



**FACULTY HANDBOOK
2026-2027**

**AMS LEADS ALL STUDENTS ON THE PATH TO EDUCATIONAL
EXCELLENCE AND LIFELONG SUCCESS**

STUDENT SUCCESS IS #1



Faculty Handbook

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FOREWORD

The purpose of this handbook is to supply staff members with information regarding the expectations of the staff at Augusta Middle School. The information contained in this handbook will assist each staff member in providing students with the best possible educational opportunities and a positive school experience.

Policies and procedures described in this handbook are consistent with Board of Education policies and administrative directives. Each teacher is expected to teach, govern and conduct classes to the best of his/her ability and in accordance with the rules and regulations established by the Board of Education and the Augusta Middle School Administration. It is a primary responsibility of each teacher to become familiar with these rules and regulations. It is not expected that this handbook will cover every area where decisions will need to be made and questions answered. Directives from the administration may supplement or supersede these policies. It is our desire that this handbook will facilitate a smoother, more efficient operation of Augusta Middle School.

USD #402 MISSION STATEMENT

“Student Success is #1!”

AMS VISION STATEMENT

“AMS leads each student on the path to educational excellence and lifelong success.”

ADMINISTRATION, FACULTY, AND STAFF

Board of Education

Brent Basquez
Angie Johnston
Doug Law
Amy Wells

Jim Brown
Darrel Kohls
Carey Lee

Administrative Staff

Leslianne Craft
Dr. Janet Doud
Jessica Carey
Dustin Vaughn
Brandon Terry
Amanda Faulconer

Superintendent
Assistant Superintendent
Principal
Assistant Principal
District Athletics Director
Nurse

Office Staff

Con Otto
Stephanie Paul
Kelsey Alderman

Administrative Assistant
Administrative Assistant
Administrative Assistant

Instructional Staff

Alisha Lundberg	Counselor
Jamie Klem	Library
Erin Sanger	MTSS

6th Grade

Leann Buethner	Language Arts	Ann Patton	Science
Hailey Stine-Dixon	Language Arts	Amie Carey	Science
Mia Andrews	Math	Bridgett McMichael	Social Studies
Marcie Bowman	Math	Mia Andrews	Social Studies

7th Grade

Sarah Huslig	Language Arts	Laci Ybarra	Science
Melissa Reed	Language Arts	Ann Patton	Science
Katie Brown	Math	Nick Griswold	Social Studies
Danny Park	Math	Cody Smith	Social Studies

8th Grade

Stephanie Brown	Language Arts	Chris Houseman	Science
Tammy Cox	Language Arts	Bryce Westphal	Science
Jamie VanDever	Language Arts	Deb O'Brien	Social Studies
Danny Park	Math	Mary Smith	Social Studies
Christine Cox	Math		

Electives

Dustin Harris	Art	Brandi Kaus	Music
Gus Garcia	Computers	Danny Lundberg	Physical Education
Chadd Brown	Business	Hollee Slusser	Physical Education
Clayton Kaus	Music	Rob Klem	STEM/Engineering

Special Education/At Risk

Cassie Hall	Special Education	Robert Yaus	Special Education
Abe Deaver	Special Education	Laurie Stead	School Psychologist

AMS BUILDING DIRECTORY AND DISTRICT PHONE NUMBERS

BUILDING INTERCOM DIRECTORY		EXTENSIONS		TELEPHONE NUMBERS	
Andrews, Mia	3308	1st Floor Work Room	3112	AHS	775-5461
Bowman, Marcie	3303	2nd Floor Work Room	3203	AMS	775-6383
Brown, Chadd	3305	BHIP/Erin Moore	3315	Bacon, Haley-Speech	775-0056
Brown, Katie	3212	Lecture Hall	3113	Boiler Rm	775-2194
Brown, Stephanie	3201	Library	3130	Central Kitchen	775-5163
Buethner, Leann	3314	Nurse	3122	District Office	775-5484
Categorical Room	3309	Ross, Lucein/PT	3307	Elevator	775-6503
Carey, Amie	3312	Science Lab	3213	Ewalt	775-0056
Cox, Christine	3104	Wrestling Room	3132	Garfield	775-6601
Cox, Tammy	3201			Kitchen (AMS)	775-1035
Deaver, Abe	3205	INTERCOM NUMBERS		Lincoln	775-5415
Garcia, Gus	3301	Bodyk, Alisha	3127	Service Center	775-5333
Griswold, Nick	3204	Carey, Jessica	3124	Steve Powers	775-5333
Hall, Cassie	3105	Conference Room	3125	Tech Dept	775-5484
Harris, Dustin	3309	Faulconer, Amanda	3122	Transportation	775-1171
Hilyard, Claire	3109/3110	Kitchen	3129	Ybarra, Josh/AD	775-3319
Houseman, Chris	3114	Lee, LeaAnn	3128		
Huslig, Sarah	3208	Library	3130	FAX NUMBERS	
Kaus, Brandi	3103			AHS	775-3484
Kaus, Clayton	3206	ADMINISTRATION STAFF		AMS	775-3853
Klem, Jamie	3131	Alderman, Kelsey	3135	District Office	775-5035
Klem, Rob	3108	Carey, Jessica	3121	Ewalt	775-1556
Lundberg, Danny	3134	Otto, Con	3118	Garfield	775-1669
McMichael, Bridgett	3311	Paul, Stephanie	3117	Library Modem	775-5641
McNemee, Deborah	3214	Sanger, Erin	3126	Lincoln	775-5355
O'Brien, Deb	3106	Student Phone	3119	Rm 201 Modem	775-5297
Park, Danny	3111	Tallman, Joe	3102	RM 213 Modem	775-5297
Parsons, William	3302	Vaughn, Dustin	3121	Transportation	775-5336
Patton, Ann	3305				
Reed, Melissa	3207	CELL PHONE #		DISTRICT OFFICE EXTENSIONS	
Sanger, Erin	3126	Carey, Jessica	316-253-6498	Budda, Melanie	1005
Slusser, Hollee	3133	Faulconer, Amanda	316-323-2296	Combes, Renee	1012
Smith, Cody	3202	Meckel, Mat, SRO	316-312-5463	Craft, Leslieanne	1000
Smith, Mary	3107	Ostrander, Neal	316-806-4555	Divine, Sherri	1007
Stine-Dixon, Hailey	3306	Powers, Steve	316-393-3492	Doud, Janet	1001
VanDever, Jamie	3201	Vaughn, Dustin	316-218-8333	Gillies, Gay	1002
Westphal, Bryce	3115			Norris, Lori	1008
Yaus, Robert	3313			Nuckolls, Dale	1006
Ybarra, Laci	3209			Ostrander, Neal	1013
				Stevens, Terri	1009
				Wilson, Angie	1008



Rigor and Relevance

PROFESSIONAL LEARNING COMMUNITIES

Teachers at Augusta Middle School are members of a Professional Learning Community. Through collaboration and examination of student data, teachers work continually to improve student performance in our school. In order to be successful, a learning community must have a common set of core beliefs and values. Our mission, vision, values and beliefs show our collective commitment to the school we want to become.

Time has been set aside for our PLC meetings during the school day. Every teacher is expected to arrive on time, prepared, and ready to begin meeting and sharing with your assigned PLC group. Professional Learning Communities provide us the opportunity to become better teachers by sharing best practices, collaborating to create intervention strategies, creating common assessments, creating strategic lesson plans, and examining data so that teachers will know exactly what students learned and what they didn't so that we can adequately respond. Every teacher, from the newest in the building to the most experienced, has something to offer in PLC meetings. Simply put, Professional Learning Communities help all teachers become better. Meetings will be dismissed at an appropriate time so that you can return to your room and stand by your door in the hallway to greet students as they enter your classroom.

PROFESSIONAL GROWTH

PROFESSIONAL DEVELOPMENT

In an effort to respond to a variety of content and process needs, professional development (PD) is provided during the school year. PD offers relevant studies that will impact student growth and give teachers the skills they need to do their jobs more efficiently. All faculty members will participate by attending staff development sessions.

MY LEARNING PLAN

My Learning Plan (MLP) is a web based service for tracking Professional Development activities for teachers in our district. You will use MLP to sign up for professional development points for activities that are offered during the school year, inservice days, and other classes you sign up for through the district catalog. Application for credit for collegiate hours to renew your Kansas license must also be registered through My Learning Plan.

COMMITTEES AND PROFESSIONAL ORGANIZATIONS

During the school year, many teachers will be asked to serve on various committees. Whether the committee is for our school, the district, county, state or nation, it is an opportunity for each of us to develop interests and abilities and to be of service to our profession and our students. Membership in professional organizations is desirable; information will be available from building representatives early in the school year.

FACULTY MEETINGS

Faculty meetings may be held each month; all faculty/staff members are expected to attend and be on time. Faculty meetings will provide general information and staff development activities. All faculty and

staff are responsible for knowing the information presented at each meeting. **Teachers are expected to be in attendance unless excused by the administrative staff.**

CURRICULUM DEVELOPMENT

It shall be the policy of the district to encourage the certified staff to cooperatively develop a comprehensive curriculum K-12 which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the student and the resources of the district. District administrators, instructors, patrons, and students will be utilized in the development of recommendations that would result in curriculum modification.

EVALUATIONS

Guidelines for teacher evaluation are outlined in the District's Negotiated Agreement. Employees in the first and second year of employment shall have a minimum of two evaluations no later than the sixtieth (60) day of each semester. Employees in their third year and fourth years of employment shall have at least one evaluation no later than February 15. **(See BOE Policy GBI)**

LESSON PLANS

As a staff, we are responsible for the basic academic and life skills of all students, regardless of our area of focus. Lesson planning is critical to classroom success. The structure is of your own preference, but must include essential questions, content standards, objectives, opening, work time and closing, and identify differentiations in instruction. Lesson plans should include frequent checks for understanding throughout instruction. These formative checks should be used to monitor student learning, adjust instructional pacing, and guide future lesson planning to ensure all students are progressing toward the intended learning targets. Lesson plans need to be clearly tied to district curriculum outcomes and reflect the activities that will provide students with effective, engaging instruction. The administration may ask to review the lesson plans of staff members from time to time. Be certain that your plans are current, available, and in a form that may be easily submitted and reviewed upon request. It is expected that appropriate daily lesson plans be available for the substitute when a faculty member is absent from school for any reason. Substitute lesson plans should provide clear instructions, engaging activities, and address the current content being taught.

HOMEWORK

The use of homework as a means to discipline students is prohibited. Homework shall be assigned on a need basis and shall never exceed students' capacity to complete within a reasonable amount of time. **(See BOE Policy IHB & IHA)**

MAKE-UP WORK

All teachers will supply make-up work assignments when requested by students, parents, or the office staff. In accordance with Board of Education policy, two school days will be given for every day missed. **(See BOE Policy IHEA)**

MOVIES IN THE CLASSROOM

Videotapes, DVDs, and other non-print media should be selected and assigned to give support directly to instructional learning objectives established by the district curriculum. In general, copyright guidelines permit in-classroom performance of a copyrighted videotape, DVD, or other non-print media when it is

used for instructional purposes in a teaching situation and is a **lawfully made copy**. Items should be selected for their **direct relevance to the instructional program**.

THE BIG BINDER

One of the most important tools for academic success is the ability to keep materials and assignments organized. Augusta Middle School supports students in organizing their materials and resources through a one-binder system, rather than several binders, so students have at hand the materials necessary to study for quizzes and tests and to finish homework assignments each night at home.

GRADING

A uniform grading system will be used at AMS. Progress reports are issued approximately every 9 weeks of each semester. Grade reports are issued at the end of each semester. Progress reports and grade reports are based on a cumulative total from the beginning of each semester. ***Grades should be updated weekly in PowerSchool.*** The following grade scale will be used in all classes that issue letter grades.

A	100% - 90%	Superior	4 grade points
B	89% - 80%	Above Average	3 grade points
C	79% - 70%	Average	2 grade points
D	69% - 60%	Below Average	1 grade point
F	59% - 0%	Failing	0 grade points
I*		Incomplete	

*An incomplete is given only in pre-arranged cases (with approval of administration) whereby due to major illness or emergency, the student has been unable to complete his/her assignments. Normally, students will be expected to make up all incomplete grades within two weeks after the end of the grading period.

ACADEMIC SUCCESS

Academic Success is designed to put the emphasis on academic achievement in the forefront of each student's middle school experience.

PROCEDURES FOR ACADEMIC SUCCESS

1. Monday through Thursday, teachers may assign Academic Success to any student with missing/late work with an assignment notification card.
2. Students will have 24 hours to complete and turn their assignment(s) to their teacher(s). For those students who choose not to complete their assigned work, they will be assigned Academic Success for the following academic day.
3. If a student does not attend their assigned time for Academic Success they may be assigned 1 hour of after school detention.

RETENTION OF STUDENTS

Typically, in grades 6-8, students are monitored for progress in the following areas: academic achievement, emotional maturity, social preparedness, and physical development. Should a student be failing or far below standard in three of the four areas, retention may be recommended. Other factors to consider include chronological age, mental ability, and any special situations that affect the child's success in school. The final decision in any case pertaining to promotion or retention shall rest with the building principal. **(See BOE Policy JFB)**



Responsive Culture

ANNOUNCEMENTS

Announcements may be submitted through email with the Subject: Morning Announcement. No announcement will be read unless approved by the sponsoring teacher and an administrator. Announcements should be submitted to Stephaine Paul prior to 7:40 AM on the day it is to be read.

ASSEMBLIES

Student assemblies will be scheduled through the administration as the needs of the students and school dictate. Seating assignments for each class are: 8th grade on the bleachers on the floor; 7th grade on the east upper bleachers; and 6th grade on the west upper bleachers. Teachers, please sit with your students.

ETHICS

An educator in the performance of his/her duties shall recognize the basic dignity of all individuals with whom he/she interacts in the performance of his/her duties; whether it be in appearance, attitude, confidentiality, or respect.

One should exercise due care to protect the mental and physical safety of students, colleagues, and subordinates for whom he/she is responsible. An educator must maintain his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or the performance of his/her duties; accurately represent his/her qualifications; be responsible to present any subject matter in a fair and accurate manner; and extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view.

FORMAL REPRIMAND

Every employee reprimand will be in written form, placed in the employee file, and will contain the following statement: "Further incidents of this behavior may result in referral to the Board of Education for disciplinary action, which could result in suspension (with or without pay) and/or termination."

STAFF ATTENDANCE

Your presence in the classroom is essential. If it is necessary for a substitute teacher to be acquired, your absence will need to be entered into the district's absence management system **by 6:30 a.m.** Any time you are away from the building to attend meetings, sponsor field trips, or conduct personal business, etc., the absence must be reported via the district's absence management system. This procedure will ensure that you are covered in the event of any accident and assist the secretaries in assigning coverage. **Teachers need to be certain that appropriate lesson plans, seating charts, and behavior plans are present in the classroom for use by a substitute teacher. Substitute lesson plans should provide clear instructions, engaging activities and address current content being taught.**

PROFESSIONAL WORK DAY

As per Negotiated Agreement, the normal workday is seven hours and 40 minutes. Teachers are expected to be stationed at the classroom door and available to greet students by 7:40 a.m. each

morning, between classes, and available to students after school until 3:20. If it becomes necessary for you to leave the building during these hours, please receive prior approval from the building principal and sign out in the staff notebook in the office.

STUDENT ATTENDANCE REPORTING

Attendance shall be taken at the beginning of each class. Teachers will take their own attendance. Students are not to take attendance as this is a violation of FERPA mandates. If a student is not in your room, he/she should be marked absent. Should they arrive after you have taken attendance and have a valid reason for being late, please correct your attendance in PowerSchool. Since the data on PowerSchool is the official record for student attendance, teachers are responsible for making sure the data is accurate.

Teachers must provide the office with a list of students for school-related absences PRIOR to the date of the activity. A list of students participating in the field trip must be turned in to the office before you leave school grounds.

FIELD TRIPS AND EXCURSIONS

Field trips and excursions are encouraged to enhance the educational program. Such trips, to be educationally sound, should include teacher planning and follow-up. A "Fieldtrip/Event Request" form must be completed and submitted to the administration at least two weeks prior to the event. A "Consent to Participate" form must be signed by the parent or guardian of each participating student. The names of all students attending the field trip should be submitted to the attendance secretary and distributed to the teaching staff. A list including parent name, address, and phone number should be provided to the bus driver prior to departure. Appropriate forms notifying parents of the forthcoming trip shall include nature of the trip, departure time, expected return, names of sponsors, and anticipated costs. The form shall include a space where parents may ask that his/her child is excused and the reason for the excuse. **(See BOE policy IFCB)**

ACTIVITY NOTIFICATION FORM

This form is available in the Google Drive and is to be used to notify the office of activities, meetings, field trips, and other events that would need to go on the calendar. These details help us to field phone calls from parents, notify lunchroom and custodial staff of activities, verify transportation, and collect the appropriate permission forms, money, etc. Examples would be: STUCO meetings, Science Olympiad, Math Relays, Spelling Bee, Scholars Bowl, Yearbook meetings, and all field trips.

KEYS

Keys must be checked out in the office and must be returned at the close of school year unless arrangements have been made. Teachers with keys are responsible for security at the middle school and must **never loan keys to students**. Teachers misplacing their keys should notify the office immediately.

MAILBOXES, E-MAIL AND BULLETIN BOARD

The faculty has mailboxes located in the office hallway, and teachers should check their respective box immediately before and after school each day for pertinent items; students are not permitted to retrieve mail for teachers. Daily announcements and faculty memos will be delivered electronically, and faculty are expected to read their email on a daily basis and respond to all emails, including those from parents

and staff members, in a timely manner, typically within 24 hours during the work week. The bulletin board, located adjacent to the mailboxes, also carries important messages for staff.

COPY WORK

The copy machine in the teachers' workroom will be used to make 20 copies or less of any educational item. All other copy work will be sent to the central office. There should be a minimum of 20 copies per project sent to the central office. Please plan ahead for your copying needs.

TEXTBOOK INVENTORY

All teachers will fill out the Textbook Inventory form listing the student's name, number of the textbook issued, and the condition of the textbook when issued. Teachers should also record the student's book number in the Daily Class Record Book.

VALUABLES

Never leave money or other personal valuables in the classroom. All activity money must be turned in to the office to be placed in the vault or deposited in the bank. Please remind students to take valuables with them to lunch or at other times when a class leaves its regular classroom area.

MAINTENANCE AND TECHNOLOGY REQUESTS

At the end of the day, please assist our custodial staff in making sure that the custodians do not have to pick up books and other items that interfere with their ability to clean the room. Please have students take large amounts of trash (like display boards, cardboard, poster paper) directly to the recycling bin.

Requests for custodial services should be submitted to the office. Additional work that is not part of the day-to-day custodial schedule and technology work orders shall be completed on-line using the district Work Order Request process.

BUDGET PLANNING

The major goal for using Program Budgeting is to plan and implement the best educational program and support program within the available district fiscal resources. The building principal, teachers, district supervisors, non-certified personnel, central office administrative staff, and the Board of Education share the responsibility for the development of the various programs and supporting budgets. Prior to any purchase, a requisition must be submitted to the principal for approval. If approved, the requisition will then be submitted to the district office for approval. Staff members must follow this procedure unless prior administrative approval has been given.

PERSONAL BUSINESS

Members of AMS staff are to refrain from conducting personal business during school hours. When it becomes necessary to do so, extreme professional judgment and discretion should be used.

TELEPHONE/CELLPHONE

The school telephones are for school business. Personal calls are to be kept to a minimum. Do not use the redial option on school phones. All long distance calls must be logged on the proper form.

As role models, the staff should exhibit restraint regarding the use of electronics during the school day. This should include cell phone calls, texting, and the use of other personal electronics in the presence of students. Limited use to deal with family or professional emergencies is permitted. As we try to teach responsible electronics usage to our students, we must serve as genuine role models.

Safety is our top priority regarding messaging between students and staff. This includes the use of digital communication tools that are approved, used, monitored, and archived with district oversight. At Augusta Public Schools, messaging between our students and teachers, coaches, sponsors, or other employees will use the district's email system, as well as ParentSquare.

Employees are allowed up to 24 hours to respond to a request during a school week. School staff members are not requested nor required to monitor messages over weekends or other times when the school is closed for breaks or holidays, unless they are working in an official capacity during that time.

If you have an urgent need, please contact the school office or [district office / 911 / proper authorities / other] for assistance. Use of other digital communication tools for direct communication between a student and employee is not permitted and may be subject to disciplinary action. For assistance accessing your ParentSquare account, contact the principal or the Technology Dept. If you have concerns about communication between a student and employee, please contact the building principal without delay to request assistance or make a report.

SOLICITATION

Solicitation of students at any time is not permitted. Representatives of book and school supply houses and other salesmen may visit with the staff members only at the staff members' convenience. This is to be interpreted to mean that a class will not be interrupted for this purpose. All outside visitation to teachers' rooms will be cleared for permission in the office.

ACCOUNTING PROCEDURES

FUNDRAISING PROJECTS

All fundraising activities **must have the prior approval** of the building principal. Monies handled by school personnel for any and all school activities shall be accounted for. **You will need to fill out a cash summary sheet**; these forms may be picked up in the main office. **For your own protection, money is to be given daily to the bookkeeper by the end of the school day.** It is the sponsor's responsibility to count the money before it is given to the bookkeeper who will also count it. **Do not leave money where it is easily accessible to students.**

PURCHASES/VOUCHERS

Any purchase you are considering must be discussed with the building principal for prior approval. When making a purchase, obtain a receipt for reimbursement. Original receipts or itemized invoices are necessary for reimbursement and the payment of bills. Checks cannot be written without them.

TAXES

State law requires taxes to be paid on fundraising sales. Exceptions to this would include donations, club dues, traveling and advertisements. When you make a purchase with your personal funds, taxes will probably be charged to you even though the purchase is for the school. Taxes are not charged when purchased with the Wal-Mart Card or a school check and the tax-exempt number. You may want to

consult with the bookkeeper before making a purchase. The tax-exempt number may be obtained from the bookkeeper.

TOBACCO

No employee, student, or visitor shall use any tobacco product in any form in any district facility used for the purpose of pupil attendance.

DRUG FREE WORKPLACE

The board of education believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Law prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Compliance with the terms of this policy is mandatory.

No employee, student, or visitor shall use any tobacco product of any form in any district facility. **(See BOE Policy GAOB, JDDA, and LDD)**

SCHOOL CLOSING/EMERGENCY

When conditions exist that would cause school in USD 402 to close, the automated phone system, ParentSquare, will go into effect. Notification of staff will be made as early as possible. The district will make the final decision for a school closing at approximately 6:00 a.m.

EMERGENCY PREPAREDNESS

FIRE SAFETY

We are required by state statute to conduct four fire drills. It is our aim to evacuate the building in an orderly fashion and as quickly as possible. There may be a need for further instructions so it is essential to remain quiet while evacuating and also while at your evacuated areas.

To ensure the safety of all persons evacuating the building, the following rules must be followed:

1. Everyone, including students, teachers, custodians, secretaries, and visitors, is expected to leave the building.
2. Move immediately toward the evacuation door.
3. Students nearest the door should exit first. The first students out should hold the doors. Teachers should leave the room last to make sure all students have evacuated.
4. Students should move quickly (no running) and quietly to the designated area.
5. Once outside, move away from the building at least fifty feet.

TORNADO SAFETY

By state statute, we are required to conduct two tornado drills per year at some time during the regular school day. We ask that everyone move quickly and quietly to assigned shelter areas. There may be a need for further instructions, so it is essential to remain quiet while moving to assigned areas, as well as, while in the sheltered areas. The plan of movement should be posted in each room.

The signal will be an intercom announcement or a short repeated buzzer. The all-clear signal will be a verbal instruction via the intercom.

AMS will complete three crisis drills throughout the school year. (See Crisis Manual for details)

SUICIDE, OVERDOSE, SELF-HARM

Any staff member who discovers or is informed of physical evidence resulting from an attempted suicide (drug overdose, self-harm, etc.) should take the student to the nurse's office or to an administrator if the nurse is not present.

REPORTING ACCIDENTS

All accidents (staff and students) must be reported to the school nurse and/or the office. The nurse and/or teacher will fill out an "Accident Report". If a student is injured in your classroom or during an activity that you are sponsoring/supervising, an accident report will be completed ASAP.

Faculty members who sustain an injury, whether or not they see a physician for treatment, must complete an accident report. This report should be completed on the day of the accident, if possible. **(See BOE Policy JGFG)**

MEDICAL CONDITIONS

It is the policy of USD 402 that school personnel will not provide students with any medication including aspirin. Teachers are expected to comply with medical notes that limit or prohibit student participation. Students with medical excuses or injuries which prohibit class or physical activity should be given alternative assignments that provide a means for their continued learning and development.

The supervision of all medication administered to a student shall be done in strict compliance with the rules and regulations of the board as carried out by district personnel. School personnel (nurse) shall not be required to be custodians of any medication except as required by a written order of a licensed medical person or in the case of nonprescription medication when requested in writing by the parent. **(See BOE Policy JGFGB)**

CHILD ABUSE REPORTING

Any district employee who has reason to know or suspect that 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 DCF office or to local law enforcement agency (SRO officer) if the SRS office is not open. **(See BOE Policy GAAD)**

CRISIS MANAGEMENT PLAN

The U.S.D. 402 Crisis Management Plan has been developed to provide a structured sequence of action steps appropriate for a variety of crisis situations. Familiarize yourself with the crisis procedures so that you can react immediately, calmly, and appropriately. Keep your crisis manual in the wall tray near your classroom door.

Every teacher will have class rosters at all times during an emergency. Immediately take roll and account for all students. Teachers will not leave students unattended under any circumstances.

BLOODBORNE PATHOGENS

In late 1991, the Occupational Safety and Health Administration issued safety standard regulations for the handling of blood borne pathogens by entities subject to its control. Although public entities in the state of Kansas are not subject to OSHA, state statutes give the Kansas Department of Human Resources

the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, KSHR announced it would apply the OSHA standard for blood borne pathogens to public entities in the State of Kansas. This Exposure Control Plan will be implemented in U.S.D. 402 to achieve compliance with the state directive.



Relationships

PUBLIC RELATIONS

Public relations is a part of everything we do both at school and in the community. The most effective public relation tool is fostering a positive relationship with our students. It is essential that students are made to feel that they belong and that they are valued. It is important that students and parents know that we care about them as well as their education.

Each faculty member should do as much as possible to promote our school whenever and wherever possible. Displaying student work, the district newsletter, your web page, and local newspaper are places to promote your students and our school. Let the community hear about the good things happening at AMS.

PARENT CONTACT

As the education of a student is the shared responsibility of the home and the school, it is imperative that parents be notified when their student is experiencing difficulty. This includes, but is not limited to, academic performance and inappropriate behaviors.

GUIDELINES RELATIONS WITH PARENTS AND COMMUNITY

- Please respond promptly to all phone calls or emails from parents. Be cordial and friendly to establish a good relationship between school and home.
- Encourage parents to make use of the technology available to them in keeping up with their student's activities and grades. Each teacher will have Google Classroom pages which should be updated regularly as a way to communicate with parents and students the current activities of the class. Additionally, parents should be advised of the benefits of using PowerSchool to track their student's grades and attendance.
- During parent conferences, let the parents know that the school and home are a team, working to improve the education of their child.
- When talking with parents and community members, be supportive of all programs and personnel at Augusta Middle School.
- It is never appropriate to discuss negative concerns about other staff members or students with parents or students.

VOLUNTEERS

Adults wishing to visit the school during school hours should come to the office to receive permission. Permission should be obtained from the classroom teacher if a specific class is to be visited. When working with volunteers, please take time to let them know how we appreciate their help and make them feel welcome. All visitors must wear a visitor badge and conform to school standards of dress, conduct, etc. Students may not bring visitors to attend class.

STAFF-STUDENT RELATIONS

Staff members shall maintain professional relationships with students, which are conducive to an effective environment. Staff members shall not submit students to sexual or racial harassment. Any such behavior will result in disciplinary action. **(See BOE Policy GAF)**

Staff will follow all guidelines put in place by the adopted board policy in conjunction with the state law (HB 2299) in regards to staff student communication.

DISCIPLINE

Teachers are responsible for discipline in their classrooms and the entire staff (administration and teachers) is jointly responsible for the discipline in the halls and on campus using our **Conduct Card** and **CHAMPS** positive behavior support systems. All AMS staff members are expected to address student behavior with dignity and respect, maintaining professionalism in all interactions. When correcting behavior, staff should remain calm, avoid sarcasm or public embarrassment, and focus on guiding students toward appropriate choices while preserving positive relationships. A teacher's effort for maintaining discipline in the classroom should include notification of parents by phone, before referring a student to the administrator.

Success in your individual room is the result of clear expectations and classroom procedures. Occasionally, students may become such a disruption to the learning process that corrective measures need to be taken. As with the various degrees of misconduct, there are varying degrees of consequences as well. The office should be notified immediately in emergency situations.

CHAMPS CLASSROOM MANAGEMENT

The overall goal of the CHAMPS classroom management system is to develop an instructional structure in which students are responsible, motivated, and highly engaged in the specific task at hand.

CHAMPS strategies are easy to implement and will:

- Reduce classroom disruptions and office referrals
- Improve classroom climate
- Increase student on-task behavior
- Establish respectful and civil interactions

At Augusta Middle School we use CHAMPS, a positive behavior approach, which provides students with behavior expectations for any given activity. CHAMPS provides our staff and students with a common language to use throughout the school building. Promote positive behaviors with praise and correct those behaviors that disrupt class in a respectful manner. Please do not leave students without supervision, or set them in the hallway for extended periods of time.

CONDUCT CARDS

In a normal situation, try to work through the problem with the student. Try to make every effort to handle student misconduct in your classroom before referring a student to the administration. Involve the student's parents early and keep them informed. When an administrative referral is necessary or appropriate, the teacher should complete a PowerSchool entry and submit it to the office, including documentation of the student's misconduct, and the actions taken by the teacher prior to the referral.

The conduct card should be used to redirect behavior that interferes with the daily operation of the school. Augusta Middle School will continue with the building-wide discipline system, referred to as the conduct card. The conduct card is designed for two primary purposes: First, to reward those students who do follow the policies and procedures consistently, and second, to hold students immediately accountable for following general policies and procedures in the agenda book (other than major infractions). The conduct cards can be found in the student's agenda book. A conduct point may be given for any violation that is noted on the conduct card. Students will be rewarded throughout the quarter for positive behavior.

Teachers will notify parent/guardian whenever the THIRD MARK is issued on a conduct card. Teachers will notify administration whenever the FIFTH MARK is issued on a conduct card.

Tier 1

The penalty for losing conduct cards (five marks each):

Blue (#1) Card	1 hour detention
Yellow (#2) Card	2, 1 hour detentions
Red (#3) Card	1 day of In-School Suspension. If a student acquires 5 marks on his/her Red Card, the student automatically proceeds to Tier 2.

Tier 2

On Tier 2, a Student Success Plan for the remainder of the quarter will be developed collaboratively by the Team. Failure to comply with the conditions of the Student Success Plan will result in strict disciplinary action.

- The Team is defined as administrator, counselor, and teachers.

HALL DUTY/MORNING SUPERVISION

Hall duty is an important responsibility that each staff member assumes. All staff members will be in the hall by his/her classroom door by 7:40 a.m. each morning, between classes and until the halls are reasonably clear after school. Do not permit running, loud talking, or large groups to block the hall. Students seen in the hallways or outside the building during normal classroom hours should have their agenda book signed by a faculty member.

Assigned teachers are to be on duty from 7:40 a.m. to 7:55 a.m. Teachers are to supervise the specific area as assigned.

SAFE SCHOOL ACT

The Kansas School Safety and Security Act (K.S.A. 72-89b03) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information which indicates a crime (felony or misdemeanor) may have been committed, the administrator is required to file a report. Whether or not the immediate follow up by law enforcement is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians, or representatives of the student(s) prior to questioning. To the extent possible, reasonable requests of parents, guardians, or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians, or representatives. If a student's parents, guardian, or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The

decision to arrest a student and remove that student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

THREATS/BULLYING

No student/staff shall threaten or be subjected to threats by another individual. If this occurs, local law enforcement may be called and said individual making the threat shall be subjected to prosecution. Our counseling staff will facilitate a comprehensive bullying prevention and character education program designed to identify students engaging in bullying type behavior and provide appropriate services.

NONDISCRIMINATION

The district shall maintain a learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action by the compliance officer.

SEXUAL HARASSMENT POLICY

Sexual harassment is unlawful discrimination on the basis of sex under title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school sponsored activities, programs, or events. **(See BOE policy GAAC and GAF)**

CHURCH NIGHT

Wednesday night is church night in our community. As a result, no activity other than K.S.H.S.A.A. scheduled events will be scheduled on Wednesday nights unless approved by the U.S.D. 402 Board of Education prior to the event. All school practices and activities will end no later than 6:00 p.m. on Wednesdays.

ATHLETICS

SPORT

Cross Country
Football
Volleyball
Boys' Basketball
Girls' Basketball
Wrestling
Golf
Track
Cheerleaders

HEAD COACH

Nick Griswold
Danny Park
Jaci Kepler
Cody Hager
Claire Hilyard
Rob Klem
Danny Lundberg
Jaci Kepler
Ashley Becker

ORGANIZATIONS

ORGANIZATION

National Junior Honor Society
Math Relays
Scholar's Bowl
Science Olympiad
Spelling Bee
Student Council
Yearbook

SPONSORS

Cody Smith
Danny Park
Stephanie Brown
Chris Houseman
Stephanie Brown
William Parsons
Jamie Klem

Bell Schedule

1st 8:00-8:50

2nd 8:54-9:42

3rd 9:46-10:34

Jaytime_(Reading) 10:38-11:08

5th 11:12-12:24
(Lunch)

6th 12:28-1:16

7th 1:20-2:08

8th 2:12-3:00

Lunch Schedule

<u>Lunch A</u> 11:12-11:34	
Mia Andrews	Marcie Bowman
Amy Carey	Danny Lundberg
Bridgett McMichael	William Parsons
Cody Smith	Hailey Stine-Dixon
Hollee Slusser	
<u>Lunch B</u> 11:37-11:59	
Tammy Cox/Steph Brown	Gus Garcia
Cassie Hall	Deb O'Brien
Danny Park	Katie Peterson
Melissa Reed	Mary Smith
Jamie VanDever	
<u>Lunch C</u> 12:02-12:24	
Christine Cox	Dustin Harris
Chris Houseman	Sarah Huslig
Robert Klem	Ann Patton
Chadd Ybarra	Bryce Westphal
Laci Ybarra	Jamie Klem

Activity Bell Schedule

1st 8:00-8:45

2nd 8:49-9:32

3rd 9:46-10:19

Jaytime 10:23-10:50

5th 10:54-12:06
(Lunch)

6th 12:10-12:52

7th 12:56-1:38

8th 1:42-2:24

Activity 2:29-3:00