis Plan. There should be a Crisis Plan located in each room.

Student Conduct

Student Handbook

All certified staff shall read, be familiar with, and enforce the rules and regulation that are established in the student handbook.

Suspension/Expulsion

A student may be suspended or expelled, for reasons set forth in Kansas Law and board policy, by the following certified personnel: superintendent or principal.

If a teacher believes a student has committed an act that should result in a suspension or expulsion, the teacher shall report the incident to the principal. In-school suspension can only be assigned by an administrator.

In-school suspension ~ a child who is serving in-school suspension will have assignments provided to him/her by the teachers. Teachers should check in on the student two or three times during the day to assist the student if he/she is in need of academic assistance.

Equipment and Supplies

Video/Media Use Guidelines

Commercially prepared media in the forms of compact disks, video disks, video tapes or other published material may be included as supplementary instructional material. Use of such materials solely for entertainment is discouraged. Use of media which carries a restrictive "R" rating is prohibited. Use of media which carries a rating of "PG" or "PG-13" is discouraged at the K-8 level.

In the event that no other alternative media is deemed appropriate, media with a PG or PG-13 rating may be used to supplement instruction at the K-8 level when, prior to scheduling the use of such a media source, the building principal shall review the proposed media to be used if he/she deems the media source is appropriate, permits its use subject to the following conditions:

1. Each student's parents or guardian shall be notified of the intended use of the media source and be apprised of the rating it contains. Any editing which has occurred to remove potentially objectionable material may be included in this notice. No student shall be allowed access to the media resource unless a signed release is provided by the parent or guardian.
2. Any student or parent who opts out of using the media resource shall be given an alternate assignment and shall not be penalized for not utilizing the media resource.

Copying and Duplicating

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

Budgets

Each school has a budget to purchase materials needed for the classroom throughout the year. E-requisitions should be filled out and approved before money is spent. Money will not be reimbursed unless receipts are presented to the secretary. The district may only reimburse for the cost of the item. Taxes cannot be reimbursed.

Procedures for using budget monies:

1. Complete an e-req using proper procedures. (Special requests/circumstances must be discussed/approved by the principal.)
2. The requisition, following approval by principal, will be sent to the district office for approval by the superintendent.
3. The order will be placed by the office following complete approval. Be sure to watch your time frame. Sometimes this process may take a few days.
4. Charges are not allowed by anyone other than the principal or secretary. Shopping will be done as necessary.

Ordering Procedures

Requests for major purchases will be made in writing on an e-requisition to the principal.

Vehicle Request

A school vehicle may be requested by filling out the transportation request form on the computer. Principal approval is necessary.

Computers

Use of or access to district technology is limited to district employees and students. Use of technology is for the performance of official and approved assignments only.

Employees shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

No Right to Privacy ~ Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding of security mechanisms as assigned by the district technology coordinator, building technology coordinator, and/or the principal. All passwords will be given to the principal. The use of a password does not affect the employer's right to monitor.

Ownership ~ Technology materials created as part of any assigned district responsibility undertaken on school time shall be the property of the district.

Secure Files ~ All employees must secure files containing confidential student information.

Internet ~ Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Student Usage ~ See information concerning Student Computer Usage in the Student Handbook for your building.

Emails ~ See Communication.

Keys

Be extremely careful not to lose your keys. Keys are to be guarded with care. Do not leave them unattended. The teacher is responsible for the proper use of the keys. If keys are misplaced, notify the office immediately. Do not lend keys to students. Your keys should be with you at all times.

Notice of Non-Discrimination

Circle USD 375 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Jim Johnson, Superintendent, 901 Main, PO Box 9, Towanda, KS 67144, 316-536-2577 or jjohnson@usd375.org. For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.