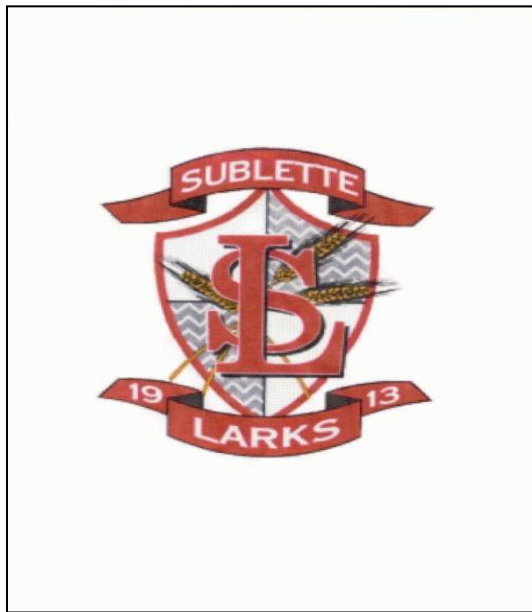


*Sublette Middle / High
School*



*Faculty Handbook
2010-2011*

DISTRICT OFFICE
105 W Fern/PO Box 670
Sublette, KS 67877

Office(620) 675-2277
FAX.....(620) 675-2652
Little Lark's Nest (Daycare).....(620) 290-5902

MIDDLE SCHOOL/HIGH SCHOOL
501 Ellis/ PO Box 460
Sublette, KS 67877

Middle/High School Office.....(620) 675-2232
FAX.....(620) 675-8347
Counselor(620) 675-8259

TRANSPORTATION DEPARTMENT
Lark Ave/PO Box 670
Sublette, KS 67877

Office(620) 675-8113

ADMINISTRATION

Mr. Rex Bruce..... Superintendent
Mr. Cesar Peña..... High School/Middle School Principal

BOARD OF EDUCATION

R.W. Lucas.....President
Jeremy Patterson Vice President
Joan Menzie Member
Russ Branden Member
Jay Meyer..... Member
David Holloway Member
Bill Hessman..... Member
Suzan Kimball..... Treasurer
Lynn Myers.....Clerk

MISSION STATEMENT

The Mission of SHS/SMS is to provide a positive, loving, safe, supportive and disciplined learning environment that will enable our students to achieve academic excellence, become responsible lifelong learners, and productive citizens in an ever-changing society.

Outcomes for student learning that students will demonstrate:

- Skills in communication and group interaction
- Mathematical, Scientific and technological literacy
- Skills in problem solving and decision making
- Skills in creative self expression and the creative works of other people
- Civic understanding through the study of American Culture and history
- Understanding of past and present cultures and religions
- Concern, tolerance, and respect for other people
- Skills in adapting to and creating personal and social change
- Capacity for enhancing and sustaining self-esteem through emotional, intellectual, and physical well being
- Skills necessary to be self-directed lifetime learners
- A positive direction for their lives
- Ability to identify individual career and employment opportunities related to their aptitudes and interests.

BELL SCHEDULE

Regular Schedule (Middle School)

1 st hour	8:00 - 8:45
2 nd hour	8:48 - 9:33
Break	9:33 - 9:39
3 rd hour	9:39-10:24
4 th hour	10:27-11:12
Lunch	11:12-11:47
5 th hour	11:47-12:32
6 th hour	12:35 - 1:20
7 th hour	1:23 - 2:08
8 th hour	2:11 – 2:56

Lark Reading
Intervention 2:59 – 3:30

Regular Schedule (High School)

1 st hour	8:00 - 8:45
2 nd hour	8:48 - 9:33
3 rd hour	9:36-10:21
4 th hour	10:24-11:09
5 th hour	11:12-11:57
Lunch	11:57-12:32
6 th hour	12:32 - 1:17
7 th hour	1:20 - 2:05
8 th hour	2:08 - 2:53

Lark Reading
Intervention 2:56-3:30

TEACHER WORK DAY

Under normal circumstances, teachers are required to be at school from 7:45 a.m. until 3:30 p.m. Should teachers be unable to arrive by 7:45 a.m., or need to leave before 3:30 p.m. or during his/her planning period, please notify the principal. ***Teachers are to be in the hallway between classes to supervise the activity of students during passing period.*** Teachers are available to work with individual students before and after school if not obligated to activity/athletic supervision.

FACULTY MEETING

There will be a faculty meeting on the 2nd Tuesday of the month at 7:30 a.m. Faculty meetings are necessary to facilitate discussion and communication. Information will be handled through the weekly bulletin and email. If an emergency arises, a faculty meeting will be necessary and everyone will receive a notice from the principal.

ANNOUNCEMENTS

Announcements will be emailed to the teacher at the end of the day. Teachers will read the announcements the following day at the beginning of first period. The PA will be used only in urgent situations and usually during the last few minutes of a class period or during passing periods to create as little disturbance as possible.

TEACHER PHONE CALLS

Teachers who receive calls during class time will:

1. Be called to the phone immediately for emergencies.
2. Have a message placed in their mailboxes or their voicemail for routine matters/return calls.

If a teacher has an emergency call, the office will make quick arrangements for supervision of the class in order that the teacher may take the call.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held approximately six weeks into the first and second semesters. These conferences allow parents/guardians and teachers to discuss student achievement. **ALL TEACHERS ARE REQUIRED TO ATTEND PARENT/TEACHER CONFERENCES.** In the event that a teacher cannot attend, he/she **MUST** notify the principal.

TEACHER ABSENCE

Sick leave and other types of leave are covered in the negotiated agreement. If you are sick, please notify as soon as possible. With other types of leave, where you know in advance that you will be gone, please complete the appropriate form for approval by the

principal as early as possible so a substitute may be obtained. On all teacher absences, the appropriate leave request form must be completed.

STAFF EVALUATION

The district maintains an evaluation policy/schedule as prescribed by school law and negotiations. It is the goal of the building principal to provide all staff members with ongoing evaluation in addition to the annual schedule.

CURRICULUM GUIDES

Unified District 374 has Curriculum Guides in Science, Math, Language Arts, “Human Sexuality”, “Substance Abuse”, Social Studies, Fine Arts, Counseling, Industrial Arts, and FACS. It will be the responsibility of the classroom teacher to understand the various guides and employ teaching strategies that will accomplish the necessary goals and objectives as stated. The development of curriculum is an ongoing process, and teachers will be given the opportunity to assist with the procedure as necessary.

LUNCH DUTY – SHS/SMS

When assigned to lunch duty, the MS teacher should bring his/her class to the lunchroom at 11:12. When assigned to lunch duty, the HS teacher should bring his/her class to the lunchroom at 11:52. Teachers must be on duty the entire lunch period with both faculty members in the halls. Students should stay away from all other areas of the building.

PURCHASE REQUISITIONS

Purchase orders will be typed or printed legibly on a school district purchase order and put in the principal’s box for approval. All local purchases (drug, grocery, hardware, etc.) must be approved by the building principal. All sales slips with the teacher’s signature must be delivered to the principal or financial secretary. There will be no phone orders, and teachers need to plan accordingly. If you purchase without prior approval and/or a purchase order, the Central Office will not process the paperwork for reimbursement.

COPY CENTER

ALL MATERIALS that needs to be reproduced for classroom use will be processed by the teacher in the Staff Room. Do NOT copy workbooks and/or copy-righted materials. BE SENSITIVE TO COPYRIGHT LAWS.

MAIL

Each staff member has been assigned a mail box in the staff room. Check your mail daily and clean your mailbox.

STAFF ROOM

The Staff Room is a comfortable place for teachers to use. Mailboxes, coffee, supplies, etc. are located in this room. Feel free to eat lunch when not on duty, use the microwave,

and receive and place all calls. Do not send students to the Staff Room for equipment or items from mailboxes.

LOST AND FOUND

Lost and found articles may be retrieved in the office. Items found should be turned into the office immediately.

SATURDAY SCHOOL

Staff members will be paid \$12.50 per hour. It will be on a voluntary basis as needed. If there are no volunteers, a schedule will be made for all staff.

LIBRARY/AUDIOVISUAL/READING RESOURCE

Teachers can schedule library activities with the librarian. Encourage frequent use of the library and related resources. Cable and satellite television are available, and teachers may select from the programs which fit his/her educational needs. The librarian will assist the teacher with his/her programming and taping requests. The Media Center is equipped with an adequate inventory of audiovisual aides, and teachers should learn to use them effectively. **PLEASE USE THE CHECK-OUT BOARD PROVIDED WHEN USING EQUIPMENT FOR THE CENTER.** Do not share films with another class or borrow films from another class unless they correspond to the appropriate grade level and are directly related to the instructional program at the time. Be particularly attentive to this matter in order to ensure that a child does not view the same film from year to year as he/she progresses through the various grade levels. **THERE SHOULD BE AN INSTRUCTIONAL OBJECTIVE FOR EVERY FILM USED**, recreation being the exception.

TEACHER ATTIRE/APPEARANCE

Teachers are required to dress in a professional manner. Due to a few teaching areas or class activities (i.e. – P.E., special education, art, industrial arts, field trips, classroom projects, etc.), teachers may dress appropriate for their class. Remember, we are role models to our youth, and our dress is a direct reflection of what we represent.

CLASSROOM RESPONSIBILITY AND APPEARANCE

Teachers are to be in their classroom whenever they have class in session. Please do not leave classes unattended. Should an unusual circumstance occur, and a teacher should need to leave during class, contact the office or a neighboring teacher so that the class is supervised at all times. Maintain a pleasant and attractive classroom for a more positive atmosphere. Have students pick up trash around their desks at the end of each period and deposit it in the trash can on the way out of the room. *No food, drinks (except water), snacks, candy, or gum will be allowed in the classrooms.*

GRADES/RECORDS

Each teacher will be responsible for maintaining a system of accountability for the progress of every student. Be particularly careful to record all grades or progress in your grade book and maintain adequate samples of individual work in order to justify and/or account for the grades/remarks you have recorded. You must enter grades daily or frequently to justify the grade given. You will record grades/progress for the following time periods:

1. Each nine week period

2. Semester Grades

Quarter 1 – August 26, 2010-October 15, 2010

Quarter 2 – October 18, 2010 – December 17, 2010

Quarter 3 – January 4, 2011 – March 4, 2011

Quarter 4 – March 7, 2011 – May 18, 2011

Record absences and tardies for each period. This will be the only permanent record on file. Teachers will maintain all grade/progress reports until the end of the year or withdrawal from the school. Please complete a “withdrawal” form and turn it into the office for any student who leaves school before the end of the term.

LESSON PLANS

Lesson plans are to be written weekly and are to be on your desk. It is expected that teachers utilize district curriculum guides and district state standards as they prepare their weekly lesson plans. Lesson plans may be reviewed at any time by the principal.

PROFESSIONAL DEVELOPMENT

The following dates are scheduled for professional development. Please take these dates into consideration when scheduling appointments. **Personal Leave will not be granted on these days.**

October 4/Math Conference

November 1/Dismiss at 12:30

January 3/ Professional day

February 21/Professional day

May 2/ Dismiss at 12:30

There are additional days scheduled throughout the year pertaining to school improvement.

SEMESTER AND FINAL GRADES

With few exceptions, the courses at SHS are a year in length, yet based upon each semester’s work. Failing one semester’s course of work and receiving a passing grade the other semester may result in only ½ unit of credit for that student.

HONOR ROLL

The Honor roll will be published at the close of each nine-week period. The Principal's Honor is based on a student earning a 4.0 grade point average. The High Honor Roll is based on a 3.99 – 3.50 grade point average. The Honors Honor Roll is based on a 3.49 – 3.00 grade point average.

PARENT/GUARDIAN COMMUNICATION

An effective school maintains open communication with parents/guardians. Teachers are to communicate frequently with parents/guardians of all students. Establish contact early in the school year and continue communication on a regular basis. Do not let Parent/Teacher conference be the only communication.

STUDENT FILES/PERMANENT RECORDS

Student records are maintained in the office vault and are available to classroom teachers, parents/guardians, and other selected school staff. Records are NOT to be removed from the main office. All staff members have a responsibility to maintain confidentiality.

ATTENDANCE – SHS/SMS

Attendance will be taken hourly. Lunch count will be taken first hour on Powerlunch. On a full day schedule, an absence will be defined as any portion of time greater than 10 minutes in which a student has not attended class. On a full day schedule, a tardy will be defined as student arrival within the first 10 minutes. If a teacher has already sent absences to the office through Powerschool, and a student arrives tardy, call the office so Powerschool can be updated properly. A student who leaves during the day must have a pass from the office. Students returning from an absence need to provide a note from the parent/guardian explaining the nature of the absence. Please turn these notes into the office.

STUDENT MAKE UP WORK

When a student's absence is excused, the class work missed must be made up. The student is responsible for contacting the teacher upon their return to school. During this conference, the requirements for the makeup will be communicated to the student. The requirements are at the discretion of the teacher. If the conference does not occur within the two-day period, zero credit will be given for the work missed. Zero credit must be given if the absence was unexcused. Note: The penalty for an unexcused absence will be a "0" grade for all work missed, performed, tested, due to be handed in, etc., on the day of the unexcused absence. For example, if a student has an unexcused absence on the day of a major test, the entire grade for that test is a zero.

STUDENT SUPERVISION

Do not leave students unsupervised at any time for any reason. Students should be supervised in the regular classroom, in the halls, locker rooms, on field trips, break periods, library activities, special programs, extra-curricular activities, and any other school events not listed here. Students wanting to make phone calls need a written pass in their planner from the classroom teacher. Bus students will not be allowed to make calls after school is dismissed.

DISCIPLINE

Each teacher is responsible for discipline in his/her classroom. Teachers are responsible for monitoring and correcting student behavior in the halls and elsewhere on the school grounds. Should serious misbehavior occur, send the student to the principal's office for further disciplinary action.

STUDENT DETENTION

Students may be required by the teacher or principal to serve a detention at lunch under the supervision of a SMS/SHS school employee. On occasion, an individual student may be required by a teacher to stay after school. Parents/guardians will be notified should detention be necessary. Bus students will be notified 24 hours prior to detention in order that parents/guardians can make arrangements for transportation.

HALL PASSES

A hall pass that is in the student's planner must be issued by teachers on all occasions requiring a student to be absent from a classroom. These will be issued on a limited basis, and if abused, the privilege will be withdrawn. If a student has an emergency and must leave the room, send a student of the same gender with the student and contact the office immediately. Hall passes may be used by the counselor when requesting a student from the classroom. Passes will also be used when a student is called to the office.

SCHOOL SITE COUNCIL

The membership of the council will include but not be limited to the principal, teachers, and other school personnel, parents of students attending the school, community business persons, law enforcement personnel, and other community members.

School Site Council meetings are scheduled by the administrator and council and are held in the evening to facilitate participation of the community and business members. A sign-up sheet will be available for teachers to attend these meetings.

SPECIAL SERVICES

Teachers will communicate with the Student Improvement Team, parents/guardians, and the counselor and/or building principal before making referrals to Special Services. The Student Improvement Team consists of the administrator, counselor, teachers, SPED teacher and school psychologist if available. It is expected that all SPED teachers meet with regular education teachers to insure all students are making progress. Please log your meetings and summarize the conversations of the meetings.

ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Every Monday by 10 a.m., teachers will update grades for each student on Powerschool. Eligibility is based on the student having a passing average in that class when the list is compiled. Five subjects must be passed by High School students and six subjects must be passed by MS students of unit weight the previous semester and be enrolled in, attending, and passing all eight subjects in middle and high school during the present semester to be eligible to compete in interscholastic athletics and activities. A grade of incomplete (I), except for attendance, is considered a failing grade by the K.S.H.S.A.A. for purposes of eligibility. The requirements for lettering are determined by the Athletic and Activities Departments along with the coaches and sponsors of the various sports and activities. Students must be enrolled in at least five classes (excluding Seminar) to participate in prom, school dances, be eligible for king and queen nominations, and participate in voting on school issues.

USD #374 requires students to be passing eight classes in middle and high school each week to maintain eligibility. If a student is on the "F" list, he/she is on academic probation that week. They are allowed to participate in extra-curricular activities. The next week, if the student is still on the "F" list for any class, he/she cannot participate in any extra-curricular activities for that week, but may practice with the team. Parents will be notified by mail if their son/daughter is on the "D" or "F" list.

The students shall be a member of his/her school in good standing. Good standing is determined by the administrators, teachers, coaches, club sponsors, and Kansas State High School Activities Association (KSHSAA) rules.

Participation in any practice shall be contingent upon school attendance at least ½ the school day (a minimum of four class periods) immediately preceding such practice, unless authorized by the principal. Participation in any game shall be contingent upon school attendance at least ½ the school day (minimum of four class periods) immediately preceding an activity unless authorized by the principal. Deviations due to extenuating circumstances may be granted at the discretion of the principal.

STUDENT LISTS/DEPARTURE TIMES

Activity Sponsors will submit a list of all students who will be dismissed from class for any activity to the office at least one day ahead of the activity. Include the dismissal time, so all staff may be notified of the dismissal.

MAKE-UP WORK FOR SCHOOL FUNCTIONS

If a student will miss school because of a school sponsored activity, he or she must have assigned work done or have made proper arrangements with the individual teachers.

BEFORE/AFTER SCHOOL SUPERVISION

Any time outside of the normal school day that a teacher/sponsor has students in the building for any activity, that teacher/sponsor is responsible for proper supervision. That means that a school staff member is to be present at all times when students are engaged in school sponsored activities (athletics, school club, extra study, etc.) **Under no circumstance should a teacher loan school keys to a student.** Please make sure when you leave the building that all students have exited the building, all lights turned off, and all doors are closed and locked.

LIST OF STUDENT ATHLETICS

Middle School

Basketball (boys and girls)
Cheerleading
Football
Track
Volleyball
Wrestling
Cross Country

High School

Baseball
Basketball (boys and girls)
Cheerleading
Cross Country
Football
Golf (boys and girls)
Softball
Track
Volleyball
Wrestling

LIST OF STUDENT ACTIVITIES

Middle School

Band
Choir
Scholar's Bowl
Science Olympiad

High School

AFS
Band
Choir
FCA (not a school-sponsored event)
Halo
Kays/Kayettes
NHS
S-Club
Scholar's Bowl
Science Olympiad
STUCO
Yearbook

ACCIDENT FORMS

Teachers must complete and file (on the proper form) an accident report with the office for any injury accident which occurs to students at any time while under the teacher's supervision. This report is for state purposes.

NOTICE OF ACCIDENT

An employee injured while on duty or on school property shall notify his/ her supervisor in writing within 24 hours of the injury. Proper paperwork must be completed and filed with the office. Failure to provide notice may bar payment of worker compensation benefits.

FIRST AID AND INJURY REPORTING

Any student requiring first aid during the school day must be brought to the nurse's station, if possible, for treatment and/or determination of the extent of the injury. First aid supplies are available at the nurse's station. The principal is required to report all injuries to the state. The strict adherence to this policy is for the protection of the teacher, student, and school. The teacher and/or the school could possibly be held liable for a mishandled injury. See Appendix XVIII.

MEDICATION

Written permission from both a physician and a parent/guardian must be received in the office before any medication (including over-the-counter medication) can be given at school. Medication must be in the original labeled container.

EMERGENCY PHONE NUMBERS

The Crisis Center	1-800-727-2785
Poison Control Center	1-800-332-6633
Sexual Assault Services	1-800-727-2785
National Suicide Hotline	1-800-SUICIDE (1-800-784-2433)

TRANSPORTATION

Staff members who need district transportation or vehicles must complete a transportation form on the school website seven days before the required date. Emergencies will be addressed as necessary.

CARE OF BUILDING/GROUNDS/EQUIPMENT – SECURITY

Encourage students to develop a sense of responsibility for taking care of those things that are in and around the school. Teachers are to secure all equipment in the room and lock doors daily when he/she leaves. Be certain that windows are closed, outside blinds are closed, and lights (including bathrooms) are turned off. Please report maintenance items to the office immediately. Under no circumstances are teachers to loan school keys to anyone.

GUEST CHECK-IN

All visitors and guests to SMS/SHS must check-in and out in the office.

FACULTY AND STAFF CONDUCT

As a condition of continued employment in the district, all employees shall abide by the terms of the Drug/Alcohol Policy. A district employee who is involved in substance abuse and exhibits inappropriate behavior will be confronted and interventions used as a strategy for help and support.

FACULTY AND STAFF BEHAVIOR

Faculty and staff behavior on school grounds, at school functions, and/or at school sponsored student activities as it relates to alcohol, illegal drugs, other controlled substance, look-alike drugs, act-alike drugs, being high or intoxicated, in possession of, using or selling any of the substances listed above is a violation of this policy and is subject to disciplinary and/or legal action as determined by the principal.

SMOKING

Due to state law and school board policy, smoking or any tobacco use is prohibited in the school building.

DRUGS AND ALCOHOL

Faculty and staff use of alcohol and/or illegal drugs during the regular school day or at a school sponsored student activity is forbidden.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district.

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

A copy of this policy and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.

TORNADO/FIRE DRILL/BOMB THREAT

Fire escape routes from the building are to be displayed by the classroom door. Follow the planned route in an orderly manner. Close all windows and doors before leaving the classroom. **DO NOT RUN.** Teachers need to have their attendance books and are required to take attendance once the class has arrived to shelter. Teachers are required to contact the office staff or principal immediately if a student is not present once the class has reached safety. There will be a monthly unannounced fire drill. For tornadoes, all classes will go to the old locker rooms. The students will kneel down and put their heads down between their knees while covering their heads with their arms. Again, teachers must take roll once shelter has been taken. Fire and tornado signals will be demonstrated by the first week of school in order to determine the difference in sound.

BOMB THREAT – Refer to the Crisis Handbook

COMPUTER ETHICS AND ON-LINE USE POLICY

Appropriate Usage

Users are responsible for maintaining an environment free of malicious, inappropriate, and/or illegal acts. The user of the Internet is held responsible for his/her actions and activity within his/her account. Examples of unacceptable use are (but not limited to):

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Transmitting of any material in violation of any U.S. or state regulation, threatening or obscene material, or material protected by trade secret.
- Using the computing resources of another organization's network in violation of its rules.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of individuals.

- Using an account owned by another user without permission from the other user.
- Posting personal communications without the author's consent.
- Using inappropriate language, pictures, text, or other data on the computer or network.
- Obtaining a file transfer without permission. Users are responsible for maintaining an environment conducive to learning.
- Users will display school-appropriate conduct when using the computer equipment or network.
- Users will not share names, addresses, phone numbers, pictures, or other personal information on the Internet (unless for educational purposes).

Users are responsible for maintaining an environment in which resources and responsibilities are shared equitably between users.

- Users will agree that the computer systems are set up by the system administrator and will not alter them in any way.

Computer use is to be limited to instructional purposes only during student contact time. Social networking sites (computer/cell phones) are prohibited. Computer usage other than for instructional purposes should be limited to planning periods.

Appendix XVII

SCHOOL ACCIDENT REPORT

Verbal notification should be made immediately to the administration, but remember THIS WRITTEN REPORT MUST BE SUBMITTED TO ADMINISTRATION WITHIN 24 HOURS FOLLOWING ACCIDENT.

Name of Person Injured: _____

Date of Accident: _____

Exact Time of Accident: _____

Nature of Accident: _____

Activity Engaged In: _____

Teacher/Sponsor of Activity: _____

Disposition of Student: _____
(Be Specific)

- To Doctor
- To Nurse
- Taken Home
- Parent/Guardian Came for Child
- Returned to Activity
- Other _____

Person Filing Report: _____

Date of Filing This Report: _____

Comments:

School Name: _____