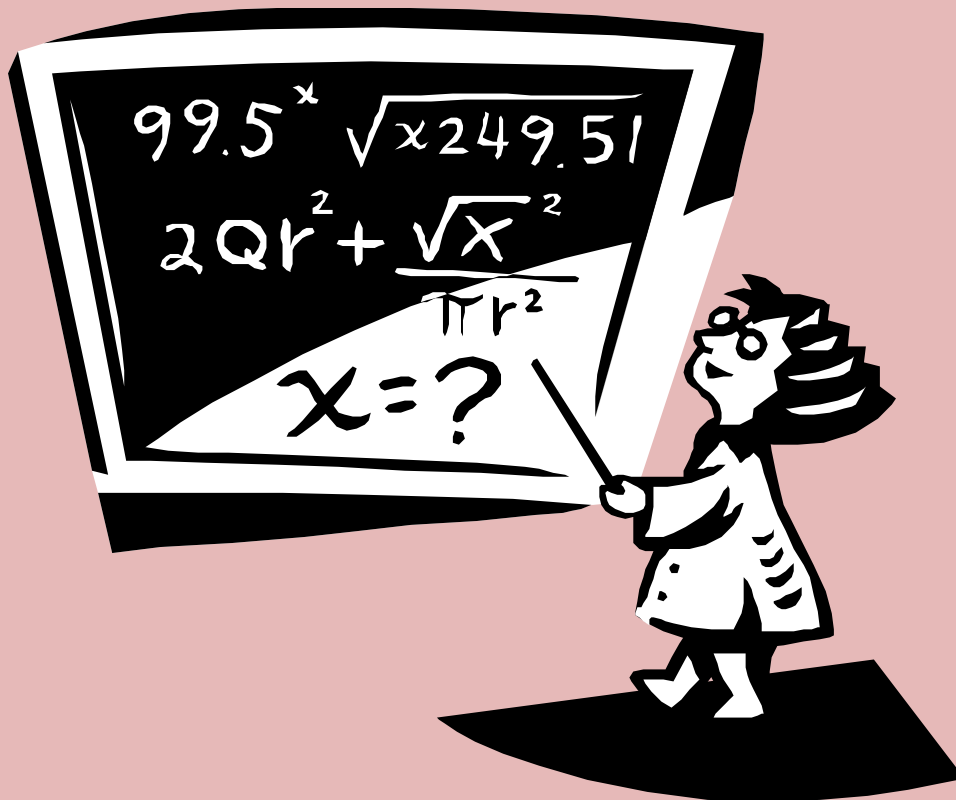


2018-2019 CERTIFIED EMPLOYEES HANDBOOK



SCHOOL MISSION STATEMENT

The goal at USD 303 is to enable all students to reach their maximum levels of achievement to become responsible, productive citizens.

Adopted by the USD 303 Board of Education 07/09/2018

FOREWORD

The Certified Handbook is combined as follows:

Section I	Building Rules and Regulations
Section II	Policy Rules and Regulations
Section III	Inservice Handbook

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BUILDING RULES and REGULATIONS
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BUILDING RULES and REGULATIONS



NESS CITY USD 303

TELEPHONE NUMBERS

Superintendent's Office	798-2210
Elementary School Office	798-2222
High School Office	798-3991
Special Education Office	798-2280

WEB SITE

www.nesscityschools.org

KANSAS SCHOOL SAFETY HOTLINE

1-877-626-8203

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to anonymously report any impending or potential school violence.

DUE DATES

PLEASE NOTE THE FOLLOWING TIME REQUIREMENTS

ACTIVITY ABSENCE LIST	Due one week in advance — submit with Transportation Request
ELIGIBILITY REPORT	Due each Thursday by 3:30 p.m.
GRADING PERIODS	

DATES ENDING NINE WEEKS

1st Quarter	October 15, 2018
2nd Quarter	December 20, 2018
3rd Quarter	March 7, 2019
4th Quarter	May 161, 2019

Teachers will be notified through weekly and daily memos when grades are due in their respective offices.

LESSON PLANS	Due each Monday morning by 8:00 a.m.
PROGRESS REPORTS	To be mailed — Teachers will be notified through weekly and daily memos when progress reports are due in their respective offices.
TRANSPORTATION REQUEST	Due one week in advance of activity— submit with Activity Absence List.
WEEKLY CALENDAR	Items for calendar are due by noon each Wednesday.

MISSION STATEMENT of USD 303

The goal of Unified School District 303 is to enable all students to reach their maximum levels of achievement to become responsible, productive citizens.

GENERAL POLICY REGULATIONS

**All policies may not apply to you or your grade level.
For student policies, please refer to the student handbook(s).**

ANNOUNCEMENTS (Morning Bulletin)

All announcements for students and teachers covering the day's activities will be posted to teachers. Announcements that pertain to the students should be read to them during first hour. Teachers desiring to have an announcement placed in the bulletin should submit their request to the office prior to 4:00 p.m. the afternoon preceding the announcement. Information submitted by students will not be accepted. Only emergency announcements approved by the administration will be made over the intercom system.

ARRIVAL and DEPARTURE from SCHOOL

The professional day begins at 8:00 a.m. and concludes at 4:00 p.m. Part time staff members must arrive 30 minutes before their initial period and remain at least 15 minutes after their final period. Exceptions shall be granted only with prior administrative approval.

ASSEMBLIES

Teachers are expected to attend all assemblies and supervise the students assigned to them during the assembly programs.

ASSIGNMENTS REQUEST

We believe that it is important for students to continue to work on assignments whether they are in or out of school. Therefore, assignments may be requested for students who are absent. Please submit assignments, if requested, to the office by 3:15 p.m. on the day of the request.

ATTENDANCE PROCEDURE

Good attendance habits are essential to success. Please review the student/parent handbook for attendance policy. Student attendance records are subject to audit. They are legal documents. Please be accurate and neat. Teacher grade books shall also reflect accurate attendance records.

AUDIO-VISUAL AIDS

All audio-visual equipment is assigned and scheduled through the media center. Software catalogues will be available in the library. Each teacher will be responsible for returning the materials which they use by the end of the day or other specified time. For maintenance of equipment and replacement of filaments, please see the librarian. **Students are not authorized to obtain and return audio-visual equipment.**

CALENDAR of EVENTS

The official school calendar is kept by the administration. Nothing is officially scheduled until it is approved by the administration and placed on the central office calendar. To schedule events, follow these procedures:

1. Obtain appropriate and available dates.
2. Determine preference of the dates available.
3. Check the date with the administration for approval and have it placed on the calendar.

Each month a calendar for the current month will be placed in all faculty mailboxes. This calendar includes every school event appearing on the official calendar. In scheduling events, be sure that two weeks notice is given. Classroom field trips are to be scheduled for the year by January 15th.

It should be emphasized, however, that the administrative calendar is the only calendar that contains all entries, whether it be a school or a community event scheduled on our campus. A few important community dates and dates of events in other schools with which we endeavor to avoid conflicts are also noted on the calendar for informational purposes only.

CALENDAR — WEEKLY

The weekly calendar will be more detailed. Items to appear on the weekly calendar must be approved by 12:00 noon on Wednesday of the previous week.

CANDY/GUM

Due to the carpeting in the elementary school, gum is not allowed to be chewed by students or staff. Candy is not allowed to be eaten in either the high school or elementary school. High school students may have candy in the south hall area during the lunch period and before and after school.

CLASSROOM DECORUM

Work to respect each other and create a learning environment. The elementary building will begin each day with the Pledge of Allegiance and a Character Quote led by students.

CLASSROOM RESPONSIBILITY

At no time should an instructor send his/her class to any area unsupervised. Your students are a responsibility which you must assume. Instructors are expected to be in their classroom or instructional area every minute of each class period.

Never send students on personal errands. Students may not leave the building from your class without obtaining permission from the office first.

The following problems should be reported to the principal immediately (this is not an all inclusive list):

1. Fighting
2. Vandalism
3. Leaving the building without permission
4. Leaving the classroom without permission
5. Improper taste in boy-girl relations
6. Improper language
7. Abusive language, threatening or insulting remarks
8. Snowball throwing
9. Water guns in the building
10. Visitors (especially those unknown to you)
11. Usage of drugs, alcohol and tobacco

CUSTODIAL SERVICE REQUESTS

Requests for custodial or maintenance work are to be placed in the receiving basket on the secretary's desk or they can be e-mailed to the maintenance department. The principal will then schedule the work. Do not ask a custodian to stop what he/she is doing and do a job for you. Special needs in custodial service that remain unresolved should be reported to the principal in writing.

DETENTION — Student-Teacher Conference

Teachers, at their discretion, may counsel students before or after school a maximum of one hour per day for disciplinary or academic deficiency reasons. Students/parents must be given one day notice to make transportation arrangements. Complete the form "Notice to Report for Student-Teacher Conference Period" in duplicate. Give one copy to the student and retain one for yourself. If the student fails to report as assigned, he/she should be notified that their time has been doubled. If the student fails again to make up their time, he/she should be referred to the office via a "Referral Form."

Students may only be assigned detention in the detention room by an administrator.

DISASTER PROCEDURES

Fire Drills

Fire drills will be held each month according to State regulations. The signal for a fire drill will be a continuous blast on the emergency horn. Leave everything and proceed at once to your designated area. Due to the necessity of giving instructions, everyone should be absolutely quiet throughout the drill. Move orderly and quickly. All persons should leave through the nearest exit. Fire drill maps are posted in each room. Upon hearing the fire drill signal:

- The first person through a door should hold the door open for all other students exiting through that door.
- Where there are double doors, both doors should be used for exiting.
- All windows and doors are to be closed.

- Teachers are to take their grade book with them and follow the students out.
- Check roll after reaching your destination.
- Students are to pass orderly and quickly with NO talking.
- Students not in their assigned classroom are to exit the building via the nearest exit.
- A tone will sound to indicate all clear. Return to the building quietly.

Tornado Drills — Tornado drills will be conducted during the fall and spring.

The signal for a tornado drill in the elementary building will be a continual pulsating of the bell tone. The tornado drill signal in the high school will be an electronic warble over the intercom. Upon hearing the announcement and signal, everyone will immediately proceed to their assigned area in single file leaving all belongings and materials behind. Maps for assigned areas are posted in each room. Teachers will need to be the last person out of the room, not bothering to close the doors or windows. Teachers will need to check that all of their students are at their assigned area.

- The first person through a door should hold the door open for all other students passing through that door.
- Where there are double doors, both doors should be used for passing.
- Teachers are to take their grade book with them and follow the students out.
- Students are to pass orderly and quickly with no talking, running or pushing.
- Upon reaching your area, move as close as possible to the next student and assume the correct “Tornado Drill Posture.”
- Wait quietly for further instructions.

An all clear will be given in person from the principal or his designee.

The following elementary building tornado shelter areas are assigned:

Current Location	Assigned Area
Room 114	North Girls Restroom
Room 113	North Boys Restroom
Rooms 109, 110	South Girls Restroom
Rooms 111, 112	South Boys Restroom
Rooms 115, 116, 117, Girls Locker Room	Girls Locker Room
Rooms 101, 102, 103, 104, 105, 106, 107, 108, Art Room, Band Room, Boys Locker Room, Elementary Offices, Faculty Workrooms, Gymnasium, Library, Nurse’s Office, Playgrounds, Science Room, Special Education Building, and Vocal Music Room	Boys Locker Room

The following high school building tornado shelter areas are assigned:

Northwest Locker Room		Northeast Locker Room	
C101	Art	A116	English
C102-108	Industrial Arts	A118	Resource Room
C109	Vocational Ag Building	A123	Foreign Language
A105	Accounting	A124	Mathematics
A106	Computer Lab	A125	Faculty Office
A110	Mathematics/Social Science	A126S	Social Science
A111	Science	A128	Faculty Workroom
A112	Dark Room	A133-139	Main Offices
A114	Faculty Office	A140-141	Guidance
A115	Science	A142-144	Library
A126N	English	B101	Gymnasium
A127	FACS Room	B102-104	Auditorium
A145-147	Kitchen/Cafeteria	B105-114	Music

DISCIPLINE

Good rapport in the school and among teachers and students is essential for achieving the most desirable goals of the school as a whole and obtaining the most effective teaching situations. Teachers are not expected to look for disciplinary problems, but must be familiar with the different types of control which make for the best management of pupils individually and as a group. You must always be fair, understanding and consistent. There are two types of disciplinary control — the direct and the indirect. The direct concerns itself with rules, threats, loss of privileges, detention, apology and higher authority. The indirect is a by-product resulting from keeping the pupils busily engaged in constructive learning, using motivating assignments, the personality of the teacher, the proper regard to the nature of young people and the use of proper teaching methods.

One of the best methods of handling a discipline problem is by having a conference with the student or students involved. However, do not allow an unfavorable activity to get out of hand. Squelch it at the beginning. Never argue with or harshly reprimand a student in the presence of other students. If a problem arises which is difficult to control or is of a nature which involves the school as a whole, the principal should be notified as soon as possible.

Teachers and staff (certified and classified) not only have the authority, but the obligation to insist on disciplinary regularity in the halls, on the school grounds and in the classroom. **Expectations for all students must be the norm in the building.**

Students should be seated by the time the class bell rings. There is enough time between classes so there should be no excuse for tardiness. Teachers are expected to help classroom and hallway discipline by standing near the door when students are passing between classes. Many times discipline breaks down first in the halls and then spreads to the classroom.

If it becomes necessary to refer a student to the office for disciplinary infractions, fill out a Disciplinary Referral Form and send it with the student. One copy will be placed in your box explaining what action was taken. Be sure to consult with the office if no copy is returned. One copy is sent home and one copy is placed in the student's folder. Be precise with exact quotations and/or actions on the form. This form is designed to help everyone: teachers, students, parents and administration. It promotes effective record keeping, communication with parents and development of consistent discipline procedures.

On the rare occasion when you must send the student and you cannot fill out the form, the child will remain in the office for the remainder of that class period and will NOT be dealt with until the form is completed.

Following are some excellent suggestions for maintaining good discipline:

BASIC STEPS for DEVELOPING a DISCIPLINE PLAN

Writing Rules

1. Rules must be observable.
2. Rules must not violate the best interests of the students.
3. Limit the number of rules to five or six.
4. Be positive in nature.
5. Matter of fact expectations for all.

Initiating a Discipline Plan

1. Obtain your principal's support for your plan.
2. Stay calm when presenting your plan to students.
3. Indicate clearly both positive and negative consequences.
4. Send parents a copy of the plan.

DISCIPLINE: THE GREATEST KILLER of TEACHERS

by William J. Rush

The greatest teacher in the world cannot teach unless good classroom discipline is maintained. Likewise, a good disciplinarian does not necessarily make a good teacher. Although none of the following principles are new, how many of them do you, as a teacher, apply?

1. Learn all you can about previous school experiences of your students (but do not let this information bias you).
2. Be prepared for class. Ten seconds of idle time can develop into ten minutes of problems.
3. Make your assignments reasonable and clear.
4. Be a good and neat dresser, be businesslike and be friendly.

5. Be prepared for the unexpected — whatever it may be.
6. Keep rules to a minimum — basic rules are needed, but many rules have no real purpose.
7. Be consistent (for 180 school days).
8. You're a fool if you punish the entire class for the actions of a few.
9. Never say anything to a student in front of a class that you would not say in the presence of his/her parents.
10. Never, never, never humiliate a student in front of others.
11. Students have plenty of buddies. Don't be a buddy; be a teacher.
12. Don't be afraid to apologize.
13. Use the telephone. Let the parents work with you.
14. Never argue with a student in front of the class. The odds are 25 to 1 that you will lose.
15. Believe it or not — don't see and hear everything.
16. Be enthusiastic — it's contagious.
17. Don't be a screamer. A barking teacher does nothing but make noise.
18. Don't make study a punishment. You cannot motivate a student to "learn a punishment." Think about that statement.
19. Know your students' hobbies, interests, problems, friends, etc., and show a sincere interest in these things.
20. Keep administrators informed when dealing with problem students.

DISCIPLINE and the TEACHER

We cannot function successfully without the total cooperation of the entire staff. Teachers are expected to take an active part in enforcing ALL rules and regulations of the school district and the school.

1. You are expected to set a good example for those you teach. You must earn the respect of your students.
2. You are expected to maintain a learning atmosphere in your instructional area. Use discretion when sending problem students to the office. Some reasons to send a student to the office include: continual tardiness, disruption, or disrespect. You should be able to deal with most problems that come up. You must be as concerned with the atmosphere in your class as you are with the atmosphere in other parts of the building. Take charge of your class. Students respect discipline if it is fair, consistent and administered with compassion.
3. You are expected to be in your classroom while class is in session. You are expected to be on duty in the hall outside your room between classes. Your presence will eliminate many problems.
4. You are expected to report problems and other questionable situations seen in school or at school activities to the principal. You are also expected to correct any and all students when necessary, wherever the student may be in the building.
5. You are expected to help with discipline when necessary at school activities at which you are present, either as a sponsor or a guest.

A copy of your "Classroom Management Procedures" must be on file with the principal. This is to include rules of what you will and will not tolerate and the procedures you will follow when problems arise. This will be due by the first day of classes for students.

DRESS CODE

Professional Dress – Appropriate professional dress demonstrates a high regard for education, and the teaching profession, and will present an image consistent with job responsibilities and community values and expectations. Appropriate professional dress reflects a shared vision of the District's staff as motivated professionals working toward a common mission. In addition, it strengthens the community's perception toward the District, public schools, and the teaching profession.

The Board of Education encourages appropriate dress that adheres to commonly accepted business standards. Clothing should convey a professional image by being coordinated, modest, and appropriate for a classroom or educational setting. If a staff member will be representing the school during the school day in the community, that staff member is expected to dress professionally. For example, class trips should not be held on days the class has been awarded pajama days or other non-typical dress days.

Attire should be appropriate for the educational activity to be engaged in that day and should also be appropriate for the role of the teacher or staff member in each activity (i.e., P.E. teachers wearing athletic apparel; Vocational teachers wearing apparel appropriate for the shop; teacher planning and preparation days; Professional Development days; custodial staff; kitchen staff). Additionally, staff members are encouraged to participate in District Wide Spirit days to show school spirit and build relationships with students.

An administrator concerned about an employee's appearance will address his/her concerns with the individual employee.

Certified Staff:

Jeans without holes or tears may be worn on Fridays with a Ness City Eagle shirt.
Tights, legging, and yoga pants should only be worn as undergarments.
Sweat pants, shorts, and wind pants are not appropriate for a typical school day.

Classified Staff:

Jeans without holes or tears may be work everyday.
Tights, legging, and yoga pants should only be worn as undergarments.
Sweat pants, shorts, and wind pants are not appropriate for a typical school day.

ELIGIBILITY to REPRESENT the SCHOOL

Students wishing to participate in extracurricular programs at Ness City must note the following: Students having one failing grade in their scheduled subjects will be considered "ineligible". Once a student reaches the status of ineligible, he/she will have one warning week before being determined unable to participate in the activity program of the school. A week is defined as regularly scheduled classes — Sunday through Saturday. Students will remain ineligible until failing grades are brought up to a passing score. A comprehensive average of each student's grades will be recorded each Thursday. Any student receiving a D average or failing a subject should be reported to the office by 3:30 p.m., Thursday. A new average will begin with each semester. Eligibility regulations established by the Kansas State High School Activities Association will also be enforced.

When a student is ineligible, he/she will not participate in any activities of the school except regular classes and activities of those classes in which grades are involved. Students will remain ineligible throughout the entire week in which they are placed on the list regardless of when the deficiency is corrected.

Interpretations:

1. A music student may participate in a concert; however, he/she may not participate in a contest/festival involving other schools.
2. Auditioning or "trying-out" for a position or role is not considered participation in a regular class function.

E-MAIL/COMPUTER USAGE

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official school business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information stored in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

***See additional iPad Policy and Computer Online Acceptable Use policy for detailed information.**

EQUIPMENT

Responsibility for Equipment

All teachers are responsible for the care of the physical equipment of the plant, not only in their rooms where it is a special responsibility, but wherever circumstances are such that responsibility should be felt and authority invoked. Teachers are expected to take an active responsibility for the condition and maintenance of classroom furniture. If desks and tables are marked and scarred, the teacher must assume some of the responsibility. Furniture should be examined very frequently.

Equipment is not to be removed from any department for use in another department without knowledge and arrangement with the instructor who is responsible for the equipment.

Use of School District Equipment

School district property shall not be available for loan for usage off school premises except for the following exception:

- Upon written request, a principal, in exceptional circumstances, may authorize use of school-owned property by staff members off the school premises if such usage is in the performance of school duties.

EXPULSION/SUSPENSION

During any suspension or expulsion, a student has the right to make up his/her work for credit. The same time frames as for absences will be used.

FACULTY MEETINGS

Faculty meetings will be scheduled on an “as-needed” basis. Please be prompt so we do not have to go back over already mentioned items.

FACULTY-STUDENT RELATIONSHIPS

A certain degree of formality should exist in the relationships of students and faculty. Faculty members should expect that students address them as Mr., or Mrs., or Ms. (as the case may be). It is permissible for athletic coaches to be addressed as “coach.” In no case should students address or refer to teachers by their given name or just their last name without one of the prefixes captioned above. Professionals recognize when students attempt to fraternize and should refrain from fraternization at all time with students.

Students expect teachers to have a sincere interest in them. Attendance by faculty members at plays, music programs, parties, athletic contests, etc. indicates our interest in them. You are encouraged to be at a representative sampling of each type of activity.

FIRST AID and ACCIDENTS

All minor injuries should be sent to the office. All accidents should be reported to the principal in writing. Additional instructions are as follows:

1. Notify the administration — send for the building principal and remain with the student.
2. If the building principal is not available, you may administer first aid if you know current first aid procedures.
3. If you do not know proper first aid, remain with the student until the principal or other assistance arrives.

Routine accident forms will be filled out by the person in charge. The teachers should provide all information needed regarding the accident, time, etc.

FUND RAISING POLICY

All fund raisers must have form completed be administratively approved in advance. Generally speaking, door-to-door fund raisers will be restricted.

GRADE BOOKS

Your grade book is a legal document and must be filed with school records for 5 years. **KEEP IT NEAT AND LEGIBLE.** A legend explaining what each grade represents is essential. Substantiation of a nine-week or semester grade is more easily accomplished if you have recorded an appreciable number of grades. A minimum of twelve (12) grades per grading period is required. Please consult with the principal if you find it impossible to record twelve grades. **All grade books must reflect accurate grades and attendance!**

GRADE PROGRAM

The district uses PowerSchool, a fully integrated, web-based, cross-platform student information system. Teachers, staff, and parents can easily access relevant real-time data via a standard web browser, on any Mac or PC. PowerSchool integrates and automates critical functions like attendance, complex scheduling, classroom grading, and reporting.

Please refer to your PowerSchool manual for information regarding the use of this program. **As a minimum requirement, all student grades must be current and updated by each Thursday 3:30 p.m.** This will allow for the efficient gathering of information for eligibility and also give parents the opportunity to access current grades at least once a week.

GRADING

Our goal is to provide the best education possible for each student. It is an educational reality that all students do not learn at the same rate and that any student may have difficulty at some time grasping a particular concept. Because of these diversities, when a student demonstrates that he/she has not attained an acceptable level of understanding by earning a “D” or “F” on an assignment, we should strive to assist the student in gaining a higher mastery level. The grade should reflect the new understanding.

GRADING FOR MAKE-UP OPPORTUNITIES

Within time limits established by the administration, all teachers shall supply make-up work assignments when requested. The time limits shall be included in the staff and student handbooks each year.

GRADING OF ASSIGNMENTS by PEERS

No student shall be allowed to grade another student’s work. Teachers who assign work to students are expected to grade each assignment and to enter the grade or mark in the appropriate grade book.

GRADING SYMBOLS

The following grading symbols are to be used in student evaluation:

Grade of A (Superior Achievement)

Scholarship	=	Exceeds established expectations of the instructor
Initiative	=	Contributions exceeding the assignment
Attitude	=	Positive benefit to class
Cooperation	=	Forwarding all group activities
Individual Improvement	=	Marked and growing

Grade of B (Above Average Achievement)

Scholarship	=	Accurate and complete
Initiative	=	Stimulating some desirable achievements
Attitude	=	Proper and beneficial
Cooperation	=	Effective in group work
Individual Improvement	=	Showing marks of progress

Grade of C (Average Achievement)

Work is generally of medium quality

Work is quite strong in one or more items but weak in others

Grade of D (Below Average Achievement)

Scholarship	=	Barely meeting assignments
Initiative	=	Uncertain, not usually manifest
Attitude	=	Non objectionable, usually neutral
Cooperation	=	Not positive or effective
Individual Improvement	=	Slight, not positive

Grade of F (Inferior Achievement)

This is a failing grade and it may result from any number of weaknesses. **TEACHERS MUST CONTACT PARENTS PRIOR TO THE STUDENT RECEIVING A FAILING GRADE.**

Grade of “I” (Incomplete)

An incomplete may be given when a student has recently been absent, or for other valid reasons, has not handed in assigned work. Incompletes are to be converted to “F’s” one (1) week after the student grade cards have been issued, if the work that will result in an incomplete is not completed. Indicate in your assignment, “This is an important course requirement, and you will receive an incomplete until completed.” You are responsible for notifying the office when work is completed along with the grade to be recorded. Failure to notify the office will result in the grade being recorded as an “F” without your input. Extenuating circumstances necessitating more than one week must receive administrative approval. The teacher is responsible for making the principal aware of the circumstances. Feel free to consult at any time with the principal regarding questions or problems dealing with your responsibilities.

At the beginning of each school term, teachers will explain to their students the grading system for their particular courses. Teachers must be able to document every mark given.

There shall be a unified scale for determining grades for students in grades 1-12. The following scale shall be followed:

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

Kindergarten through 3rd grade will utilize standards based grading with the goal of showing mastery of the grade level standards. Each student will receive a rating each 9 week based on their mastery level of the individual standards taught and practiced in the classroom. These ratings will be as follows:

M	=	Mastered
P	=	Progressing
I	=	Improvement Needed
U	=	Unable to demonstrate understanding
-	=	Instruction in this standard has not yet occurred

ELEMENTS THAT SHOULD CONSTITUTE A GRADE

1. Some Subjectivity
2. Attendance
3. Class Participation
4. Tests
5. Homework
6. Quizzes
7. Attitude
8. Establish criteria for work to be submitted, e.g., Spelling — legible, ink/pencil/punctuation

HALL OR CORRIDOR PASSES

Students shall normally not be permitted to leave their assigned classroom during class time. If, under special circumstances, a student leaves a class, he/she shall obtain a Hall Pass from the teacher in charge. Students needing to go to another classroom must obtain written permission in advance from the teacher concerned.

If you detain a student in your class, and that student is tardy to his/her next class, you are responsible to send a pass with that student. Since all classes in our curriculum are of equal importance, it is not a good idea to detain students from any other class. However, on those rare occasions when it is necessary and it is to be more than just a few minutes, you are to notify the receiving teacher in person. Do NOT send a student to ask permission as this puts the student “in the middle.”

HALL SUPERVISION

There is an ever-present need for hall supervision between classes, before and after school. The presence of teachers in the hall is the best deterrent to most forms of misconduct. Instructors are to be ready to supervise students by 8:00 a.m. 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 their classroom. The

manner in which a student conducts himself/herself in the halls and on the way to class may well affect classroom behavior. If a class enters in an orderly manner, it will very likely give you a good start; a rowdy group must be calmed down before constructive teaching may take place. Each teacher must assume his/her share of hall supervision to insure appropriate conduct in the school.

The first teacher to observe an infraction of proper hall conduct is responsible for taking corrective measures. Other teachers upon the scene should provide assistance if necessary. 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.

Repetition of minor infractions are to be reported verbally and in writing to the principal. All major infractions are to be reported verbally and in writing to the principal immediately. Any student “couples” who are conducting themselves improperly are to be reported to the principal. (To remove any questions as to improper conduct in this area — any intentional physical contact, other than holding hands, is improper.)

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, including electronic means, in a school vehicle or at a school-sponsored activity or event. Such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school for student offenders or including suspension and/or termination for school personnel. The following is the State of Kansas’ definition of Hazing and Bullying:

- (1) "Hazing" is recklessly coercing, demanding or encouraging another person to perform, as a condition of membership in a social, academic, athletic or other school-sponsored activity or group, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted.
- (2) "Bullying" means:
 - (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
 - (i) Harming a student or staff member, whether physically or mentally,
 - (ii) Damaging a student's or staff member's property,
 - (iii) Placing a student or staff member in reasonable fear of harm to the student or staff member, or
 - (iv) Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
 - (B) Cyberbullying; or
 - (C) Any other form of intimidation or harassment prohibited by the board of education.
- (3) "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Hazing and/or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Intentional written, verbal, graphic or physical acts, including electronically transmitted acts, by a student or group of students toward other students/school personnel performed with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate;
3. Extortion or damage of and/or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites, such as the following:
 - A. Posting slurs on websites, social networking sites, blogs or personal online journals;
 - B. Sending abusive or threatening e-mails, website postings or comments and instant messages;

- C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online; and
 - D. Using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Reporting Procedures

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be hazing and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator will be promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing and/or bullying.

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing and bullying in other interactions with students.

School personnel may find opportunities to educate students about hazing and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of hazing or bullying.

HONOR ROLL

At the end of each grading period an Honor Roll will be published. Any student receiving a grade of D or F will not qualify for the Honor Roll. Qualifications for the Grades 7 –12 Honor Roll are as follows:

Principal's Honor Roll	Straight A's
Superior Honor Roll	3.7 and above
Honor Roll	3.4 - 3.69

HOUSEKEEPING

Please monitor and check all areas that you use with your students. Examples would be art room, music rooms, science rooms, gym, auditorium, restrooms, etc. When you leave your room or instructional area for a considerable length of time, turn off the lights. At the close of the day, turn off the lights and close all windows. Anything we can do to help the custodians will be appreciated. The floor should not be littered at the end of the day. Fifteen students can retrieve fifteen pieces of trash much faster than one custodian. Please enlist the help of students. As it is easier to clean your room when the chairs are neat and orderly, please enlist student assistance to align the chairs as well.

INVENTORIES

Inventories are a necessity. Inventories can be referred to in case of burglary, theft and fire. They are essential for insurance purposes. A poorly kept or inaccurate inventory is useless. Inventories can be stored on individual computers for ease of update. Each faculty member and those in leadership areas of supplemental assignments will be asked to update and check for accuracy their inventory each spring. After updating, send a copy to the Superintendent's Office via electronic file. During the year as you receive material/equipment, add them to your copy. Be sure to fill the form out as completely and accurately as possible. Make certain items received in the last two years are listed.

KEYS

Keys to any school building shall be in the custody of the superintendent, the building principal and custodians. Other employees of the school district shall be issued keys upon demonstrating a need for them.

Under no circumstances, unless personally authorized by the principal, are **non-school employees** or students to be allowed to enter the building at night, over the weekend, or over vacations to use any school facility unless you personally supervise them while in the building. **Reproduction of school keys is strictly forbidden.**

LESSON PLANS

Each teacher on the staff is expected to have a set of plans for each subject taught. These plans are to cover at least a full week in advance. Specific plans should be made on a day-to-day basis. The week's lesson plans are due in the principal's office every Monday by 8:00 a.m.

Lesson Objective — Quality teaching comes from good planning. Before a lesson can be designed, an objective must be written. The lesson objective will state what the student will be able to do (upon completion of the lesson). What the student can do at the end of the lesson is something that he/she could not do at the beginning of the lesson. This must be included in your lesson plans.

The following is a suggested lesson plan model:

Seven Steps to Lesson Design

1. **Anticipatory Set** — Create an activity to focus student's attention, provide a brief practice and/or develop a readiness for instruction that will follow. It should relate to some previous learning. If successful, the anticipatory set should help students get mentally or physically ready for the lesson.
2. **Objective** — Teacher clearly informs the student what to expect and what to be able to accomplish by the end of the instruction. The objective should be specific in content and focus on observable behavior. The objective should let the student know what is going to happen in his/her own language (restating the lesson objective in their own words).
3. **Input** — What information must the student have in the lesson so that he/she may reach the objective. The teacher needs to determine how the student is going to get this information or what the means of

instruction will be. It is important that the teacher determines what new information is needed by the learner.

4. **Modeling** — When the student sees an example(s) of an acceptable finished product or of what the new learning looks like. The teacher needs to focus on the essentials and label the critical elements.
5. **Check for Understanding** — The teacher checks for the student's possession of essential information and the skills necessary to achieve the instructional objective. This can be done by the teacher observing the student performing the new skill. Look for bits and pieces and small segments of the whole. Techniques may include questioning, paraphrasing, students asking questions, etc.
6. **Guided Practice** — The student's first attempt with new learning is guided so he/she is accurate and successful. The teacher must closely monitor what the student is doing to see that the instruction has "taken." Mistakes need to be corrected if seen by the teacher.
7. **Independent Practice** — When the student can perform the skill or process without major errors, then he/she is ready to develop fluency by practicing without the availability of the teacher. The teacher does not need to monitor the practice as the student is doing it, but should check the finished product (homework, assignments, etc.).

NOTE: The above seven steps facilitate learning. The teacher does not have to use all seven steps for every lesson. The steps do not have to be in order.

LUNCH COUNT and DAILY ATTENDANCE

Each morning the roll and lunch count should be taken. Record anyone who is absent and the number of students eating a cafeteria lunch. Adults who are eating should be counted separately from students. Send this information to the office via PowerSchool.

Each period, 7th through 12th grade absentees and tardies will need to be reported to the office. This will need to be completed during the first ten minutes of class.

LUNCH REGULATIONS

Please refer to the Student Handbook.

MAIL

Mail boxes are to be checked each day for mail and faculty bulletins. Mail boxes should also be emptied out on a daily basis. Outgoing mail will be delivered to the central office **daily**.

MATERIALS SENT HOME

Any item distributed to students or parents must first be approved through the office.

OFFICE PROCEDURE

The office is maintained for the purpose of accounting for students and school records and to assist teachers, but not to act as a personal secretary for them. Please do not burden the office with work that is your responsibility (typing tests, mailings, making phone calls, running errands, contacting the custodians or other teachers, etc.). Please do not use the offices as a lounge.

The secretaries have work to do and interruptions limit their productivity. Ask the secretaries for what you need and respect the time they spend in their duties.

PARENT-TEACHER CONFERENCES

Scheduled parent-teacher conferences will be held at least twice yearly. Conferences may be called at other times if deemed necessary by either the home or the school in order to correct problems at the earliest opportunity.

PARTIES

See Student Handbook

PEP RALLIES

Pep rallies will usually occur just prior to the close of school on the day of the contest. The rallies will be held as often as deemed necessary by the cheerleaders, cheerleading sponsor, and the principal. The purpose of pep rallies is to generate pep and enthusiasm for interschool games and to promote a wholesome and sportsmanlike school spirit.

Students are urged to enter into these rallies with vigor and make them worthwhile. Attendance to pep rallies is mandatory at the students respective buildings. Grades K-6 may be invited to special rallies.

PHONE

The school telephones may be used by any staff member for school or personal business. Personal long distance calls should not be charged to the school. The district prohibits employees from using any communication device that interrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. You will not be called from class for a phone call except in emergency situations.

Students are permitted to use the telephone upon request when an emergency exists. Students will not be called from their classroom to answer the phone except for emergencies. **General phone messages for students are discouraged.** Emergency messages only will be delivered to students at the end of the day. Long distance calls are NOT to be made on school phones.

The school district realizes that cell phones have become a part of daily life and are a positive tool in improving communication between students and parents. However, in the school setting, cell phones can also become a distraction if used inappropriately and/or at the wrong times. Students at Ness City Jr/Sr High are permitted to bring their cell phone to school. Usage of the cell phone is permitted before and after school, in between passing periods, and at lunch, provided it does not make the student tardy to class. All cell phones should be stored in the student's locker, not with them during class time. Cell phones are not allowed to be used during class time without the permission of the classroom teacher.

School personnel that use districts' cell phones are required to document calls. Personal calls of greater than 30 minutes per month will be billed to the employee.

PROGRESS REPORTS/UP-SLIPS

Interim reports are to be used by the teachers to report unsatisfactory work to the student's parents between grading periods. The reports are located in the elementary school office and should be completed in triplicate. The teacher is to keep one copy for reference and submit the other two copies to the counselor. The counselor will keep a copy. The original will be mailed to the parents.

DO NOT fail a student who has not received a down slip except in unusual circumstances and then only after consultation with the principal. The intent of the down slip is: (1) to inform parents, (2) to encourage and motivate the student, and (3) to encourage the parents to schedule a parental conference.

"Up-Slips" may be used to report outstanding student progress to parents. This practice is highly recommended.

Progress reports may be sent at any time during the grading period in addition to the midterm reporting time.

PROMOTION and RETENTION

Grades K-8

Retention will be considered under the following conditions:

1. The child is in grades K-3; or, on very rare occasions, when the child is in grades 4-8.
2. The child is achieving significantly below ability and grade level.

Whenever such retention is being considered, but not later than the end of the first semester, the teacher shall confer with the principal and other staff members involved with the child, such as the child's special teachers and counselor. The parents shall be invited to a meeting with the teacher, principal and other staff members no later than February 1st for discussion of their child's current academic standing in relationship to the group and his/her own individual ability. Goals will be set for the third quarter. During the first two weeks of the fourth quarter another meeting will be held to review the goals and the student's progress. The final decision shall be made jointly by the teacher, parents and principal.

High School

High school students will be assigned to a class according to the following schedule of credits earned:

Sophomores	6 units of credit
Juniors	11 units of credit
Seniors	18 units of credit

PURCHASING

PRIOR administrative approval is REQUIRED for any and all items purchased. The following procedure is to be followed when purchasing:

1. Fill out a USD 303 Requisition COMPLETELY. Give particular attention to the item description to avoid receiving wrong merchandise. When possible, list catalog name and page number. (Be sure it is a current catalog.)
2. Submit a copy to the building principal for approval.
3. If approved, the requisition is sent to the central office for superintendent approval. The signature of the building principal on the requisition indicates only that he approves the need and does not authorize the purchase. The purchase is authorized only when it is approved by the superintendent and assigned to a district purchase order.
4. Upon approval by the superintendent, you will be notified of the status of your requisition. If you wish to check on the approval of an order, check with the clerk.
5. If approved, a purchase order will be issued by the central office to the vendor.
6. All packages/orders will be delivered to the district office and checked for accuracy. Packages will then be sent to your classroom.
7. If you receive an invoice for merchandise, please send immediately to district office.

All requisitions must be typed or submitted by computer printout via Requisition Form available on the USD 303 website.

The school or district entity shall not be used to order or purchase supplies, goods, or wares for the personal use of employees. Use of the “school entity” in this manner would include, but may not be limited to, the use of the school or district’s name, letterhead, purchase order, fund, credit card and/or check.

PURCHASING — GENERAL TEACHER SUPPLIES

General teacher desk supplies will be stocked in the office and may be picked up by submitting a request to the secretary. If you are planning to use a large amount of any one item, please request during the regular requisition process.

SCHEDULES

REGULAR SCHEDULE

8:05	-	8:56	1st period
8:59	-	9:44	2nd period
9:47	-	10:38	3rd period
10:41	-	11:32	4th period
11:35	-	12:25	HS 5th period
12:01	-	1:51	JH 5th period
12:54	-	1:44	6th period
1:47	-	2:37	7th period
2:40	-	3:30	8th period

Building administration will set the schedules for PE, Music, Band, Art and lunch at the elementary school. Once this schedule is set, elementary teachers are expected to develop a classroom schedule that provides time for instruction in ELA, Math, Science and Social Studies.

SPONSOR DUTIES

1. When sending a student to make a request, please send documentation that you are aware of the request.
2. Attend all meetings — regularly scheduled meetings and special meetings. No club is permitted to meet without sponsor's approval and attendance.
3. Supervises the use, care and operation of the school properties during meetings and activities.
4. Approve all club activities and actions.
5. Keep the administration informed of all club activities. The administration and sponsor must approve all club activities.
6. Is directly responsible to the principal for inventory, maintenance and storage of all related equipment.
7. Will consult with the principal before scheduling any practices or meetings.
8. Approve all financial and business functions of the club. Students should never place orders.
9. End of year checklist:
 - a. Club books balance with the school secretary and club secretary.
 - b. All bills are paid and record books turned into the office.
 - c. All camp or workshop arrangements have been made, fees collected and parents and students have all necessary information.

Sponsors/Teachers will collect all money for projects, dues, supplies, etc. Check with the secretary for receipt books. Receipts must be issued for all transactions. Receipt books will be turned in at the end of the year as a part of the check-out procedure.

Please use the following guidelines when submitting money. The sponsor/teacher will count the money first, roll up change, place leftover change in individual envelopes. The secretary will confirm your figures. Do not ask the secretary to be your bookkeeper — you are responsible for your record keeping. Discrepancies will be determined as the secretary counts. If the money is for resale items to students, make sure sales tax has been included and the name of all students who have paid are listed. Always obtain a receipt for monetary transactions.

Money is to be submitted a maximum of once per day to the secretary. **Deposit money daily. Money is not to be saved overnight.**

SPONSORING STUDENT BUSES

Sponsors are in charge of the students on their bus and responsible for their conduct. Bus drivers many times are confused regarding delegation of responsibilities when noise or conduct becomes unreasonable and no attempt is made by the sponsor to correct the situation. All drivers have been told that the teacher/sponsor is responsible for student behavior. If sponsors do not assume their responsibility, drivers are directed to ask them to correct problems which may arise. Teacher/sponsors assigned to buses transporting students are asked to follow these directions.

1. Assume full responsibility for student conduct on your bus.
2. Talk with the driver regarding his wishes, standards, etc., before you leave. Working together will help both of you.
3. Have a map and directions to your destination. Discuss this with the driver.
4. You are responsible for all activities on the bus. Sit where you are best able to monitor.
5. Insist that behavior and the noise level remain reasonable. If you do not know what reasonable is, consult with the driver.
6. Announce before starting that the rear emergency door is not to be used for leaving or entering the bus.
7. No food or drinks will be consumed on the bus except in the case of long trips when prior arrangements have been made with the principal. If food or drink is allowed on the bus, it is the teacher/sponsor's responsibility to see that the bus is clean upon return.
8. Aisles and exits must be clear and unlocked at all times.
9. If you leave in the morning and you are returning for lunch, a morning lunch count should be turned into the office before departing. If you are going to be gone through the lunch period, please let the lunch room supervisor know. Upon returning, it is the responsibility of the teacher/sponsor(s) to see that the students return to their regularly scheduled classes.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited basis. Much of the student information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department for Children and Families (DCF) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

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

STUDENT-SPONSORED ACTIVITIES and ABSENCES

Teachers and sponsors are responsible for supplying the office secretary with a list of pupils who will be out of the classroom for activities — athletics, academic contests, music, etc. The list is to include CURRENT DATE and DATE of ABSENCE. This list along with a transportation request must be submitted to the office one week in advance. All teachers and staff should also receive a copy of the absentee list. You are encouraged to use the quick mail process for this.

Sponsors are to verify that the students know the departure and arrival times, proper attire and provisions for meals, if necessary.

It is encouraged to have male and female sponsors when going on a trip where male and female students are in attendance. It is mandatory to have male and female sponsors when there is an overnight trip with male and female students.

The following policies and procedures must be followed for district transportation:

1. If school vehicles are available for authorized trips, mileage reimbursement will not be authorized for use of private vehicles. If school vehicles are not available, mileage payment on private vehicles will be authorized. This arrangement must have prior administrative approval.
2. School vehicles shall not be used for private purposes, unless authorized by the board.
3. Vehicles should be returned to the school or appropriate person upon completion of a school trip.
4. Record beginning and ending mileage on the Transportation Request.
5. Any questions concerning transportation should be directed to the central office.

SUBSTITUTE TEACHERS

1. Substitutes shall be authorized for the following approved absences:
 - A. Illness or Medical Leave
 - B. Sponsoring School Activity
 - C. Professional Leave
 - D. Personal Leave
 - E. Bereavement Leave
 - F. Jury Duty
 - G. Sabbatical Leave
 - H. Exchange Teaching
 - I. Disability Leave
 - J. Religious Leave
 - K. Legal Leave
 - L. Military Leave
2. Procedure for securing substitute teacher:
 - A. Illness — All teachers (K-12) call the building secretary the night before, if possible; otherwise, between 6:30 and 6:45 a.m.
 - B. Anticipated Absence — Complete the proper forms and submit to the office as soon as possible. If you have a preference for substitutes, please indicate on the form.

3. Make sure that your “Substitute Folder” and all supportive materials are complete and left in the center of your desk.
All problems with substitute teachers should be reported to the building administrator.

SUB FOLDER

Your substitute folder should contain:

- 1. Schedule of the teacher’s day**
 - a. Classes
 - b. Duties
 - c. Other responsibilities
- 2. Class Lists/Seating Charts**
- 3. Location of Materials**
 - a. Textbooks
 - b. Teacher’s editions/answer keys
 - c. Materials needed
 - d. Grade book
 - e. Teacher handbook
- 4. Lesson Plans, Alternative Plans, Activities, Work Sheets/Review Sheets and Management Sheet/Procedures including Discipline (define the verbs you use in your sheets, activities, etc.).**
- 5. Any IEP guidelines or special needs regarding students must be included in sub folder.**

We do not believe that regular lesson plans are made for substitutes; therefore, it is imperative that substitutes be provided with sufficient information to be effective.

It is strongly recommended that substitutes not introduce new materials, if possible. You will have to reteach it when you return. Review sheets should be prepared for each lesson. These are to be updated as needed and placed in the Sub Folder. When you return, your students have reviewed what you wanted and you have something to grade. Enrichment activities may be used. Remember to over plan the allotted class time. Students should remain busy in the learning process with a substitute.

Emergency Packet

Each teacher must submit three packets of plans and materials to be used in the event of unplanned absences. It is imperative that these be kept accurate and up to date!

TARDIES

All K-12 students should be in his/her assigned area when the Tardy Bell completes its ring. Failure to do so should be recorded as a tardy.

Any student tardy to first hour MUST be sent to the office. High school students tardy to sixth hour MUST also be sent to the office. Except for first hour and sixth hour for the high school, the teacher will determine excused or unexcused for each tardy.

All tardies between classes will be unexcused except when a student is held by the teacher of a previous class. In such cases, the holding teacher is obligated to give each student held a written excuse in his/her Student Planner for the tardiness to the next class. Tardies will be changed to an absence after the first five minutes of class. Tardies to the first class after lunch shall result in an automatic make-up time of one hour. Exceptions may be made at the principal’s or designee’s discretion.

The consequences for unexcused tardies in each class period per semester are:

1. First unexcused tardy — warning
2. Second unexcused tardy — 30 minutes make-up time for that hour’s teacher.
3. Third and subsequent unexcused tardies — one hour in the detention center.
4. After the fifth unexcused tardy, parents will be notified and a conference arranged.
5. Continued excessive tardiness will result in the assigning of Saturday School.

As a teacher:

- 1. You must be on time there yourself!**
- 2. Be consistent — Be Fair — Expectations Are Needed for Every Student!**

TEACHER RECORDS

Teachers will be asked from time to time to complete certain reports necessary for the operation of the school. Although we are all busy during the year, there are items which **MUST** be placed at the top of the priority list. It is very easy to delay these requests. **Please meet all established deadlines.**

TEACHER WORKROOM

The workroom is intended for teachers privacy and work. This is an area you may work in during your planning period if you so desire. Teachers also may eat a sack lunch in this area. This area is for your relaxation but should not be abused. Instructors are not to use the workroom during passing periods or during the time they have regularly scheduled classes. It is a must that the workroom be kept clean and in order. **PLEASE DO YOUR PART. Students are not to be allowed in this area.**

TESTING

It is important for you as a teacher to know test results. Do not hesitate to request this information. The value of the school district testing program is determined by the extent to which the results are utilized. Classroom teachers are urged to communicate with the counselor and examine student test scores after each testing phase.

The fanciest tool is useless until it is used. The more proficient the craftsman using the tool, the more efficiently the tool performs. Such is the case with testing. The best test made is ineffective if not administered wisely with the results put to use to help students. Our counselor is trained to administer tests effectively; but we, as a staff, must use the results. Make it a point to consult with the counselor and utilize test results effectively for students.

TEXTBOOKS — CHECKOUT PROCEDURE

1. Place a textbook label inside the front cover of each textbook checked out that does not presently have a label. Labels are available at the school office.
2. Number all textbooks consecutively in the place provided. A permanent marker is satisfactory.
3. For all new textbooks, please mark on the inside cover the year purchased.
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.
 - a. At the time a new textbook is checked out, record “new” under condition.
 - b. If a textbook is still being used and it is excessively worn, tattered, or torn, please indicate the condition of the book. For example: Water damage, back torn, etc..
5. When checking out textbooks, use the following procedure:
 - a. As you check out the textbook, have each student write his name (**in ink**) in the place provided on the textbook label. Please check to see that the student has written his/her name in ink on the textbook label. This affixes responsibility.
 - b. Record the requested information on the Textbook Check Out/In Form and have the student sign it.
 - c. Discuss with students and monitor the care of textbooks by students.

WEDNESDAY NIGHT ACTIVITIES

Wednesday night is to be considered “church night” in the Ness City community. No local school events are to be scheduled after 6:30 p.m. on this evening. Exceptions to this rule will be made on a case-by-case basis by the administrative staff. While “church night” does not dictate our schedule, encouragement is given to you to take “church night” into consideration when tests are planned — particularly if there are equally suitable alternate days.

WITHDRAWAL — STUDENT

When a student transfers or withdraws from USD 303, a withdrawal form must be completed. Teachers are not to sign the form until all obligations in your class are complete, including payment for damaged/lost books. When this form is completed, it is your authorization to remove the student’s name from your records.

FORMS AVAILABLE

Accident Form (Student)

Accident Form (Faculty/Staff)

Behavior/Disciplinary Referral Form

Notice to Report for Student Conference Period

Parental Consent Form

Progress Report

Request to be Absent (Student)

Textbook Check Out/In Form

Transportation Request

Transfer Pass

Up-Slip

**POLICY RULES
AND
REGULATIONS**



The USD 303 Policy Book contains the policies and procedures approved by the USD 303 Board of Education. These policies are updated as needed throughout the year. This policy book can be found in its entirety on the USD 303 website and in the USD 303 Administrative Office. These policies are also considered an extension of the Certified Employees Handbook. Printed copies are available upon request. The following policies may be of special interest to employees.

ADDITIONAL DUTY	Policy GBRE
ALCOHOL USE	Policy JCDAB
ASSIGNMENT and TRANSFER	Policy GBE
AUTOMATED EXTERNAL DEFIBRILLATORS	Policy JGCBA
CERTIFIED PERSONNEL	Policy GB
CHILD ABUSE	Policy GAAD
COMMUNICABLE DISEASES	Policy GAR
COMPENSATION GUIDES and CONTRACTS	Policy GBA
COMPLAINTS	Policy GAAB
COMPUTER AND DEVICE USE	Policy IIBG
CONFLICT of INTEREST	Policy GAG
CONSULTING	Policy GBRGA
CONTROVERSIAL ISSUES	Policy IKB
CORPORAL PUNISHMENT	Policy JDA
CRISIS PLANNING	Policy EBBF
DISABILITY LEAVE	Policy GBRIBA
DISMISSAL PRECAUTIONS	Policy JGFC
DRUG & ALCOHOL FREE WORKPLACE	Policy GAOA
DRUG FREE SCHOOLS	Policy GAOB
EMERGENCY SAFETY INTERVENTIONS	Policy GAAF
EMERGENCY SCHOOL CLOSINGS	Policy AFC
EMPLOYMENT DEVELOPMENT OPPORTUNITIES	Policy GAD
EMPLOYMENT ELIGIBILITY VERIFICATION (Form I-9) and NEW HIRE REPORT	Policy GACD
EQUAL OPPORTUNITY EMPLOYMENT and NONDISCRIMINATION	Policy GAAA
ETHICS	Policy GBU
EVALUATION	Policy GBI
FAMILY and MEDICAL LEAVE PLAN	Policy GARI
FIELD TRIPS and EXCURSIONS	Policy IFCB
GIFTS	Policy GAJ
GRIEVANCES	Policy GAE
HIPAA POLICY	Policy ECA
HUMAN SEXUALITY and AIDS EDUCATION	Policy IKCA
INSERVICE EDUCATION	Policy GADA
JOB DESCRIPTIONS	Policy GACB
LOYALTY OATH	Policy GA
MAINTAINING PROPER CONTROL	Policy GAO
MEDICAL EXAMINATIONS	Policy GA
MILITARY LEAVE	Policy GARID
NON-SCHOOL EMPLOYMENT	Policy GBRG
PERSONAL APPEARANCE	Policy GAM
PERSONAL LEAVES and ABSENCES	Policy GBRI
PHILOSOPHY	Policy IA
PILOT PROJECTS	Policy ICA
POLITICAL ACTIVITIES	Policy GAHB
POSITIONS	Policy GACA
PROBATION	Policy GBG

PROFESSIONAL DEVELOPMENT	Policy GBRC
PROFESSIONAL LEAVE	Policy GBRH
PROTECTION and CARE of SCHOOL PROPERTY	Policy GA
RACIAL and DISABILITY HARASSMENT	Policy GAACA
RECORDS	Policy GAK
RECRUITMENT and HIRING	Policy GACC
REDUCTION of TEACHING STAFF	Policy GBQA
REEMPLOYMENT	Policy GBP
RELIGION in CURRICULAR or SCHOOL SPONSORED ACTIVITIES	Policy IKD
RESIGNATION	Policy GBO
RETIREMENT	Policy GAQ
SALARY DEDUCTIONS (FLSA)	Policy GAL
SCHOOL SITE COUNCILS	Policy IB
SECURITY and SAFETY	Policy EBC
SEPARATION	Policy GBN
SEXUAL HARASSMENT	Policy GAAC
SOLICITATIONS	Policy GAI
STAFF-COMMUNITY RELATIONS	Policy GAH
STAFF MEETINGS	Policy GBRD
STAFF ONLINE ACTIVITIES	Policy IIBGC
STAFF-STUDENT RELATIONS	Policy GAF
STUDENT ACCIDENTS	Policy JGFG
STUDENT ACTIVITIES	Policy JH
SUPERVISION	Policy GBH
SUSPENSION	Policy GBK
TEACHING METHODS	Policy ICAA
TRAVEL EXPENSES	Policy GAN
TUTORING for PAY	Policy GBRGB
USE of COPYRIGHTED MATERIALS	Policy ECH
USE of TOBACCO PRODUCTS & ELECTRONIC CIGARETTES	Policy GAOC
WORK SCHEDULE	Policy GBR
WORKERS COMPENSATION and DISABILITY BENEFITS	Policy GAOE
WORKING SCHEDULE	Policy GBR

ANNUAL ASBESTOS NOTIFICATION

In accordance with EPA regulations, all school buildings listed below have been inspected for materials that contain asbestos and an Asbestos Management Plan has been developed and adopted. Please refer to the list to determine the type of asbestos-containing building materials (ACBM) found in all buildings, if any.

Also, please refer below to determine where copies of the Inspection/Management Plan (Part A and Part B) are on file. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified inspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA /Management Plan, the local educational agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, re-inspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the Superintendent of Schools, Asbestos Program Manager, USD 303, 798-3991.

LIST OF BUILDINGS and OUTBUILDINGS

Ness City High School, 200 North Fifth, Ness City, KS 67560 — Non-friable Assumed ACBM found in

building.

Ness City Elementary School, 500 East Chestnut, Ness City, KS 67560 — Friable Confirmed ACBM Found in building.

Stadium Pressbox, Vo-Ag Building, Concessions/rest-rooms, Ness City, KS — Non-friable Confirmed ACBM found in building.

Copies of the Re-inspection/Management Plan are on file at the following offices: Administration Office, 414 East Chestnut; Office, desk or file of the Asbestos Program Manager (APM); Ness City High School, 200 North Fifth; and Ness City Elementary School, 500 East Chestnut, all of Ness City, KS 67560.

KANSAS OPEN RECORDS ACT

A Guide to The Rights of the Public & The Responsibilities of Public Educational Institutions

Sunshine laws require governments to function in the open, subject to public scrutiny. Kansas has two sunshine laws: the Kansas Open Records Act (KORA) and the Kansas Open Meetings Act (KOMA). The Kansas Open Records Act requires most records that are made or kept by public schools or community colleges to be open to the public. Like its counterpart, the Kansas Open Meetings Law, KORA is designed to ensure public access to information that forms the basis for public decision-making.

For more information regarding KORA and KOMA, contact our Custodian of Records, Susie Schlegel and/or our Freedom of Information Officer, Kimberly Borger, at the central office.

HAZARD COMMUNICATION PROGRAM

The purpose of this notice is to inform all employees that Unified School District 303 is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDS's, by ensuring that containers are labeled, and by providing employees with training.

This program applies to all work operations within the school district where any employee may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Delegation of Responsibility

The clerk is the program coordinator, acting as the representative of the superintendent of schools, who has overall responsibility for the program. The coordinator is responsible for implementation of the program and will review and update the program, as necessary. Whenever the word "superintendent" or "coordinator" occurs the words "or designated representative" are assumed to follow.

Copies of Written Program

Copies of the written program are located in the media center of each school, the office of the principal of each school, the school nurse's offices and the district office.

List of Hazardous Chemicals

A list of hazardous chemicals and related work practices used in the district has been prepared. This list will be updated as necessary. The list of chemicals identifies all of the chemicals used in district work areas and is posted there. Each list also identifies the corresponding MSDS for each chemical.

Material Safety Data Sheets (MSDS's)

MSDS's provide you with specific information on the chemicals you use. The coordinator will maintain a notebook in the district office with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be on a fully completed OSHA Form 174 or equivalent. The coordinator will ensure that each work site maintains an MSDS for hazardous materials in that area. MSDS's will be readily available to you at your work stations during your work hours.

The coordinator is responsible for acquiring and updating MSDS's. He will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements for the district must be cleared by the superintendent.

Labels and Other Forms of Warning

The coordinator will ensure that all hazardous chemicals within the school district are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, vendor or other responsible party. The coordinator will refer to the corresponding MSDS to assist you in verifying label information.

Original identification and hazard warning labels will not be removed from chemical containing vessels. Labels accidentally removed or defaced will be promptly replaced. Replacement labels will include identification and hazard warning information.

Chemicals transferred from a labeled container to a portable container intended only for your immediate use, require no labels on the portable container. However, when empty containers are reused for other materials, the hazard warning labels will be removed or thoroughly obliterated and appropriately labeled for the new contents.

Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (e.g., entering confined spaces, etc.), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the coordinator. A program that uses both audiovisual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Safety meetings as necessary will also be used to review the information presented in the initial training. Building administrators, food service director, transportation director and other immediate supervisors will be appropriately trained so they will be available to answer questions from you and provide daily monitoring of safe work practices.

The training plan will emphasize the following items:

- Summary of the standard and this written program;
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence of release of chemicals;
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical;
- Procedures to protect against hazards (e.g., personal protective equipment required, proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response);
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks;
- Where MSDS's are located, how to read and interpret the information on both labels and MSDS's and how employees may obtain additional hazard information.

The coordinator will ensure that the personnel file of each employee contains an employee training record and will periodically review the employee training program and recommend changes. Input will be obtained from employees regarding the training they have received including suggestions for improvement.

Outside Contractors

The coordinator, upon notification by the superintendent, will advise outside contractors of chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken and safe handling procedures to be used. These individuals will be notified of the location and availability of MSDS's. Outside contractors bringing chemicals on-site must provide us with the appropriate hazard information, including the labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information

Further information on this written program, the hazard communication standard, applicable MSDS's, and chemical information lists are available in the district office, 414 East Chestnut, Ness City, Kansas.

LOCKOUT TAGOUT PROGRAM

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization of start-up of the machine or equipment or release of stored energy could cause injury. When the energy isolating devices are not lockable, tagout may be used.

Compliance with This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Violation of this program could result in disciplinary action.

Sequence of Lockout

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Notification to be accomplished by locking out and tagging.
2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s) and/or tagout when the energy isolating devices are not lockable.
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

CAUTION: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment. If tagouts were used, to remove the tags and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees by removing lockout devices and tags that the servicing or maintenance is completed and the machine or equipment is ready for use.

EXPOSURE CONTROL PLAN for BLOODBORNE PATHOGENS

Introduction

In late 1991 the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statutes gives the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, the state announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in USD 303 to achieve compliance with the state directive.

Exposure Determination

For purpose of this plan “occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing mucous membranes or the skin barrier through needlesticks, human bites, cuts, abrasions, etc.) contact with blood or other potentially infectious materials (OPIMs) that may result from the performance of the employee’s duties. OPIMs include body fluids such as semen, vaginal secretions, respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, etc. For purposes of this plan employees of the district have been divided into three categories by job classifications:

Category I

All employees in the following job classifications at USD 303 have occupational exposure: Custodians, the school nurse, building secretaries, coaches and coaches aides, and special education teachers and paraprofessionals.

Category II

Some employees in the following job classifications in USD 303 may have an occasional occupational exposure: Teachers, teacher aides, school bus drivers, and building administrators.

Category III

Some employees in USD 303 are unlikely to have occupational exposure. These job classifications include: Central office administrators, clerical personnel, and lunchroom workers.

The following is a list of tasks and procedures or groups of closely related tasks and procedures in the school district in which occupational exposure occurs or is likely to occur, and by which employees in which job classifications such tasks are performed.

TASK or PROCEDURE	JOB CLASSIFICATION
Cleaning and bandaging scrapes, cuts or abrasions	School nurse, or in the absence of the nurse, building principals, secretaries to building principals, coaches aides
Cleaning vomit and/or blood from the floors, desks, and cleaning restrooms	Custodians

Methods of Compliance

“Universal Precautions” is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV). Universal Precautions shall be observed in USD 303 to prevent contact with blood and OPIMs.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to eliminate or minimize all employee exposure. Where exposure potential remains, personal protective equipment shall also be used.

Engineering Controls

Engineering controls are controls which isolate or remove the bloodborne pathogens hazard from the workplace. The following engineering controls will be used in the district:

- The district will place clean-up kits in the following areas: Nurse’s offices, principals’ offices and custodial closets.
- The district will maintain appropriate containers for the disposal of needles or sharps in the following areas: Nurse’s offices.
- The district will maintain appropriate receptacles for the deposit of contaminated clothing, protective clothing, and other articles.

Engineering controls will be examined, maintained or replaced on a regularly scheduled basis.

CONTROL	INSPECTED BY	TIMELINE
Sharps disposal containers	Secretaries	Monthly
Receptacles	Custodian	Daily

Work Practice Controls

Work practice controls are those controls that reduce the likelihood of an exposure by altering the manner in which the task is performed.

The following work practice controls apply in USD 303:

- Contaminated needles will not be bent, recapped or removed and will be disposed of in appropriately labeled containers.

- Eating, drinking, smoking, applying cosmetics, applying lip balm and the handling of contact lenses is prohibited in areas where there is a reasonable likelihood of occupational exposure.
- Food and drink cannot be kept in any area where blood or OPIMs are present.
- Procedures involving blood or OPIMs will be performed in a manner to minimize splashing, spraying, or spattering.
- Mouth suctioning of blood or OPIMs is prohibited.
- Specimens of blood or OPIMs should not be brought to or taken in the school. If specimens of blood or OPIMs are present in the school, they should be in leak proof containers, appropriately labeled, and closed prior to storing or transporting.
- Equipment which may become contaminated with blood or OPIMs shall be decontaminated, or appropriately labeled, as soon as is feasible after the contamination occurs. Affected employees and, if necessary, outside servicing agents, will be informed of the contamination of the equipment prior to any handling, servicing or shipping of the equipment.

Hand Washing Facilities

Hand washing facilities are provided for all students and employees of the district. Because washing one's hands with soap and running water is one of the most effective ways to prevent the spread of disease through blood and OPIMs, employees shall wash their hands with soap and water whenever exposure occurs. Although hand washing may be advisable in other situations, employees must thoroughly wash their hands, or any other exposed or contaminated skin with soap and water in these situations:

- Immediately after the removal of gloves or other personal protective equipment.
- Following contact of hands or other skin with blood or OPIMs.

In some situations, such as on athletic facilities or field trips, hand washing facilities may not be available. In this case, the person in charge of the event (football coach, teacher who is taking the class on a field trip, etc.) shall ensure that antiseptic towelettes are available for use. Antiseptic towelettes which may be used for this purpose are stored in first aid kits and school vehicles and may be obtained from the school secretaries. Whenever an employee uses an antiseptic towelette, the employee shall thoroughly wash his or her hands with soap and water as soon as it is feasible to get to a hand washing facility.

Personal Protective Equipment

It shall be the responsibility of each building principal to ensure that appropriate personal protective equipment is available and readily accessible for each employee's use at no cost to the employee. The principal shall also ensure that all employees use personal protective equipment when there is occupational exposure. In the event that an employee, exercising his or her personal judgment, fails to use protective equipment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent future occurrences.

It shall be the responsibility of any employee who uses personal protective equipment to place the equipment in the appropriately designated receptacle for storage, washing, decontamination or disposal after its use. These receptacles are located in the school nurse's offices and custodial closets. The school district shall be responsible for storing, cleaning, laundering, decontaminating, repairing, replacing or disposing of such equipment.

All personal protective equipment which is penetrated by blood or OPIMs should be removed as soon as is feasible and placed in the appropriate receptacle.

Personal protective equipment is stored in the school nurse's offices and custodial closets. The equipment may be checked out or obtained for use by contacting the building secretaries. The following personal protective equipment is available in the district for use by its employees:

- Gloves — Shall be worn by any employee when it is reasonably anticipated that there will be hand contact with blood, OPIMs, mucous membranes or non-intact skin. Gloves shall also be worn when handling or touching contaminated items or surfaces.

Disposable (single use) gloves are available for employee use in situations where such use is warranted or directed. These gloves should be deposited by the employee in the appropriate container for disposal immediately following their use. Hand washing after removing the gloves is required.

Utility gloves are assigned to some employees. These gloves may be decontaminated for reuse, and should be deposited in the appropriate container for washing or decontamination. Any employee to whom utility gloves are assigned shall be responsible for regularly inspecting these gloves for punctures,

cracking or deterioration. The employee shall dispose of such gloves when their ability to function as a barrier is compromised. The employee shall report the disposal of the gloves to the building secretaries who shall ensure that a new pair of utility gloves is assigned to the employee.

- Masks, Eye Protection, and Face Shields — This type of protective equipment shall be worn whenever splashes, spray, splatter or droplets of blood or OPIMs may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gowns, Lab Coats, Aprons, and Other Protective Body Clothing — This type of protective clothing shall be worn in occupational exposure situations. This type of protective clothing necessary will depend on the degree of exposure, and shall be left to the employee’s judgment.

Housekeeping

It shall be the responsibility of the superintendent of schools and building principals to see that each work site and building in the district is maintained in a clean and sanitary condition.

All equipment and environmental and working surfaces shall be cleaned and decontaminated with an appropriate disinfectant as soon as feasible after contact with blood or OPIMs.

Protective coverings used to cover equipment and environmental surfaces shall be removed and decontaminated or replaced as soon as feasible when they become overtly contaminated.

All bins, pails, cans, and waste paper baskets shall be inspected, cleaned, and decontaminated on a regularly scheduled basis, or as soon as feasible upon visible contamination.

Broken glassware shall not be picked up by hand, but by using a broom and dustpan, tongs, vacuum cleaner, or other mechanical means.

The following cleaning schedule and method of decontamination will be implemented in the district:

AREA	SCHEDULED	METHOD CLEANING
Bathrooms		
Floors	Daily	Disinfect with Strike Out or Virex
Stools	Daily	Bowl cleaner, disinfect spray with germicide
Lavatories	Daily	Porcelain cleaner, germicide
Wastebaskets	Daily	Change liners and wash as needed
Sanitary Napkin Dispensers	Daily	Empty, change liners and dispensers as needed
Dressing Rooms		
Floors & Stalls	Daily	Disinfect with Virex or Strike Out
Drinking Fountains	Daily	Porcelain cleaner, germicide, and shine with stainless steel cleaner and polish
Cafeteria/Kitchen	Daily	Clean, disinfect and wet mop

All contaminated and regulated waste will be disposed of in compliance with state and federal regulations.

Laundry

The school district will use Universal Precautions with all soiled or contaminated laundry. Any contaminated items which can be laundered will be bagged at the site of the contamination and handled as little as possible. If the items are wet, leak proof bags or containers shall be used. Such items shall not be sorted or rinsed at the site of the contamination. The bags shall be deposited in the appropriately labeled receptacle in the building.

Any employee who comes into contact with contaminated items or laundry shall wear gloves and other personal protective equipment as deemed necessary or appropriate.

Hepatitis B Vaccination

The school district will make the Hepatitis B vaccine and vaccination series available to any employee of the district who has occupational exposure and falls within Category I of the exposure determination. In light of the OSHA directive in early July, 1992, indicating that persons who render first aid only as a collateral duty, responding solely to injuries resulting from workplace incidents, generally at the location where the injury occurred may be offered post-exposure vaccination rather than pre-exposure vaccination, the district will make the Hepatitis B vaccine and vaccination series available to employees in Categories II and III within 24 hours of possible exposure to HBV.

The Hepatitis B vaccination and any medical evaluation required before the vaccine can be administered will be provided to the employee at no cost. No employee shall be required to participate in a prescreening program as a prerequisite for receiving the Hepatitis B vaccination. The vaccine will be offered after the employee has

received training on bloodborne pathogens and within 10 working days of an employee's initial assignment to work involving the potential for occupational exposure, unless the employee has previously been vaccinated, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Employees who decline the Hepatitis B vaccine will sign a waiver form as required by Appendix A of the OSHA standard. (A copy of the required waiver form is attached to this plan.) The superintendent shall be responsible for assuring that the vaccine is offered, and that the necessary waiver is signed and appropriately filed for any employee who declines to accept the Hepatitis B vaccination which was offered.

Any employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will provide the vaccination for the employee at that time.

The Ness County Health Department will administer the vaccine to employees of the district at the office of the Ness County Nurse.

Although booster doses of Hepatitis B vaccine are not currently recommended by the US Public Health Service, if such booster doses are recommended in the future, the district will make the booster doses available at no cost to all employees who have occupational exposure.

Reporting Procedures for First Aid Incidents

Whenever an employee in Category II or III is involved in a first aid incident which results in potential exposure, the employee shall report the incident to the building secretary before the end of the work shift during which the incident occurred. The employee must provide the building secretary with the names of all first aid providers involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as defined in the OSHA standard and this policy, has occurred. The information shall be reduced to writing by the building secretary and maintained in the first aid incident report file located in the central office. The district will maintain a list of such first aid incidents which will be readily available to all employees and provided to KDHR upon request. Any employee who renders first aid or other assistance in any situation involving the presence of blood or OPIMs, regardless of whether or not a specific exposure incident occurs, will be offered the full Hepatitis B immunization series as soon as possible, but in no event later than 24 hours after the incident occurs. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be initiated as well.

Post-Exposure Evaluation and Follow-Up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or OPIMs. Whenever an employee has an exposure incident in the performance of his/her duties, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the employee at the expense of the district.

Post-exposure evaluation and follow-up shall be performed by the Ness County Health Department at the office of the Ness County Nurse according to recommendations of the US Health Service current at the time these evaluations and procedures take place. The district will make sure that any laboratory tests required by the evaluation or follow-up procedures are conducted at an accredited laboratory at no cost to the employee.

Whenever an exposure incident occurs, the exposed employee shall report the incident to the building principal, who will explain to the employee his/her right to a post-exposure evaluation and follow-up. If the employee desires an evaluation, the building principal will contact the Ness County Health Department as soon as feasible to arrange for the post-exposure evaluation for the employee.

A post-exposure evaluation and follow-up will include the following elements:

1. Documentation of the circumstances under which the exposure incident occurred, including the route(s) of the employee's exposure.
2. Identification and documentation of the source individual whose blood or OPIMs caused the exposure, unless identification is infeasible or prohibited by law.
3. Unless the source individual is known to be infected with HBV or HIV, the school district through the building principal will seek the consent of the source individual for blood testing for HBV or HIV. Failure to obtain consent will be documented by the district.
4. If the source individual consents, results of the source individual's blood testing will be made available to the exposed employee, along with information on laws concerning the disclosure of the identity and infectious status of the source individual.

5. If the exposed employee consents, blood testing of his/her blood will be completed as soon as possible. If the employee consents to baseline blood collection, but not to HIV serologic testing, the blood sample will be retained for 90 days. The employee may request testing of the sample at any time during the 90 day period.
6. The exposed employee will be offered post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service. These recommendations are currently as follows: If the source individual has AIDS, is HIV positive, or refuses to be tested, the employee should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV infection as soon as possible after the exposure. The employee should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. Retesting on a periodic basis may be necessary. During this follow-up period, especially the first 6-12 weeks after exposure, the employee should follow recommendations for preventing the transmission of the virus.
7. The exposed employee will be offered counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel. Reports should be made to the superintendent.

Working with the Health Care Professional

The school will provide the Ness County Health Department with a copy of the OSHA regulation governing bloodborne pathogens, and ensure that the Ness County Nurse is provided with a description of the employee's duties as they relate to the exposure incident, documentation of the circumstances under which the exposure incident occurred, results of the source individual's blood test (if available), and all medical records which the district is required to maintain which are relevant to the appropriate treatment of the employee, including the employee's vaccination status.

Written Opinion of the Health Care Professional

Following post-exposure evaluation, the health care professional shall provide the school district with a copy of his/her written opinion within 15 days after the completion of the evaluation. This opinion shall include:

1. An opinion of whether Hepatitis B vaccination is indicated for the employee, and if the employee has received the vaccination.
2. A statement that the employee has been informed of the results of the evaluation and about any medical conditions resulting from exposure to blood or OPIMs which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential between the employee and the health care provider and shall **not** be included in the written opinion.

Communication of Hazards to Employees

Labeling

Any container which contains used needles, blood or OPIMs in the district shall be appropriately labeled with a "BIOHAZARD" label, or shall be red in color. All "BIOHAZARD" labels will have a fluorescent orange or orange-red background and have the biohazard symbol and the word "BIOHAZARD" in a contrasting color.

Any receptacle used for the disposal or deposit of contaminated materials for laundering or discard will be red in color, appropriately labeled or lined with red bags.

Any equipment which is contaminated will be appropriately labeled.

Training

A training program on bloodborne pathogens will be provided for all employees with occupational exposure. Training will be provided during working hours, and at no cost to the employees. Attendance at training sessions is mandatory.

Initial training will be provided for all employees within 60 days after the adoption of this exposure control plan. Thereafter an employee will be provided with training at the time of initial assignment to tasks where occupational exposure may occur. Annual training for all employees will be provided within one year of their previous training. Additional training will be provided if changes in an employee's assignments affect the employee's occupational exposure.

The training program will be conducted by a person who is knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address, and presented in a manner which is understandable for all employees.

The training program will contain, at a minimum, the following elements:

1. A copy of the OSHA standard and explanation of its contents;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the exposure control plan and information on how the employee may obtain a copy of the plan;
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIMs;
6. An explanation of the use and limitations of methods, such as engineering controls, work practices, and personal protective equipment, that will prevent or reduce exposure;
7. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, benefits, and the conditions under which it is offered, free of charge to employees;
8. Information on the appropriate actions to take and the persons to contact in an emergency involving blood or OPIMs;
9. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and the medical follow-up that will be made available at no charge;
10. Information on the post-exposure evaluation and follow-up following an exposure incident;
11. An explanation of labeling and color coding; and
12. An opportunity for questioning the person conducting the training session.

Medical Record Keeping

The school district will establish and maintain a confidential medical record for each employee with occupational exposure. This record will include:

1. The name and social security number of the employee;
2. A copy of the employee's Hepatitis B vaccination status (including the dates the vaccination was given), any medical records relative to the employee's ability to receive the vaccination, or the employee's signed waiver;
3. A copy of all results of examinations, medical testing, and follow-up procedures;
4. A copy of the health care professional's written opinion following post-exposure evaluation and follow-up; and
5. A copy of any information provided to the health care professional under the evaluation and follow-up procedures.

The medical records of employees maintained under this policy will be kept confidential and will not be disclosed to any person, except as required by law, without the employee's express written consent. Medical records required under this plan will be maintained for the duration of the employee's employment and for thirty years thereafter.

Training Record Keeping

The school district will maintain records of all training sessions offered to employees under this plan. Such records will include:

- The dates of the training session
- A summary of the contents of the session;
- The name(s) and qualifications of the persons conducting the training; and
- The name(s) and job titles of all persons attending the training sessions.

Training records will be kept for at least three years from the date on which the training occurred. Employee training records will be made available for inspection to employees, anyone having the written consent of the affected employee, and to KDHR upon request.

Accessibility and Review

A copy of this Exposure Control Plan will be accessible to all employees of the district in the office of each district building. Any employee will be provided with a copy of the plan at no cost upon request. A copy of this plan will also be made available to KDHR upon request.

This Exposure Control Plan will be reviewed and updated at least annually, or whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, or to reflect new or revised employee positions with occupational exposure. The superintendent of schools shall be responsible for scheduling the annual review of this plan.

APPENDIX A

HEPATITIS B VACCINE DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date

Employee's Signature

NOTE: This waiver form is Appendix A to the OSHA standard. It must be signed in this form by any employee who has occupational exposure and who declines the vaccination after receiving training of the vaccination. If an employee decides to decline the vaccination, this form should be filed in the employee's medical record.

**APPENDIX B
FIRST AID INCIDENT REPORT**

1. Date and time of the first aid incident.
2. Names of all first aid providers.
3. Description of the accident or incident, and the circumstances surrounding it, which resulted in the need for first aid procedures.
4. Did an exposure incident occur? YES or NO
(An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials. Parenteral contact means the piercing of mucous membranes or the skin barrier through needlesticks, human bites, cuts, abrasions, etc.)
5. Post-exposure evaluation and follow-up were / were not offered.
(If the affected employee believes that an exposure incident has occurred, the employee should be offered post-exposure evaluation and follow-up and the post-exposure evaluation and follow-up form should also be completed.)
6. The affected employee was offered the full Hepatitis B immunization series at _____p.m. on the following day _____
_____.

NOTE: The Hepatitis B vaccine must be offered as soon as possible, but in no event later than 24 hours after the incident occurs. The vaccine must be made available whenever a first aid incident occurs, whether or not an exposure incident has occurred.

Date and Time of Report

Signature of Responsible Person

(This report will be filed in the employee's personnel file. A copy of the report will be filed in the first aid incident report file.)

APPENDIX C
POST-EXPOSURE EVALUATION and FOLLOW-UP REPORT

1. Name of the employee who had an exposure incident.
2. Date, time, and place of the exposure incident.
3. A description of the circumstances under which the exposure incident occurred.
4. A description of the route(s) of the employee's exposure.
5. Information on the source individual
 - a. The identity of the source individual is is not known. (If the answer is "is not," go to questions 6.)
 - b. The source individual is is not known to be infected with HBV or HIV. (If the answer is "is," go to question 6.)
 - c. The school district, through (name of responsible employee) sought the consent of the source individual to blood testing. The source individual did did not consent to blood testing. (If the answer is "did not," go to question 6.)
 - d. The source individual did did not consent to having the results of the blood test released to the school district and to the affected employee. (If the answer is "did not," go to question 6. If the answer is "did," the affected employee and any employee who received the information on behalf of of the district should be instructed that such information must be kept confidential pursuant to Kansas law.)
 - e. (Name of responsible employee) made the results of the source individual's blood test available to the affected employee on (date).
6. (Exposed employee) was informed of his/her right to post-exposure evaluation and follow-up by (responsible employee) on (date). (Exposed employee) was informed that (name of health care professional) would perform the evaluation at (name of health care facility), at the expense of the district, and that (responsible employee) would arrange an appointment for the evaluation. (Exposed employee) declined accepted the offer and the appointment was / was not made.
7. (Responsible employee) offered (exposed employee) post-exposure prophylaxis in accordance with current recommendations of the US Public Health Service on (date).
8. (Responsible employee) offered (exposed employee) counseling with (name of nurse, physician or counselor) concerning precautions to take during the period after the exposure incident. Such counseling also included information of potential illnesses. (Exposed employee) was instructed to report any related experiences to (responsible employee).

Date of Report

Signature of Responsible Employee

(This report will be filed in the employee's personnel file. A copy of this report will be provided to the health care professional doing the evaluation along with a copy of the OSHA regulation, a description of the employee's duties as they relate to the exposure incident, the result of the source individual's blood test, if available, and a copy of the employee's medical record.)