

Eudora Elementary School Staff Handbook

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2022-2023

Home Of The Cardinals



~ Our Pledge To Do Good ~
I pledge to be a good person, to be kind,
To keep my mind open and be understanding of
others.
To be good to my body.
To be Safe,
Outstanding,
Accountable and
Respectful.
To ask myself at the end of the day,
“Did I **S.O.A.R.** today?”

The items in this handbook are subject to change by the U.S.D. No. 491 Board of Education and Administration without specific notification.

The Board of Education of U.S.D. No. 491 generally meets the second Thursday of each month at 6:30 p.m. at West Resource Center.

This handbook is approved and supported by USD #491 Board of Education.

Building Hours

- 7:30 a.m. – 4:00 p.m.

School Hours

- Students: 8:05 a.m. to 3:15 p.m.
- Staff: 7:30 a.m. to 3:30 p.m.

Supervision Details/Duties

- Teachers should be in the classroom before students enter the room at 8:02 a.m. If buses drop students off after 8:05 a.m. they are to go directly to their rooms as soon as they arrive.
- Students are to leave the building immediately upon dismissal unless detained and supervised by a teacher.
- Staff must be present in the halls during arrival and dismissal.
- A supervision schedule will be devised-if you cannot supervise during your scheduled time; you are responsible for finding your own replacement.
- Morning Supervision begins at 7:30 a.m. and lasts until 8:02 a.m.
- Student transitions from one room to another must be supervised by a teacher.
- Teachers will be required to supervise and/or teach children for an average of 6 hours per day.
- Be on time.
- Exceptions shall be made **in advance**.

The “teacher’s duty day” shall be eight hours, except on Friday. Arrival and dismissal times are flexible as long as teachers are at work by 7:30 a.m. and do not leave sooner than 3:30 p.m. (except Fridays). See Negotiated Agreement.

The following points of emphasis will necessitate that teachers:

- **Are to be in their classrooms at 8:02 a.m.** Class begins at 8:05 a.m.
- Come prepared for the day’s lessons and events.
- Adhere to your **lesson plans** and make preparations ahead of time.
- Avoid sending students to the office for extra copies or worksheets.
- Not leave students **unsupervised**.
- In an emergency, arrange for a nearby teacher to supervise for you and make sure students are orderly before you leave.
- **Take your classroom students to other classes/areas (PE, Music, Recess, Lunch, etc.) and pick them up at dismissal time.**
- Watch time closely.
- ALL staff are responsible for providing a safe and orderly environment at Eudora Elementary School.

Student Attendance- refer to the Student Handbook

TEACHERS, please help get notes and share emails from the parents. It is very helpful to the office staff when you send all notes (or copies of notes) and emails pertaining to absences to the office when you receive them. Continue to mark a student absent in powerschool even if he/she has left your class (moved or otherwise) and still appears on your roster.

Student Tardiness- refer to the Student Handbook

If a student comes into your classroom after the morning bell without a tardy note, immediately send them to the office to get one.

Grading/PowerSchool

- Grading period is approximately 9 weeks in length.
- Teachers must update grades on a weekly basis.
- Parents may check their child's grades and attendance daily.
- Parents must present a picture ID when requesting a password from the office.
- **It is necessary for teachers recording grades in Powerschool to stay up-to-date due to frequent use by parents.**
- All teachers are to verify grades at the close of each quarter.
- If taking an extended leave, make arrangements with the sub on the process for entering grades.

Procedure for a student changing sections after grades have been entered for the current quarter:

- It is an expectation that changing a student from one teacher's section of any subject, to another teacher's section of the same subject, will only occur at a quarter break. At each quarter the front office will share a Google Application For Education (GAPE) spreadsheet with all classroom teachers upon which any subject and/or teacher changes will be entered. Following the entry of requested changes, the front office will make the adjustments in PowerSchool. A student may be assigned to a different teacher within a quarter, but the change will not be made in PowerSchool until the end of a quarter, hence, any grade entries will have to be made by the teacher to whom the student is currently assigned.

After School Academics (ASA)- if funding is available

- A tutor helps address any academic gaps or needs .
- Teachers notify parents and recommend their child to attend.
- After School Academics runs for approximately 60 minutes after school Monday, Tuesday, and Thursday.
- Students will be picked up by parents, walk/ride home, or can ride the shuttle bus.
- Teachers are responsible for getting permission slips signed by parents and to the ASA coordinator.
- Teachers are responsible for filling out a form sharing why they believe the student would benefit from ASA and areas they are struggling in.
- Teachers need to set a quantitative goal(s) that can be measured and evaluated.
- Teachers should be in regular contact with the ASA instructor to determine if goals are being met and are appropriate.
- Students can receive up to three discipline referrals and then may be removed from the program. Parents will be contacted by ASA teachers or coordinator after each referral.

Student Retention Expectations

The decision to place a student at a grade level below that of his/her age-mates can be a difficult one. Therefore, a decision-making process for retention is necessary so the best possible decision may be made.

The administrative philosophy is that each case must be regarded as individual with its unique circumstances to be dealt with on an objective basis. A request for consideration of an additional year may be initiated by the school or the parents. The school and the home will be considering an additional year for maturity, academic growth, and an opportunity to complete those requirements necessary for success in future levels. It is important that we focus on a child's self-concept and emotional well being. Because the decision is important, as much information as possible will be obtained from the parents and the professional staff. While it is not imperative, it is extremely helpful to have parental support. Parents play an important role in forming the attitude a child takes into a new situation. The decision-making process outlined in this procedure offers all professional staff opportunities for input. The Tier 3 process will be used when possible in making the decision.

The following steps/procedures are to be followed for each recommended retention:

1. The teacher will make retention recommendations to the administration.
2. The teacher will discuss with parents the possibility of an additional year for their child. The Tier III Personalized Planning Team (which includes parents) will meet to gather information (academic and social) to make the best decision for the child. Generally, retention expectations must begin as soon as the teacher considers retention a possibility, *but no later than the end of the third nine-week grading period.*
3. The principal will make a decision concerning retention or promotion.
4. A final parent conference will be scheduled to discuss the decision and a placement form will be signed by the parents and principal.

Cumulative Folders

- Shall be kept in the Records Room.
- Classroom teachers may check out their class files for professional use at any time.
- All information in the cumulative folder shall be regarded as confidential.
- ***The cumulative folders are to be returned to the records room by 3:45 each day.***
- Not all teachers automatically have the right of access to all student files.

Circulation of “new student” cumulative files

Please pass the file as quickly as possible (**do not let them sit idle on your desk**)

- from Classroom Teacher
- to Nurse(s)
- to Psychologist
- to Counselor/Wrap
- to Sped Teachers
- to Principals
- back to the office to be filed.

District Safety Guidelines for Staff Members

Personal safety is the top priority for all employees of Eudora Schools. As a result, the following guidelines have been adopted:

- No candles in any district classroom, office or building.
- Coffee pots, microwaves, and refrigerators (limited to one each) should be located only in work or break rooms-not in a classroom or individual office.
- Storage of papers or any other materials should be at least 18” from the ceiling.
- Careful attention should be paid to the placement of extension cords in the classroom, in order to avoid creating tripping hazards for students or staff members.

These guidelines are in place to ensure a safe working and learning environment for all. If you have questions or concerns about your individual circumstances, please speak with your supervisor.

Discipline

Good discipline in our school is extremely important to all of us. Disciplinary action must, as its basis, have a positive tone, and this would indicate the necessity for a teacher to understand a child’s growth and development and deal with situations as they arise. A simple but effective philosophy is **“Be firm and show dignity and respect for children at all times.”**

Positive Behavior in School

- Eudora Elementary practices the Positive Behavior Support model.
- All staff, students and patrons are expected to participate.
- All school expectations will prevail in all areas, including the playground, hallway, lunchroom, and general., (The same expectations apply to all classrooms but rewards may vary from class to class.)
- Expectations must be posted in plain sight of students.
- Expectations are to be taught on the 1st day of school and frequently thereafter.
- Utilize Class Dojo to communicate room expectations according to accepted PBIS expectations.

Detention Expectations

In the event a child must serve a detention, make sure the:

- Student is escorted by the teacher to the office and it is the teacher's responsibility to have the student call and make transportation arrangements, administrators in office are willing to cover a class to help out
- Information is entered into eduClimber by the staff member giving the detention. The office staff and detention supervisor must be included in your communication.
- **If the DT is earned after 2:30 p.m., send home a note or email to request the student serve the next day.**
- Detention is from 3:15 p.m. to 3:45 p.m.
- No detention will be served on a day that we dismiss before 3:15 p.m.
- Students must be instructed to notify the office if their ride has not arrived to pick them up by 3:45 p.m.
- Students will be expected to write appropriate apology notes and reflections on the situation which warranted the detention.

All School Expectations- refer to the Student Handbook

Cafeteria Expectations- refer to the Student Handbook

Playground Expectations- refer to the Student Handbook

General Expectations – refer to the Student Handbook

As a teacher, you may have additional expectations that apply specifically to your classroom.

Care of the Classroom

- It is expected that each teacher will keep his/her room neat and attractive.
- Encourage students to take pride in caring for their desks and other classroom equipment.
 - **Abuses of this responsibility by the students must be reported to the administration.**
- At the end of the day, leave nothing on the student desks and nothing on the floor.
- Pick up books and trash anywhere you see it.
- Please be respectful and do your part!
- If work/repair/HVAC/etc. needs to be done in your room – **fill out a Help Desk Ticket.**

Releases from School During School Hours- refer to the Student Handbook

Students are never to leave the school premises at any time other than regular dismissal without permission from the office.

Persons on School Grounds Wishing to Contact Students

- Anyone wishing to see or speak to a child during school, inside or outside of the building, must obtain permission to do so from the office.
- **All authorized visitors must have a visitor badge visible at the time of**

contact.

- *The outside supervisor does not have the authority to grant this permission.*

Recess

Outside vs. Inside Recess – Refer to Student Handbook

Keeping Students In During Recess

- **Children must NOT be kept in during recess unless it is absolutely necessary. Only up to half of a student’s total recess time shall be taken away for unfinished homework.**
- Outside recess provides a change from schoolwork that is necessary for efficient learning.
- When children must remain in the building during a recess period, supervision is to be provided for the children staying in. Grade-level teachers may share this duty on a rotating basis. Do not leave children in the room unattended. **Remember, the teacher is liable for whatever happens.** Absence from the room when an accident occurs could be considered negligence.

Movie/Video Guidelines/Copyright Compliance/Movie Use/Public Performance

Teachers may occasionally show a feature length video during the school day. Videos will be directly related to the curriculum, and must adhere to the following guidelines:

1. The attached link provides a list of approved movies that can be viewed.
<https://www.swank.com/k-12-schools/>.
2. District owned videos obtained through the library media specialist may be used in the classroom for curriculum support in the course of face-to-face instruction.
3. Principal approval must be given for any video or parts of a video rated:
 - Above G for elementary students (i.e PG, no PG-13 permitted)
 - Above PG for middle school students (i.e. PG-13, no R permitted)
 - Above PG-13 for high school students (i.e R)

And require the following:

- Parental notification with the opportunity to opt out.
- Alternative activity for students whose parents have chosen to opt out.
- Justification for curriculum enhancement.
- Consideration of community standard (Does language, violence, or other objectionable material make this media an inadvisable choice for the classroom?)
- Any video shown for entertainment, recess, rewards, or events by teachers, the PTO, Booster Clubs, after school programs, teams, or clubs must have public performance rights purchased with the video or secured from a movie licensing agency, and be approved by the principal. This applies to both school hours and non-school hours.
- Principal request forms, and parental notification opt out forms are available on the EES Team Drive.

Student Restrooms

Arrange your own time to have your class use the restrooms. Generally, this will be in connection with recess/lunch periods.

Please follow these guidelines:

- Check availability of restrooms before you release your children to go.
- **For appropriate grade levels - designate a place for a sign-out log for students with bathroom needs. The log should show the student’s name, the**

time the student left your room, and the time the student returned. For younger students – a suitable procedure to identify the same information, without the signing in and out.

- See that pupils are supervised while going to and from the classroom.
- Teach the students that each is responsible for good housekeeping in maintaining the restrooms; i.e. towels in wastebaskets, not spilling water on the floors, no writing on the walls, etc.

Hall Courtesy

- There shall be no running, whistling, shoving, or being impolite in any way allowed in the halls.
- Students and staff must use “whisper voice” when talking in the hallway.
- It is the responsibility of ALL staff to see that this procedure is emphasized and followed.
- **Teachers are to go with their classes on all class changes.**
- While changing classes the children ***must walk along the right side of the walkway or hall to allow directional hall traffic. Walking by twos is encouraged.***
- No teacher should have to close his or her door due to hall noise.

Flag Salute/School Pledge/Announcements

The Pledge of Allegiance, Eudora Elementary School’s Pledge to Do Good, and school-wide announcements will be led by Card Cast Students after the 8:05 a.m. bell. Please have your students stand during the pledges. Viewing time will be determined by each classroom teacher and will take place prior to 9:00 a.m.

School Pledge to Do Good

I pledge to be a good person, to be kind,
To keep my mind open and be understanding of others,
To be good to my body,
To be Safe, Outstanding, Accountable and Respectful,
And to ask myself at the end of the day,
“Did I S.O.A.R. today?”

Teacher Absences/Requesting Substitutes

Expectations for requesting a substitute - The paperless process is as follows:

- On your computer, go to the Eudora Schools Homepage
- Select the “For Employees” tab
- Select “District Leave Request” or “Co-op Leave Request” depending on assigned position
- Login to the META Website to complete leave request

Your request will be forwarded to the principal for approval.

Approval will be returned to you via email.

Upon receiving approval, schedule your substitute.

Morgan Hunter, a staffing agency based in Overland Park manages the substitute teaching program for Eudora Schools. Here is the process our district teachers will now follow for requesting a substitute at this time:

Advance notice absence:

- Before 4 p.m. on the day before you will be absent;
- Complete a leave request, following the above steps, and submit for approval to

administration.

Last-minute absence:

- After 4 p.m. on the day before you will be absent;
- Immediately contact Morgan Hunter directly via email (MHED@morganhunter.com) or telephone (1-866-923-6433).
- Be certain to include the following information in your email, or have it ready when you call:
 - Name
 - School where you teach
 - Grade level you teach
 - Dates/times to be covered
 - Specific substitute teacher requests (maximum of two)
 - Specific classroom instruction (if applicable)

Substitute Teacher Folder

Each teacher must create a “Substitute Teacher” folder containing pertinent information for substitutes. This folder must be kept up to date and made readily available. This folder should contain (but not limited to) these items:

- Class list
- Lunch count & absentee form
- Emergency expectations
- Student health concerns
- Identification of “Go-To” Person
- Any supervising duties
- Helpful Expectations (i.e. lunch, get ready bell, etc.)
- Any additional helpful information

Expectations for Preparing for a Long-Term Substitute

When you are looking for a long term substitute, it is recommended that you take time to meet with each potential long-term substitute in person. It is important to find someone who you can see connecting with your students and fitting into your teaching philosophy. This will also help you to feel more comfortable when the time comes to hand over your class to the substitute.

If you are able, it is recommended that you have the substitute come and observe your classroom prior to your leave. This is a great way for the sub to get a feel for the way your classroom runs as well as getting to know your students. This also helps the children have a chance to meet the substitute before you are gone which will help lower their anxiety.

To help the transition run smoothly here are a few teacher expectations as you are preparing for your long-term substitute:

- A detailed classroom schedule should be available.
- Description of student behaviors and strategies that work. IEP at-a-glance and/or Tier III documents should be made available as well.
- A curriculum plan should be developed for the time you are out of the building. An outline of your desired lessons to cover in the different subject areas while you are out gives the substitute a direction to go in. You are still responsible for the learning of your students while you are away!
- Outline of important upcoming dates for celebrations and school functions.
- Parent contact list and important information needed about students.
- If it is determined that this is an “official” long term substitution, the sub will enter grades

- or scores into PowerSchool.
- Weekly contact with your substitute should take place.

Staff Meetings

Staff meetings may be scheduled as necessary.

Faculty Mail/Email/Voice Mail

- Check your mailboxes in the office workroom daily.
- Use your mailbox for mail ONLY.
- Check your email and voicemail messages on a regular basis and at appropriate times throughout the day.
- Return parent calls/emails in a timely manner.

Communications to Parents

- Copies of bulletins, newsletters, classroom newspapers, and messages intended **for groups of parents (classes/grade levels)** must be approved by a principal prior to sending home.
- **Email a copy to eesoffice for reference purposes.**
- General, individual notes to parents, such as reminders, discipline, special conferences, etc., may be sent at the discretion of the teachers.
- Notes of a more serious nature must be duplicated with a copy filed in the student's file.
- Utilize our school webpage (create your own classroom page) to set up communication with your students and their parents.

Money/Valuables in Classrooms

- Any school related money collected in classrooms should be turned into the office as soon as it is received. Teachers will be held responsible for money in their rooms.
- Personal money or other valuable items, whether teachers' or students', is the responsibility of the individual owner.
- Neither the school nor the district shall be responsible for loss or damage of personal items such as lamps, furniture, decor, etc.

Copy Machine

- Teachers are responsible for their own copies.
- Large copy jobs should be completed before or after the school day.
- If the copy machine is inoperable, ask office personnel for assistance, and create a Help Desk ticket.
- Make your copies in advance.
- Do not expect the office personnel to be readily available to make last minute copies.
- Check your parent volunteer list, every year there have been parent volunteers willing to help make copies.

Social Media Guidelines for USD 491 District Employees

Eudora School District recognizes that many of our staff, students, parents and community members are active social media users. As a school district, we are also incorporating social media as part of our communications strategy.

The purpose of these guidelines is to help you to participate online in a respectful, relevant way that protects your reputation, and the reputation of Eudora School District, and that respects the relationship between teachers and students.

For the purposes of this document, social media includes, but is not necessarily limited to, social networking and media sharing sites such as Facebook, Twitter, LinkedIn, Google+, Flickr,

Tumblr, and YouTube. It also includes blogs, comments on websites, discussion forums, and any other activity online involving connecting or communicating with other users.

These guidelines complement, but do not replace, any existing policies regarding the use of technology, computers, e-mail and the Internet that are in place at Eudora School District.

Your Personal Responsibility:

We encourage responsible participation in social networking sites, subject to existing policies concerning the use of social media during work hours and other applicable policies, including, but not limited to those concerning non-discrimination, anti-harassment, anti-bullying, and copyright/fair use. We ask that you carefully consider the very public forum you are participating in and act in a way that properly represents both your professional reputation and the Eudora School District. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid posting, sharing, commenting, or otherwise engaging in rumors or unsupported information. Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back.

Some specific guidelines we ask you to consider:

- Use common sense when posting online. While these guidelines are in no way intended to limit or infringe upon your rights under the National Labor Relations Act (“NLRA”) to comment upon the workplace, it remains good practice to never post anything that would embarrass you or Eudora School District, or would call your professional reputation into question.
- You are personally responsible for the content you publish online. “Content” includes personal comments, links, photographs, audio or video, and content created by other users that you choose to share or repost.
- Be mindful that any content you publish will be public for a long time. Not only can your content show up in Google and other search engines, but the FTC allows private corporations to store publicly accessible Facebook posts for a period of some seven years to be used in employee background checks made by current or potential employers. Moreover, even posts that are “private” may be subject to discovery in legal actions.
- You should also be mindful that once something is posted, you cannot take it back. In most instances deleting content will not make it disappear. Deleted content can still show up in online searches. Or, with the click of a button, other users can take a screenshot, re-post, or share your content with others. Even if you share your content with a very

limited number of people, nothing prohibits your contacts from sharing the information you post.

- Before you post or share content, ask yourself if you would want to see that content in the newspaper or on the evening news? Would you feel comfortable if your content was read by colleagues, your students, parents, or the School Board? If the answer is “no” then the content is best not shared.
- Special care should be taken when posting personal photographs. Remember, your social networking site is an extension of your personality and professional reputation. All photographs should be posted with the assumption that they could end up in the public realm.
- As an employee of this district, content you post may not include provocative photographs, sexually explicit messages, content showing or promoting the excessive or irresponsible consumption of alcohol or use of drugs, or any activity students are legally prohibited from doing. Remember, even with privacy settings in place, your content could be seen by students or parents or find its way into the public realm.
- The lines between public and private, personal and professional are blurred in the online world. When you are online, you may be connected to colleagues, students, parents and the school community. Sometimes those connections may be direct and obvious. Other times the connections may be indirect or via mutual connections. You should ensure that content associated with you is consistent with your work at Eudora School District.
- Your online behavior should reflect the same standards of honesty, respect, and consideration you apply offline.
- Protect your privacy. You are responsible for understanding and controlling privacy settings on each social network you use. Always assume default settings will make your profile and any content you share publicly accessible. You should also understand that even with maximum privacy settings in place, content can still find its way into the public domain.
- Use your personal email addresses on social networking sites and while engaging in other off duty social media activities. At no time, except with prior consent, should you claim to be speaking or issuing opinions on behalf of Eudora School District. In instances where there could be confusion, you must add a disclaimer stating that views and content are exclusively your own and not representative of Eudora School District.
- While the Eudora School District respects the rights of its employees to exercise their rights under the NLRA, employees should not make any derogatory statements about colleagues or students or other comments that would reflect badly on your professional reputation or the reputation of Eudora School District. Notwithstanding the foregoing, you may make comments in the exercise of your rights under the NLRA. You are ultimately responsible for your comments and Eudora School District recommends that you thoughtfully consider your rights and responsibilities prior to posting.

- Do not post photos or videos that contain identifying information concerning any students without prior parental consent.
- Respect the privacy and rights of both colleagues and students. Confidential student or personnel information should not be posted online. Be sure not to violate any provision of the Family Educational Rights and Privacy Act.
- Do not use any school logo or image without permission.
- Do not create any social media account, blog or website intended to represent Eudora School District without express prior consent from the district. It is important for us to protect the district's brand, ensure certain brand standards and content guidelines are maintained, and ensure any new accounts fit overall communications and education standards established by the district.

Employee-Student Relations

The district recognizes the role that communication and collaboration between employees and students play in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for your own and our students' protection.

- Employees are never under any obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
- Employees must exercise great care in connecting with students on any social media channels. Do not send permission-based friend or follower requests to students, for example Facebook friend requests. Use discretion and carefully consider the guidelines provided by the district before accepting any permission-based friend or follower requests received from students. It is Eudora School District's recommendation that if an employee decides to accept friend or follower requests received from students that they should accept all such requests, and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- Any employee-student communications or relationships via social media should be of an appropriate professional nature, have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it's something you would feel comfortable being printed in the newspaper, read by parents, colleagues, or the School Board. As with content, always assume any communication can easily end up in the public realm.
- Employees who are connected to or communicate with students via social media must understand they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the district any

inappropriate communication received from a student. This is as much for your protection as the student's. Any content or communication generated either by you, or by a student, which would be inappropriate in the classroom should also be considered inappropriate when shared via social media.

- The district recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extra-curricular activities such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

Supplies Procedure

- Teacher supplies that are stored in the office area are available upon request.
- Teacher supplies in the Nest are available as needed.
- Please let the office know when stock is low.
- **ALL NEED TO COOPERATE IN WATCHING THE USE OF SUPPLIES.** We try to keep plenty of supplies available. Wasting or hoarding of these supplies could cause them to be in limited supply at the end of the year.
- Please share.

Transportation Requests (to other sites in our district)

- Fill out the Transportation Request Form in its entirety. (Found in the mailroom)
- Get approval from the building administrator.
- Submit to the Transportation Director at least **ten (10) school days** prior to the trip.
- ***Requests made after this deadline may be denied.***

Teacher-Driver Responsibilities

1. The teacher must always be aware of the conduct of their group while on a bus, and must take the necessary disciplinary action when obvious violations of bus riding rules occur. In cases where the driver witnesses misconduct but the sponsor does not, the driver shall report it to the sponsor. The sponsor must not leave students in the custody of a driver unless previous arrangements for driver chaperoning have been made.
2. The driver and teacher must meet briefly before the trip to discuss desired behavior for the trip. For example, each driver and sponsor have different tolerances for noise, so a pre-trip conference must be held to determine what is acceptable and what is distracting to the driver, enabling the sponsor to discipline accordingly.
3. The teacher is requested to go over with their group, prior to the trip, a copy of the bus expectations, (refer to the student handbook) so all students are aware of what is expected of them. Additionally, the driver must briefly cover the rules with the students prior to departure.
4. The safety of the children, sponsors, and drivers on board our buses is paramount. To that end, all concerned must work together to ensure a safe and positive atmosphere.

Events/Resource Persons/Visitors/Presenters

- The use of resource persons as enrichment in the classroom is encouraged.
- Inform Administration and EES Office of guests and/or presenters in advance.
- Inform Administration and EES Office of upcoming events in advance.

- Give details: date, time, classes, and the individual(s) involved.

Reporting Suspicion of Child Abuse or Neglect (Board Policy)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. The employee making the report will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.

DCF Access to Students on School Premises

The building principal or designee shall allow a student to be interviewed by DCF or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Expectations

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made. If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report. If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parent or guardian; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition. Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present. State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

School Nurse - refer to the Student Handbook

- Give our nurse full cooperation in meeting school health needs (hearing and eye checks and the like).
- Teachers are expected to give the School Nurse their full cooperation in meeting the school health needs of the children in their classes. It will be necessary to preempt classroom time periodically, for eye exams, weighing, measuring, hearing exams, etc.
- **All accidents (adult or students) must be reported immediately to the nurse and principals.** A teacher is not to allow a child who has been injured or who is ill to leave the school, take them to the nurse's office or inform the nurse of injury and she will

come to you.

- **All prescription and non-prescription** drugs must be kept in the nurse's office under lock and key.
- Staff members are not to give medicine to students.
- Be aware of why and how many times a child requests to come to the nurse's office.
- Take care of small issues in the classroom when possible (Band-Aids, tummy aches, etc.)

Curriculum/Textbooks/Manuals/Notebooks

THE **U.S.D. 491** COURSE GOALS AND OBJECTIVES FOR EACH COURSE OF STUDY ARE TO BE THE BASIC GUIDELINES FOR ALL AREAS TAUGHT.

- School District 491 has a textbook program and furnishes approved textbooks and supplementary materials.
- Our curriculum follows principally that which is outlined by the State of Kansas with much opportunity for enriching and expanding.
- Be thoroughly familiar with the course of study that you will be teaching.
- Guidebooks/Manuals are provided to accompany the texts used.
- Teachers may supplement and use additional materials and plans if they fit the needs of the class.
- Changes in subject matter may be made upon consultation and approval of the Administration, however, Any deviation from the adopted textbook program must be planned with and approved by the Administration and Curriculum Director.

On the Use of Worksheets

The “worksheet” obviously has its place in the classroom instructional program of today. However, with the availability of copy machines, it becomes easy to rely on them too much at the expense of actual teacher instruction. As a general rule, each “educational” worksheet you plan to use must be carefully considered as to its real educational value for the students. Each worksheet handed out to students must have a legitimate objective and **must not be used as busy work!**

Laminating Machine

- There are 3 laminating machines available to aid you in the preparation of materials for your class.
- When you have finished using a machine, please leave it in the same condition in which you wish to find it.
- **BE AWARE**, do not run the laminator out of film during use because it could cause permanent damage. Submit a Help Desk ticket to replace the film.
- If there is a protective film already on the item do not laminate it again.
- **Students and parent volunteers are not to use any laminating machine.**
- **CLASSES ARE NOT TO BE LEFT UNATTENDED IN ORDER TO USE A LAMINATING MACHINE.**

Telephone Usage

CHILDREN:

- **Must be limited to necessary emergency calls.**

- **Students shall not come to make calls unless the teacher has approved the need for the call.**
- **Students shall ask permission to use the office phones in the case of an emergency.**

TEACHERS:

- The school phone is a business phone and is to be used accordingly.
- Teachers will not be called from class to answer the phone except in case of emergency.
- When phone calls come for teachers, they will be forwarded to voicemail.
- **You will receive an email on your school account noting that you have a voice message.**
 - You can listen to your message on your computer.
 - After hearing your message, remember to empty your voice mailbox.
 - Deleting the email does not clear the message from your phone.

CELL PHONES:

- **Shall be silenced during the school day.**
- **May be taken outside for recess or outdoor learning activities for safety measures.**
- **Used in private (not in front of students or staff).**
- **Students are not allowed to use staff cell phones.**
- **Student cell phones are for after school use only, if a student phone is seen or heard it is to be taken to the administrators and kept in the office for parental pick-up.**

Teacher Planning Time

According to the current Negotiated Agreement, “To whatever extent possible, each teacher shall be scheduled each day for six hours of teaching and/or supervision, one hour of planning and preparation, and one hour for duty free lunch and other breaks. At this time, there will be no distinction made at Eudora Elementary School as to where and when the planning and preparation must take place within the school day. Each teacher will be responsible for scheduling his/her own planning and preparation time within the time made available by the master schedule. Likewise break time (other than duty-free lunch), is to be determined by the teacher within the time made available. Teachers are to remain at the school during planning times unless administration and the office are notified of extenuating circumstances.

School Related Gifts and Premiums, USD 491 Board Policy B-13

School employees are prohibited from receiving gifts from vendors, special interest groups, or other similar identities; however, if a gift is received by a school employee, it immediately becomes the property of the school district. The building administrator to whom the employee is primarily assigned, will be responsible for the best utilization of the gift. In regard to this policy a gift is considered a school work related premium, gift, or gratuity.

Gifts by students to school employees are not to be considered in this policy; however, school employees must exercise considerable caution when and how individual gifts from students are received and at no time encourage or reward students who do give gifts.

Approved 8/8/1988

Parent/Student Visitation

The opportunity to visit schools is open to everyone as long as it is not interrupting the educational process. There are many opportunities for volunteers to come into our building with a predetermined purpose. We believe that much can be gained as parents come into the school to observe their children in classroom activities. The success of the child can be increased if his parents show an active interest in his work.

The following guidelines must be considered to make these visits worthwhile:

- Parents must be invited to visit school often!
- It is desirable that there be no parent visitation during the first two weeks of school.
- Visitation by parents during the last two weeks of school is discouraged.
- If a parent wishes to discuss his child's progress, arrangements must be made for a before or after school conference. Plan period time is appropriate as well.
- An adult must accompany children visiting school.

District email group guidelines (Volume 5, Issue 4 of Cardinal Update)

Messages on district distribution groups should follow these guidelines to keep everyone's inboxes under control. Messages should...

- Be work-related communications or information.
- Be concise, with a short, meaningful subject title.
- Be factual, instructive or of some other useful nature.
- Please use other means to promote the sale or purchase of personal or commercial items.
- Include no attachments larger than around 250 KB.

Finally, e-mail should never be used to transmit sensitive or confidential information. And remember, state law requires school districts to keep an archive of all e-mail messages for a minimum of five years.

School Parties and Birthday Celebrations

- All grade levels will have three parties each year.
- Parties will celebrate Halloween, Christmas, and Valentine's Day.
- Room parents and the teacher plan and conduct the parties.
- Treats for individual birthdays brought in by parents or students must be arranged in advance.
- **Store bought treats are preferred.**
- **Advise parents of any known food allergies**
- Neither children nor adults may distribute invitations at school for private parties/events.

Dress Code/Casual Days

Appropriate dress and personal appearance are essential for all district employees.

Employees engaged in work that puts them in a position where they meet the public are expected

to present a professional appearance. This means good personal grooming habits and the proper attire for their position with the Eudora School District.

Eudora School District provides a casual yet professional work environment for its employees. Even though the dress code is casual, it is important to project a professional appearance to our students, visitors, and coworkers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

Staff's Children – Before/After School Hours

While there must be some flexibility in allowing children of staff to stay at school before/after school hours, they must remain in areas not used for school-business related purposes, and they must not be walking/running around the building. As a general rule, staff's children, as with all of the Eudora Elementary student population, must not interfere with or intrude upon the duties or responsibilities of the parent or any other staff member.

Sexual Harassment (for further policy language, refer to district policy JGEC)

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district by board members, administrators, licensed and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Drug Free Schools and Communities Act.

The unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on school premises or part of any school activity is prohibited. This policy is in accordance with the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. This policy shall be evaluated at least biannually using criteria established by the Superintendent and approved by the Board. The Board shall receive a report of these reviews.

Employee Conduct

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

Additionally, an employee who violates the terms of this policy shall be subject to any of the following sanctions:

1. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
2. Short term suspension with pay;
3. Short term suspension without pay;
4. Long term suspension without pay;
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 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 negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such intervention shall be borne by the employee. Employees are responsible to contact the agencies to determine the cost and length of the program and for arrangements for their enrollment in such programs.

A copy of this policy shall be provided to all employees. Furthermore, they shall be informed that drug and alcohol counseling and rehabilitation programs are available to employees of this organization from the following resources:

Bert Nash Mental Health Center
(785) 843-9192
200 Maine Street, Suite A
Lawrence, KS 66044

**DCCCA Counseling and
Resource Center**
(785) 841-4138
3312 Clinton Parkway
Lawrence, KS 66047

Odds and Ends and Reminders

Here are some “reminders” that seem to come up often. Refer elsewhere in your handbook for a more detailed explanation of each.

- **Neither the school nor the district will be responsible for your personal property.**
- Student's cumulative folders are to be returned to the office locked files DAILY

(before 3:45 p.m.).

- **Money/Valuables must not be kept in a room unattended at any time.**
- Check mailboxes, voice mail, and email often - use boxes for mail only (food, dishes, cups, etc. will be removed if the box is needed)!
- **Teacher hot lunches - payable in advance – see Food Service for current cost of meals.**
- Have ALL requests for purchases approved in advance. Use requisition forms and purchase orders.
- **Arrive at 7:30 a.m. each day. Should an emergency or problem arise, contact the building administrator.**
- Plan in advance for copies instead of sending students to the office for additional copies.
- **While on any type of supervisory duty, avoid excessive “visiting” with other staff - Children need your full attention.**
- It is expected that all students will go out for recess when temperature/wind chill is 25 degrees or above.
- **When the temperature is excessively hot, students will not go outside for recess.**
- Participate in and be on time for meetings.
- **Help the custodians and cleaning crew. The floors should be free of trash throughout the school. Do your part and include your students in that responsibility.**
- Help keep all workrooms neat and clean. You are responsible for your own workroom area. A schedule will be devised for the upkeep of the Nest.
- **DO NOT LEAVE dirty lunch trays, utensils, condiments in the workroom after lunch. Return your items to the kitchen daily at the end of the lunch period.**
- Limit the use of cell phones. Silence them and use them only in private.
- **For safety reasons, all drinks must be in a covered container.**
- Staff should model expected behavior of students:
 - Whisper in the halls
 - Use manners, please, thank you, etc.
 - Say good morning and support proper etiquette
 - Be on time
- **During assemblies give the presenters your attention. Please don't grade papers or bring electronic devices.**
- Grade level applicable: Make sure you record a minimum of 1 grade per week in powerschool.
- **If sending a student to the office or nurse, make sure they know why. If possible, send the child with a descriptive note or email with information.**
- **Use email thoughtfully. Do not rely on email as your primary communication source, especially in case of emergency.**
- Avoid “parking lot” or “door knob” conversations. Take your concern or compliment to the appropriate person.
- **Greet and dismiss students at your classroom door.**
- Students should be attended to at all times.

