

FACULTY/STAFF HANDBOOK 2026-2027

CEDAR VALE SCHOOLS

USD #285

P.O.Box 458

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Cedar Vale, KS 67024

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Superintendent

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Pre-K thru 12 Principal

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This handbook belongs to:

NEW AND RETURNING TEACHERS TO USD 285

Your LATEST transcript and CURRENT LICENSE MUST be up-to-date and on file in the clerk's office. A paycheck will not be issued to any licensed staff member whose license is not current. Application for license renewal is the responsibility of the licensed employee, not the principal or secretary. Teacher health certificates are required by law to be on file in the clerk's office.

If you have questions regarding matters not covered in the FACULTY HANDBOOK or the STUDENT HANDBOOK, consult with the administration. There may also be local boards of education policies with which you are not familiar. NONE of the policies or regulations given in the handbook, and NONE of the board of education policies are intended to be burdensome. Policies and regulations are intended to provide a clearer understanding of the manner in which we should handle situations that occur from time to time in the operation of a public school. With such understanding may come a stronger cooperative effort to find solutions to such problems.

FACULTY POLICIES

If you need to step away from your classroom for any reason, please notify the appropriate office so we can assist in ensuring student supervision. Student safety is always our priority, and classrooms, instructional spaces, and laboratories should not be left unsupervised.

Many school procedures and expectations will be addressed throughout the year during faculty meetings as needs arise. Careful planning, communication, and collaboration help our school operate effectively and proactively address challenges before they become concerns. Each staff member plays an important role in maintaining a positive, productive, and student-centered school environment. The administration and staff are here to support one another, and we are committed to working together to make your job easier and more successful.

Open and professional communication is essential to maintaining strong relationships with students, families, and colleagues. When concerns, complaints, or misunderstandings arise, staff members are encouraged to work collaboratively with administration to problem solve and support positive outcomes.

If a parent or guardian raises a concern that becomes difficult to resolve, staff members should respectfully communicate that they would like to involve the principal and/or superintendent to ensure all perspectives are heard and a solution can be reached together. We value respectful partnerships with families and appreciate opportunities to work through concerns as a team.

Staff members are encouraged to support positive relationships among students and colleagues by helping students problem solve concerns directly and respectfully. When students express frustration about another staff member or administrator, encourage open communication and reassure students that concerns will be handled fairly and appropriately.

To maintain a positive professional culture, staff are encouraged to address concerns directly, respectfully, and through appropriate channels. Cedar Vale Schools values professionalism, teamwork, and mutual respect as we work together in support of students and one another.

FACULTY MEETINGS

Faculty meetings will be held as needed in the high school library, the elementary workroom, or a designated area. Staff meetings will be held as follows unless otherwise stated/announced:

- ❖ All staff meetings at 7:30 AM on the first Wednesday of each month of school.
- ❖ Elementary staff only will be held at least monthly or bimonthly at 7:30 am in the elementary school unless otherwise stated. The meeting dates will be posted on the school website calendar and provided to the staff at the start of each year. Changes will be announced when necessary.
- ❖ HS Library. MS/HS staff only will be held at least monthly or bimonthly at 7:30 am in the HS school, unless otherwise stated. The meeting dates will be posted on the school website calendar and provided to the staff at the start of each year. Changes will be announced when necessary.
- ❖ Collaboration Content Team Meetings preK-12: at least quarterly at team-determined time and location. Documentation and notes were provided to the principal for evidence.

PROFESSIONAL DRESS

Staff are expected to dress professionally and set a positive example for students. Nice, well-kept jeans without holes or excessive distressing are permitted throughout the week, paired with a collared shirt or blouse. On Thursdays, staff may wear school-affiliated or spirit shirts with jeans. Professional judgment should be used at all times, and administration may address attire that does not meet expectations.

DUTY HOURS

Duty hours for teachers are from 7:28 A.M. to 4:17 P.M. Additional hours may be assigned by the administration in accord with the negotiated agreement.

TEACHERS ARE EXPECTED TO CLOSELY SUPERVISE EACH OF THEIR ASSIGNED CLASSES. Teachers should remain in the school building or on the grounds during the school day. If it is necessary to leave the building during the school day or prior to 4:17 P.M., CHECK WITH THE SUPERINTENDENT OR PRINCIPAL. Teachers may be assigned to morning duty, lunch duty, and after-school duty. Duty assignments are made by the administration. Rosters will be available at the beginning of each semester and will be adjusted as necessary.

EXTRA-CURRICULAR ACTIVITIES

Ticket selling and pupil sponsorship are necessary at the school's extracurricular activities. Sponsors are responsible for attending and supporting students' events. All staff are encouraged to attend extracurricular activities. STUDENTS ARE UNDER THE JURISDICTION OF THE

SCHOOL WHEN ATTENDING OR INVOLVED WITH A SCHOOL-SPONSORED ACTIVITY OR EVENT.

SCHOOL CLOSING

When weather or other conditions are such that roads are hazardous or school cannot be held, school will be canceled by the following methods:

ADT ALERT Submit a working phone number to the district and high school office.

KSOK **Arkansas City** **442-5400**

KGGF **Coffeyville** **251-3800**

KAKE TV **Wichita Cable/Antenna ABC** **943-4211**

We ask that you listen to one of these stations for such information. If possible, the news will be on the air the evening before or on the air before 7:00 A.M.

LATE START

Student safety is always the district's first priority in determining whether to close or delay schools. If a delayed start is called, announcements will be on air as soon as possible. If a two-hour delayed start (10:00 AM) is called, the following will occur:

- No morning PALS classes.
- No breakfast program.
- Buses will run two hours later and run on the regular schedule at the end of the day.
- Classes will begin two hours later, follow a regular schedule, and end at the usual time at the end of the day.

TEACHING PRACTICES

Nothing in the following section shall be contrary to the provisions of the negotiated agreement. If there is a conflict between the policies incorporated herein and the negotiated agreement, the negotiated agreement will control.

The following 285 Board of Education policies are reproduced in full, in order, so that each teacher, administrator, and staff member may be aware of the importance of their teaching methods and practices and the importance of teacher-to-student relationships:

Approved: 12/1/86

GBU Ethics

An educator in the performance of his/her duties shall: Recognize the basic dignities of all individuals with whom he/she interacts in the performance of his duties. The teacher will exercise due care to protect the mental and physical safety of students, colleagues, and subordinates for whom he or she is responsible. Be accountable for maintaining integrity and

avoid accepting anything of substantial value offered by another that is known to be or that may appear to be for the purpose of influencing judgment or the performance of duties. Accurately represent qualifications. Be responsible for presenting any subject matter in a fair and accurate manner. Extend to students the opportunity for individual action in pursuit of learning, and take steps to ensure that the students have access to varying points of view.

Approved 4/2007

Testing Integrity

Teachers and staff will follow KSDE testing ethics practices policy.

IKB Controversial Issues

If education is to remain a viable force, controversial issues cannot be ignored. Good teaching techniques provide adequate preparations on the part of the student and teacher to take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facts, and questions of any controversial subject are thoroughly studied. Teachers should be aware that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.

Approved 4/2007

IKB-R Controversial Issues

Teachers may teach **about** religion, religious literature, and history but are prohibited from teaching, expounding, criticizing, or ridiculing **a religion**. Religious text may be used to teach **about** religion, but the use of religious text is prohibited if it is used to teach a particular religious doctrine or in any other way except as outlined above.

Approved 5/1/99

EVALUATIONS, RENEWAL OF CONTRACTS, AND CONTRACT NON-RENEWALS

The following policies of the USD 285 Board of Education are reproduced in full in order that each teacher is aware of the procedures that must be followed regarding teacher evaluation, contract renewals, and the non-renewal of a certified teacher's contract.

EVALUATION OF CERTIFIED PERSONNEL (TEACHERS AND CERTIFIED SUPPORT STAFF):

There is no present USD 285 Board of Education policy (GBI) dealing with the evaluation of non-administrative certified personnel. The evaluation of non-administrators is under the auspices and guidelines of Kansas law as specified in KSA 72-9001, *et seq.* Further, the process of evaluating certified personnel is outlined in the USD 285 Negotiated Agreement. Copies of this law and the USD 285 negotiated agreement will be made available to any/all certified staff on request to the superintendent of schools.

Probation

The authority to recommend to the board that certified staff members be placed on probation is delegated to the superintendent. The board, after hearing the superintendent's recommendation for probation and after evaluating the evidence gathered by the administrative staff, may place a certified staff member on probation.

The term of probation will be established by the board, but in no event shall said probation extend beyond a one-calendar-year period unless the board first reviews all pertinent evidence pertaining to it, including a report by the superintendent on the progress of the certified staff member to remedy causes for probation.

Approved 2/2/87

GBK Suspension

The superintendent shall have the authority to suspend an employee until the suspension is resolved by board action at the next regular or special meeting of the board.

Approved 6/1/87

GBN-R Separation

The board shall not renew any teacher's contract following its expiration in any case where the board is of the opinion that such renewal would not be in the best interests of the district.

Approved 5/4/87

All administrative recommendations for dismissal and non-renewal of certified personnel given to the board shall be accompanied by detailed documentation justifying any such recommendation.

Non-renewal of Nontenure Teachers

No hearing shall be afforded a non-tenure teacher except as provided by law.

Approved 5/4/87

TELEPHONES

Please seek to eliminate as many "classroom disruptions" as possible and limit personal cell phone use to before or after student contact hours. Teachers should keep their cell phones off (or on "vibrate") during instructional time and limit texting and calls to non-instructional times. Teachers are asked to take care of personal calls and/or texts when students are not present.

INCOMING PHONE CALLS/CELL PHONE: Teachers and students will not be called out of a teaching or learning situation for a phone call. Messages will be delivered. "Emergency situations" are exceptions.

STUDENT REGISTRATION AND CLASS SCHEDULES

You will receive enrollment lists for each of your classes. STUDENTS CANNOT CHANGE CLASSES WITHOUT the appropriate form and signature of the Principal (Class Enrollment Data.) Students have three days to change classes at the beginning of each semester.

ATTENDANCE REPORTS

TEACHERS ARE REQUIRED TO DO THE FOLLOWING:

1. Check carefully for tardy and absent students at the beginning of each period. Take the lunch count first period and put this into the computer.
2. Attendance is to be recorded on the computer at the beginning of each period.
3. School attendance records are audited by the State Department of Education. With each teacher's help, we can keep our attendance records acceptable without question.

BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized; papers picked up, lights out, and room secure before leaving school. Thermostats should be set according to district settings, and requests for adjustments made through the office. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and may be responsible for financial restitution and discipline processes.

Teachers should be in their rooms whenever students are present. You could be found liable if there are accidents or injuries to students left unattended while you are responsible for their supervision. If there is an emergency, call the office or notify a teacher next to you to watch your class.

BUILDING MAINTENANCE REQUEST

Repairs or maintenance items need a building maintenance request form turned in to the office. If there is a problem in your room, please notify the office as soon as possible so that the problem does not get worse. Heating and air conditioning issues are examples of problems that should be reported immediately.

KEYS

Each teacher should have a key to his/her classroom doors. The keys to your classroom door will not unlock your closet door. DO NOT LOAN KEYS TO STUDENTS; REPORT ANY LOST KEYS TO THE SUPERINTENDENT.

LIGHTS

Please check the lights to see that they are turned off when not needed and at the end of the school day.

LOCKING DOORS

The buildings are to be locked and secured when school is not in session and activities are not being held. When you leave in the late afternoon or after an evening activity, please PUSH the doors closed to ensure that they are locked. THIS IS EVERY STAFF MEMBER'S RESPONSIBILITY.

SCHOOL CARS/VEHICLES

School vehicles (rather than personal vehicles) should be used for school business and school activities. The use of school vehicles has priority over personal vehicles. Travel authorization is required from the superintendent of schools for use of a school vehicle. In circumstances in which a school vehicle is NOT available for a school business or school activity trip, the superintendent may authorize use of a personal vehicle and reimbursement for mileage. All transportation requests should be completed using the online form. Permission should be obtained from administration before requesting transportation.

WEIGHT-LIFTING ROOM

Teachers are not allowed to work out during free periods, noon hours, etc., during the school day. Students are not allowed to be in the weight room UNLESS accompanied by a qualified, board-approved supervisor.

Use of the weight room during evening/non-school hours: The keys to the weightlifting room are not to be loaned out to students or patrons. Staff, students and patrons may use the facility. however a qualified, board-approved supervisor must be present when the weightlifting room is being used by a student or a patron.

SMOKING

A KANSAS STATE LAW, passed in 1988, BANS SMOKING IN ANY SCHOOL BUILDING. This applies to faculty, staff, and students. There is to be NO SMOKING, including e-cigarettes or similar, on school grounds during the school day. This applies to ALL faculty, staff, and students.

STUDENTS are not allowed to use tobacco or similar items, including e-cigarettes, in any form on school grounds or while attending school activities.

SUPPLIES AND PURCHASES

ANY AND ALL PURCHASES MADE FOR THE SCHOOL AND PAID FOR BY THE DISTRICT MUST FIRST BE WRITTEN ONTO REQUISITIONS, AND THE BOARD OF EDUCATION OR THEIR DESIGNATED REPRESENTATIVE MUST APPROVE THOSE REQUISITIONS. THE SUPERINTENDENT OF SCHOOLS IS THE BOARD'S DESIGNATED PURCHASING AGENT. Upon approval of a requisition, a purchase order will be issued. ALL purchases will be made through the Superintendent's Office.

Teachers that sponsor a school activity trip and find it necessary to purchase gasoline for the bus will present the cash ticket to the office. Should their personal vehicle be used for the trip, they will be reimbursed at the rate established by the State Department of Education and/or adopted by the Board of Education.

COLLECTION OF MONEY AND/OR FEES

ALL MONIES COLLECTED should be turned in at the office to be deposited to the proper account unless otherwise specified or advised. UNDER NO CIRCUMSTANCES Should any money be left in the building overnight? It is important that this be known and practiced by all so that any temptation to break into the building for funds is eliminated. DO NOT LEAVE MONEY IN THE CLASSROOM OR PERMIT STUDENTS TO DO SO WHEN THE CLASSROOM IS UNOCCUPIED. NEVER LEAVE MONEY IN YOUR DESK OR CLOSET—EVEN IF LOCKED! Leaving money in a classroom is a temptation that some individuals are unable to resist.

It is further suggested that sponsors or teachers of large groups, such as band, chorus, P.E., etc., whose activities necessitate the laying aside of purses and valuables, devise a plan to protect such items. THE VAST MAJORITY of our students are completely trustworthy. We are justly proud of our student body in this respect.

It should be our aim, however, to eliminate temptation for those few individuals that lack either the judgment or the self-control to overcome "temptations."

IN THE EVENT OF A LOSS OR A THEFT: An immediate report should be made to the office when it is evident that the property, money, or valuables have been taken. The superintendent must be notified IMMEDIATELY.

REIMBURSEMENTS

All purchases must be pre-approved by the building administration. The 2026-2027 form for the Activities account is held with Julie Tracy. Receipts must be attached to a purchase order to receive reimbursements. There are few exceptions that would go through the district-level purchasing system, completed with Angie Warburton and pre-approved by the administration.

Tuition and/or workshop reimbursement must be preapproved by administration. A complete reimbursement form must be submitted and completed on our system and/or through the building principal and meet District / Negotiated Agreement requirements.

Salary Movement

Salary scale in accordance with the negotiated agreement. In order for the teacher to move from column to column on the approved pay scale, teachers must submit final GPA, certificate changes, and/or Professional Development Points on or before July 1 of the current year.

ORDERING MATERIALS

There are to be NO OVERDRAWN ACCOUNTS. Check your exact fund balance prior to making any purchases, including encumbrances.

NO STUDENT MATERIALS ARE TO BE DISTRIBUTED UNTIL THE ITEMS HAVE BEEN PAID.

LESSON PLANS

To ensure the proper continuity of classroom programs and to ensure that the classroom instruction will be maintained on days in which the regular teacher must be absent from school, each classroom teacher shall maintain daily lesson plans, by period or subject area, one week in advance. Upon administrative request, one copy will be turned in to the appropriate building office (elementary or secondary); one copy will be kept at your desk.

LESSON PLANS should be written in such a manner that a substitute teacher, seeing the lesson plans for the first time, could readily present the materials for the day to the students assigned. Teachers may also incorporate "EMERGENCY LESSON PLANS." to be used for unexpected emergency absences such as sudden illness, family emergencies, etc. EMERGENCY LESSON PLANS should be easy for the substitute to follow, and should include all supportive materials necessary for the school day. EMERGENCY LESSON PLANS should be replaced with new assignments following such an unexpected absence. WEEKLY lesson plans are important for several reasons:

- 1) Lesson plans enable the teacher to think through and plan for the forthcoming week of school.
- 2) Lesson plans assist the teacher in providing continuity in the classroom.
- 3) Lesson plans enable the administration to monitor the progress of various classrooms.

SUBSTITUTES FOR TEACHERS

For prearranged absences, notify Mrs. Kelly during the school day. For unexpected illness or emergency, TEXT/call Mrs. Kelly at the following number: (620-218-8701). In case of Mrs. Kelly's absence, please call Julie Tracy (620-205-0054). You may suggest a preference for an

individual substitute; however, the responsibility for hiring the substitute has been designated to Mrs. Kelly, principal.

LESSON PLANS and MATERIALS FOR TEACHING must be available so that the substitute can properly teach your class.

AUTHORITY OF A “SUBSTITUTE TEACHER”:

A substitute teacher is a staff member of the school while substitute teaching in the school. As such, a substitute has the same authority over students as any other staff member. substitute has the authority to correct student behavior in the classroom, in the halls, or around the campus.

THE SUBSTITUTE TEACHER IS EXPECTED TO:

- Be in charge of each class period assigned to the teacher who is absent;
- Turn in hourly attendance forms for each class period assigned;
- Turn in a lunch count on the first hour sheet provided.
- Insure that each student remains in the classroom assigned;
- Follow the teacher’s lesson plans to the best of the substitute’s ability;
- Adapt lesson plans, if necessary to individual background and capabilities (for example: if unfamiliar with woodworking machines—DO NOT allow students to work on projects in Industrial Arts Classes and
- Keep control of the students in the class periods assigned.

THE SUBSTITUTE TEACHER IS NOT EXPECTED TO

- Grade tests, grade papers, compute nine-week grades, or send out down slips, UNLESS hired as a full-time substitute for a teacher’s maternity leave, prolonged illness, etc.
- Fill in for extracurricular assignments normally assigned to the regular teacher UNLESS mutual arrangements have been made.
- Accept ANY FORM of insubordination, refusal to perform classroom work, verbal or physical abuse, etc. from any student. SUBSTITUTES ARE NOT TO ACCEPT SUCH TREATMENT FROM ANY STUDENT AND ARE AUTHORIZED. INSTRUCTED TO BRING TO THE OFFICE ANY STUDENT GUILTY OF GROSS CLASSROOM MISBEHAVIOR.
- Perform maintenance on business arts equipment (typewriters, business machines, computers, industrial arts or home economics equipment, etc.)

FACULTY AND STUDENT

Instructors must maintain the respect of their students. They should not call one another by first names or nicknames in front of students. Teachers should maintain a “proper distance” from students and set a good social standard for students to follow. Teachers should not “fraternize or

socialize” with their students. (SERIOUS SITUATIONS MAY RESULT) Please use "Miss," Mrs.," or “Mr.” when referring to a fellow faculty member: INSIST THAT STUDENTS ADDRESS YOU IN THE SAME MANNER.

Employees shall maintain professional relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time, regardless of the student’s age or status or consent.

Staff members shall not submit students to sexual harassment or racial harassment. See “Sexual Harassment” and “Racial Harassment.”

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command the respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they be in the classrooms, the halls, or the restrooms.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

HALL PASSES

The middle school/high school teacher is responsible for seeing students do not leave class without a pass. Teachers will ensure that students are utilizing the hall pass and sign-out sheet and are timely. It will be assumed students without a hall pass or without complete information have left your supervision without your knowledge and they will be sent to you for a written explanation. Normally only one student at a time should be allowed to leave your class. When one returns, another can be permitted to leave

FILMS/MOVIES

All videos or movies are to be previewed by the teacher. Movies/videos should reflect the curriculum of the district. Only movies with “G” or “PG” ratings should be shown. If you are showing a reward film or one rated PG 13, the permission form should be completed. At times, parents should be notified that you will be showing the movie and the name of the movie. This notification should be done early enough so that parents have sufficient time to opt out of letting their child view the film. We are dealing with students from a wide variety of backgrounds. What

you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The principal should be notified whenever you are showing a film.

Employee Use of Artificial Intelligence (AI)

Artificial Intelligence (AI) may be used to enhance teaching, learning, communication, planning, and district operations. AI is intended to support—not replace—professional judgment, instructional expertise, critical thinking, or employee responsibilities.

Employees using AI are expected to:

- Protect the confidentiality of student, employee, and district information. Personally identifiable information, confidential records, or protected district data shall not be entered into public AI platforms unless specifically approved by the district.
- Review all AI-generated content for accuracy, bias, appropriateness, and alignment with district curriculum and expectations before using or sharing it.
- Ensure AI-generated materials are age-appropriate, educationally sound, and consistent with district policies and professional standards.
- Comply with copyright laws, intellectual property rights, and all applicable state and federal laws.
- Use AI ethically and responsibly in ways that support student learning and district operations.

Employees are responsible for all materials and communications they create or distribute, regardless of whether AI assisted in their development.

The district recognizes that AI technology continues to evolve and may provide additional guidance, approved tools, and professional development as needed.

EMPLOYEE DIGITAL COMMUNICATION AND SOCIAL MEDIA POLICY

The safety of students and staff is a top priority. Cedar Vale Schools expects all electronic communication and online conduct by employees to remain professional, appropriate, and reflective of the values of our school community. Employees serve as role models for students and representatives of Cedar Vale Schools both in person and online.

Student Communication

Communication between employees and students—including teachers, coaches, sponsors, paraprofessionals, and other school personnel—should be professional, transparent, school-related, and conducted in a manner that maintains appropriate staff–student boundaries.

Employees shall primarily communicate with students through district-approved communication platforms, including the district email system and Thrillshare (district messaging system). These platforms provide accountability, transparency, and documentation of communication.

In accordance with Kansas law, **employees are prohibited from engaging in two-way communication with students through personal social media platforms without exception.** This includes, but is not limited to, Facebook, Instagram, Snapchat, X (Twitter), TikTok, Discord, or similar social networking applications. Employees shall not use personal or private social media accounts to message, friend, follow, or otherwise engage in direct communication with currently enrolled students outside of official school accounts or approved district communication.

Text messages and phone calls with students should be limited to legitimate school-related purposes and used only when reasonably necessary, such as time-sensitive communication related to athletics, activities, transportation, safety concerns, off-campus learning opportunities, schedule changes, or emergencies. Whenever practical, employees are encouraged to utilize district-approved communication platforms or include parents/guardians in communication for increased transparency.

Employees are expected to maintain professional boundaries at all times. Communication with students should:

- Be professional, appropriate, and school-related;
- Occur during reasonable hours whenever possible;
- Maintain transparency and professionalism;
- Utilize district-approved communication whenever practical.

Employees are not expected or required to monitor or respond to messages outside of contracted hours, including evenings, weekends, holidays, or school breaks, unless serving in an official capacity requiring such communication.

Any concerns regarding communication between a student and employee should be reported to the building principal or superintendent without delay.

Social Media and Online Conduct

Cedar Vale School employees are personally responsible for content they publish online. Employees should be mindful that online content may remain public indefinitely and should take care to protect their privacy while maintaining professional standards.

Employees shall not post or share school district data, documents, photographs, student information, or other district-owned or district-created materials on personal websites or social media platforms unless approved by the Board of Education or administration, as appropriate. The sharing of confidential, private, or protected district information is strictly prohibited.

Employees are expected to conduct themselves online in a manner consistent with the same standards of honesty, professionalism, respect, and consideration expected in face-to-face interactions. Online behavior should reflect positively on colleagues, students, families, and the Cedar Vale community.

School district employees are prohibited from engaging in conduct on social media or other online platforms that violates the law, school board policy, professional expectations, or district standards of conduct.

Nothing in this policy prohibits employees from utilizing educational websites or digital tools for instructional purposes when approved and used solely to support student learning.

Access to social networking websites for personal use during contracted school hours is prohibited.

Violations of this policy may result in disciplinary action consistent with board policy, negotiated agreements, and applicable law.

STUDENT DISCIPLINE

Teachers are responsible for the day-to-day discipline in their classrooms within the understanding of the building policies and expectations. Teachers will utilize the CHAMPS model in day-to-day instruction and procedures. Teachers work with their students to meet the individual needs of their students and work together to find common ground in the classroom to ensure that learning can take place. Teachers should handle the minor discipline problems in their classroom. Students should be presented with classroom expectations and taught specific procedures within the teacher-created CHAMPS model (elementary) and/or ACHIEVE (MS/HS). If a problem persists (or is severe), don't hesitate to involve the principal. Before problems become serious, talk to the student and the parent about the situation. Frequent contact with parents is important in maintaining good discipline. Teachers may assign closed lunch, as well as before-school or after-school classroom-level detention. Teacher-assigned detention will be served with the classroom teacher. Teachers may not send students directly to ISS. The principal will conference with the student(s) and parent(s) and determine whether ISS is warranted (and the duration of the stay). It is also important that the teacher send the student to the office with a written referral/note. Referrals to the office must be posted through the behavioral system. The final discipline consequence is at the discretion of the administration and served through the office procedures.

Disciplinary procedures are the following:

- 1 Discuss and teach positive behavior expectations with the student.
 - a. Student complete appropriate form
- 2 Establish a time frame and allow the student an opportunity to follow the procedures/expectations of the classroom/school. Document and note through GoodNotes.
- 3 Consult 3. Consult parents/guardians of expectations, Document/Goedustar.
- 4 Refer 4. Refer to the building principal, BehavioralGoedustar.edustar.

THE TEACHER NEEDS TO OBSERVE SUCH PRINCIPLES AS THE FOLLOWING:

- 1 STUDY1. STUDY THE INDIVIDUAL CHILD: temperament, previous discipline
history, interests, adjustments, friends, home and background.
- 2 ADAPT THE TREATMENT TO THE CHILD, not merely to the offense.
- 3 TRY. TRY TO KEEP THE CONFIDENCE AND GOOD WILL OF EVERY PUPIL.
The pupil must believe in you as one who understands, is fair, and is interested in
him/her and as an individual who firmly refuses to be “run over.”
- 4 STUDENTS ARE TO ADDRESS YOU WITH PROPER RESPECT AT ALL
TIMES: Mr., Mrs., or Miss is preferred. “Coach” may be used outside regular school
hours on the athletic court or field.
- 5 BE AT YOUR DOOR when students enter or leave your classroom.
- 6 THREATS are essentially DARES TO DO WRONG.
- 7 WARNINGS: A friendly or matter-of-fact picturing of what the continuance of an
offense will lead to and of the penalty that will be rendered will prove much more
effective than idle threats.
- 8 DISMISS 8. DISMISS STUDENTS ON TIME; YOU EXPECT STUDENTS TO
ARRIVE AT YOUR CLASSROOM ON TIME—other teachers have the right to
expect students to arrive at THEIR classes on time.
- 9 STUDENTS ARE TO BE UNDER SUPERVISION AT ALL TIMES. This is
especially applicable in classes such as physical education, industrial arts, etc., where
students are more active and more prone to accidental injury or unsupervised
mischief.
- 10 IF MISCONDUCT OCCURS, correction of the problem should be handled
immediately in most cases. DO NOT lose your temper! If you are angry, it may be
best to handle the situation after a “cooling-off period.”
- 11 REMEMBER THAT DISCIPLINE IS ONGOING. Discipline is NOT a “reflex.”
Discipline should concern itself with PREVENTION rather than PUNISHMENT.
- 12 A conference, which may include student, teacher, parent, administrator, counselor, or
all of the above or any combination of the above, may be an effective way to deal
with recurring discipline problems. Do not argue with a student or harshly reprimand
a student in the presence of other students. If a problem arises that is difficult to
control, is of a nature involving the school as a whole, or is extremely serious in
nature, the principal should be notified.
- 13 TEACHERS have the AUTHORITY, OBLIGATION, AND RESPONSIBILITY TO
insist on appropriate behavior from ALL STUDENTS in the halls, on the school
grounds, and in the classrooms.
- 14 STUDENTS SHOULD BE IN THEIR SEATS BY THE TIME THE BELL RINGS.
- 15 If it becomes necessary to refer a student to the office for a disciplinary infraction;
BRING THE STUDENT TO THE OFFICE, IF POSSIBLE and COMPLETE
COMPUTERIZED DATA SYSTEM.
- 16 WHEN THE BELL RINGS, TWO THINGS SHOULD HAPPEN:
(a) The students should be in their seats.
(b) The teacher should begin teaching immediately.

ORDERLY CONDUCT is becoming of every good citizen and is the goal towards which the school strives. A well-planned, orderly school makes work for the pupils, teachers, administration, and the Board of Education both pleasant and constructive. Students,

however, may not succeed or develop correct attitudes if proper discipline is NOT maintained in the classroom, buildings, or on the school grounds.

STUDENT HANDBOOK

The STUDENT HANDBOOK will be discussed on the first or second day of school in a K-5 grade school orientation meeting and a 6-12 grade orientation meeting.

The COUNSELOR will review the STUDENT HANDBOOK with all new students who cannot attend the first day orientation meeting (late enrollment, during school year transfer students, etc.)

HALL SUPERVISION

Teachers are responsible for control of students in the hall near their doors. Students should come into your room in an orderly manner and leave in the same way. EACH TEACHER IS EXPECTED TO ASSIST IN KEEPING STUDENTS OUT OF THE HALLS DURING CLASS PERIOD TIME.

ASSEMBLY SUPERVISION

Teachers are expected to accompany their classes to the auditorium and sit with the group they sponsor. Such as seniors, juniors, fifth graders, etc. Teachers are to assume responsibility for the conduct of students under their sponsorship. Socially acceptable behavior must be emphasized.

STUDENT SUSPENSIONS

In-school suspensions for grades K-12 may be assigned by the principal and/or superintendent. The administration has the authority to suspend a pupil for serious causes such as gross misconduct or persistent disobedience. The superintendent or principal has the authority to suspend a student for a maximum of ten (10) days without a formal hearing. Long-term suspensions and expulsions shall be recommended by the superintendent to the Board of Education in accord with Kansas law.

A suspended or expelled student, or a person acting on his behalf, may petition the BOE to review the case provided a written application is made to the Superintendent of Schools. See Board of Education Policy JDD.

STUDENTS' RECORDS

A cumulative record is kept for each student in the school system. These records provide information regarding the student's scholastic progress, health, family, and personality traits. The GUIDANCE COUNSELOR is designated as the staff member in charge of maintaining student records.

ACCESS TO STUDENT RECORDS

The GUIDANCE COUNSELOR will determine who should have access to a student's cumulative record in accord with Board of Education policy and Kansas and federal law.

The nature of a student's records makes it necessary that great care and discretion be exercised in divulging information contained in the files. Members of the professional staff have access to the records when it is determined that they have a legitimate educational interest in the student. Original records will not be removed from the school system. Student or parent permission or a properly executed and served court order is required prior to making records available to other persons and/or agencies.

HOMEWORK

Homework should be a constructive tool or an aid to learning in the teaching and learning process. Homework stimulates and develops independent study habits, responsibility, and self-direction. It reinforces knowledge and provides necessary practice and application for certain skills. Homework helps parents keep in touch with the school program and their child's progress. Homework is sometimes necessary if all of the requirements of the curriculum are to be met. Elementary homework follows student handbook procedures.

STUDENT GRADES

Cumulative grades are to be posted each nine weeks in the provided computerized grading system, which will show individual student progress in greater detail. **All teachers are to ensure that students' grades are updated weekly in the provided computerized grading system to ensure eligibility requirements and parent online access.** It is recommended to have at least two grades per week per course. Grade cards and any supplementary grading materials are to be posted by 8 A.M. on the Tuesday following the end of the quarter and/or semester.

PROMOTION AND RETENTION OF STUDENTS

Promotion and retention of students should be determined largely by the educational development of the student, but due consideration should be given to such factors as chronological age and the mental, social, and physical development of the individual child. The final decisions regarding retention and promotion remain with the administration.

STUDENT EVALUATION

At the beginning of the school term (again at semester classes), each teacher should explain the grading system to the students in each class, explaining how grades will be determined for the course of study.

INCOMPLETE GRADES: School policy allows a reasonable time after the end of a grading period for work to be made up for student absence. **MAKE-UP TIME IS A**

MINIMUM OF ONE (1) DAY FOR EACH DAY OF ABSENCE. If a STUDENT DOES NOT MAKE UP THE WORK, the work missed will receive a grade of “0” (F) and will be averaged into the grade for that grading period.

Teachers should be able to substantiate with evidence every grade that is awarded. Of all factors of school operation, nothing is as touchy, perhaps, as an undocumented "B," "C," "D," or "F." Teachers should retain documentation of student work and maintain a decipherable grade book. By doing so, you prepare yourself for a parent/teacher conference in the event that a parent disagrees with the grade that you assign. A GRADE OF “B” OR “C” CAN BE AS UPSETTING TO THE PARENT OF AN HONORS STUDENT AS A GRADE OF “D” OR “F” IS TO THE PARENT OF AN AVERAGE OR BELOW-AVERAGE STUDENT. EVERY SECONDARY (GRADES 7-12) COURSE IS EXPECTED TO HAVE A WRITTEN FINAL EXAMINATION.

THE FOLLOWING GRADING SYMBOLS ARE TO BE USED:

A (Superior) - 100%-90%
Scholarship exceeding the expectation of the instructor; initiative/contributions exceeding the assignments; attitude of positive benefit to the class; cooperation that forwards group activities.

B (Above Average) - 89%-80%
Scholarship is accurate and complete; initiative simulates some desirable achievements; attitude is proper and beneficial; cooperation is effective for group work; individual improvement shows marks of progress.

C (Average) - 79%-70%
Work in general is of medium quality; work is quite strong in some areas but weak in others.

D (Below Average) - 69%-60%
Scholarship barely meets assignments; initiative is uncertain and not usually manifest; attitude is not usually objectionable but usually neutral; cooperation is not positive or very effective.

F (Inferior/Failing) - 59%-0%
This is a failing grade. Since it may result from one or a combination of weaknesses, it is not defined.

I (Incomplete) - (Regardless of Grade)
An INCOMPLETE may be given when a student has recently been absent or for other valid reasons removed by the last day of attendance for students UNLESS SPECIFICALLY APPROVED BY THE SUPERINTENDENT OF SCHOOLS. When a student fails to complete an assignment such as a term paper, special report, or some other similar requirement of a course, he is INELIGIBLE to receive a grade. NO GRADE MEANS THAT THE COURSE IS FAILED. SITUATIONS SUCH AS THIS

MUST BE DISCUSSED WITH THE SUPERINTENDENT BEFORE A FINAL DECISION IS MADE.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. Receiving D/F will result in closed and/or restricted lunch. If a student misses class and does not subsequently turn in homework, take a test, or fulfill other requirements that were missed, the teacher may lower the student's grade for nonperformance.

Make Up- Late Work – Zeros aren't Permitted (ZAP)

ZAP (Zeros Aren't Permitted) is an academic intervention designed to support students in completing their work and staying on track to earn credit. It is not a punishment but an opportunity to make up missing or incomplete assignments for partial credit.

Purpose of ZAP

- Promote responsibility and high academic expectations.
- Provide a structured opportunity to complete late or missing work.
- Reinforce the message: *Failure is not an option.*

Late Work and Grading

- Students have 1 week to complete and turn in work for up to 80% of the earned grade.
- After 1 week, the assignment receives a zero and may not be resubmitted.
- Teachers may set cutoff dates for accepting late work before each grading period ends.

ZAP List and Removal Process

- Teachers post the ZAP List by the end of the day on **Monday**
- Students placed on the ZAP List are required to attend after-school tutoring until the assignment(s) are completed.
- To be removed from the ZAP List:
 1. The student obtains a ZAP Release Form.
 2. The student completes the assignment and gives the form to the teacher.

3. The *teacher has until the end of the school day* to review and sign the form, indicating if the student is cleared.

Mandatory After-School Tutoring

- Students on the ZAP List may be required to attend after-school tutoring.
- Students who fail to attend mandatory ZAP tutoring will:
 - Receive an additional after-school detention.
 - Be documented with a behavior report in GoEdustar.

Teacher Expectations

- All 6th–12th grade teachers must develop and consistently implement a late work policy aligned with the student handbook and ZAP expectations.
- ZAP requires extra effort from teachers to track, review, and grade late assignments—helping students stay on track toward graduation.
- When a teacher receives a ZAP Release Form from a student. They should review the assignment and determine by the **end of the day** if the student remains or is removed from ZAP list
- Teachers should contact parents when a student is repeatedly on the ZAP List or at risk of a D or F in the course.

SEMINAR: Students have a passing period but report back to their last hour class

- Students stay in the last hour classroom for the remaining 8 minutes
 - 90% club can leave at this time
- Structured checkout time
 - Check email
 - Check grades
 - Check ZAP
 - Gather Materials
 - Shut down computer

SCHOOL LIBRARY

We do not have a full time librarian. The staff assigned will work to assist students and staff with any materials needed. The teacher should never assume library supervision is available. Teachers may work with the aide to facilitate library use and material check in and out. The selection of library materials is a cooperative process involving the identification needs and long-range planning. All faculty members should participate in suggestions to aid in the development of purchasing priorities. Teachers may and should submit recommendations for library acquisitions.

Certain library items may be checked out by teachers on long-term loans for classroom use. Unless such arrangements are made, however, prompt return of materials and equipment is

necessary. The teacher must check out instructional materials. A student presenting a signed note may check out other items for a teacher

TECHNOLOGY EQUIPMENT

ALL SCHOOL TECHNOLOGY EQUIPMENT AND MATERIALS are to be under direct responsibility of the classroom teacher AND the technology director. Technology maintained in the classroom will be placed on the classroom inventory. Every effort will be made to provide teachers with up-to-date technology and requests. Any issues, concerns, damages must be reported immediately through the reporting process on our website to Mrs. McCall.

ORGANIZATION OFFICERS

ORGANIZATION SECRETARIES should write complete, concise minutes of class and activities club meetings. Minutes should include the author of motions, the name of the individual seconding a motion, and the vote or action. Minutes are to be signed by the club/class secretary, the sponsor, and the Superintendent.

ORGANIZATION TREASURERS are to record all receipts and expenditures of the organization prior to turning monies and/or bills into the high school office.

SCHOOL PARTY REGULATIONS

Teachers are urged to attend school functions for the purpose of building and maintaining school spirit. SPONSORS are responsible for the proper chaperoning of school parties. PARTIES SHALL BE CHAPERONED BY AT LEAST TWO FACULTY MEMBERS.

DURING SCHOOL NIGHTS, parties may be held from 7:00 to 10:00 p.m., NON-SCHOOL NIGHTS PARTIES may be held from 7:00 to 12:00 a.m. These may be closed earlier or later at the discretion of the Superintendent. Junior-Senior Prom and Homecoming Dances will be held from 8:00 (or later, if following a game) to no later than 12:00 (midnight).

SOLICITING ON SCHOOL PREMISES

No soliciting of teachers shall be permitted during school time except by appointment through the Superintendent.

Concession Stand/ sponsors: Are appointed by the administration.

COMPETITIVE FOOD SERVICE

Competitive food means any foods sold in competition with the food service during the food service periods. Such sales or delivery of food is prohibited during the lunch period and on school property. Any food sales or delivery must be approved by the building level administration.

SELLING BY STUDENT ORGANIZATIONS OR GROUPS

NO SALES WILL BE PERMITTED BY ANY GROUP OR ORGANIZATION unless approved by the Superintendent. All fund-raising sales, etc., will be limited. The SPONSOR is to discuss the fund-raising proposals with the building administrator.

Dates for approved fund-raising sales must be approved and placed on the school calendar at the beginning of the school year. Teachers and sponsors are asked to be sensitive to “over-saturation” of the community and to be certain of each product’s value before requesting consideration for scheduling.

No fundraisers will be permitted by any class or organization other than those who have been assigned concession stand duty on a specific night.

GUIDELINES FOR TEACHERS SPONSORING STUDENT BUSES

SPONSORS ARE IN CHARGE OF THE STUDENTS IN AN ACTIVITY BUS and are responsible for student conduct. No family member or child will attend with the sponsor/teacher/coach without direct permission of the administration and approved for attending. School insurance and liability is of utmost importance as well as the duty and responsibility of the staff on duty. BUS DRIVERS are sometimes confused regarding delegation of responsibilities when noise becomes unreasonable if no attempt is made by a sponsor to correct the situation. Drivers have been told that the TEACHER-SPONSOR is responsible for student behavior.

If sponsors do not assume responsibility, drivers have been directed to ask the sponsors to correct the problems that may arise.

1. Assume full responsibility for student conduct on your bus.
2. Talk with the bus driver regarding his wishes, standards, etc., before you leave.
3. Insist that behavior and noise levels remain reasonable.
4. Announce before starting that the rear emergency door IS NOT TO BE USED FOR LEAVING OR ENTERING THE BUS.
5. NO FOOD OR DRINKS will be consumed on the bus except in the case of long trips when prior arrangements have been made with the Superintendent. If food or drink is allowed on the bus, IT IS THE SPONSOR’S RESPONSIBILITY to see that the bus is clean upon return. Have a container for the collection of trash.
6. NO GLASS BEVERAGE CONTAINERS are to be brought onto a school bus (INCLUDING activity trips.)
7. Aisles and exits must be clear and unblocked at all times.

SCHOOL CALENDAR

The school calendar is located in the High School Office. In planning a school event or activity, check with the administration first for approval of the event and the date. The school calendar becomes crowded as the year progresses. MAJOR ACTIVITIES have precedence over MINOR

ACTIVITIES. MAJOR ACTIVITIES SHOULD BE SCHEDULED AT LEAST TWO WEEKS IN ADVANCE – SOONER IF POSSIBLE.

PRACTICE SCHEDULE FOR HIGH SCHOOL ACTIVITIES

ALL ACTIVITY PRACTICES MUST BE COMPLETED BY 7:30 P.M.

FIRE AND TORNADO DRILLS

Intermittent Horn - FIRE DRILL - Continuous Horn TORNADO DRILL

IF “ALARM” SYSTEM FAILS TO WORK:

Intermittent Bell - FIRE DRILL Continuous Bell - TORNADO DRILL

Fire and Tornado Drills are state requirements. Students are to remain silent during Fire and Tornado Drills. Each teacher is responsible to see that his/her students know where to go and what to do in the event of a Fire or Tornado Drill.

TORNADO DRILL PROCEDURE

TORNADO DRILLS _____ Continuous horn

All Elementary students go out the elementary door and down the hall to the gymnasium and to the designated GIRLS’ LOWER locker room.

All High School students exit the classroom to the commons area and proceed to the designated BOYS’ LOWER locker room.

FIRE DRILL PROCEDURE

PALS students go out the PALS classroom fire exit door to the closed road section. All remaining elementary students shall go out the entrance door by the clerk’s office and proceed to the closed road section and remain in grade level order. If the library exit area is blocked, classrooms will utilize their emergency exit. If a fire drill is during P.E. class, those students go out the west doors of the gymnasium and follow the instructor.

***High School Procedure:**

Students in the Band room exit out common area doors.

Students in the Business/Technology, and 6-7 middle school area classrooms will exit out the middle school end door school. All other classes will exit through the commons area and proceed to the parking lot back railing. In the event the hallway or commons area is blocked, exit with classroom emergency exit.

COACHES

The term “COACHES” shall apply to certified and/or non-certified persons hired to coach or supervise a specified sport or activity.

The coach shall be in complete charge of all students that report for a given sport, or students that enroll in any given activity or class with said coach.

Each coach shall keep a close check with the Counselor and Administration as to the eligibility of each athlete and/or participant. Coach(es) will not permit an INELIGIBLE student to participate until such time as the Superintendent reinstates the student to full eligibility.

Coaches shall be responsible for the care of the gym and/or other facilities used in their sport or activity. This regulation also covers any equipment and/or materials used in carrying out their program.

Coaches shall supervise the dressing rooms.

Coaches must take all precautions to avert, eliminate and reprimand players for conduct and/or behavior that is unsportsmanlike and/or a discredit to the school.

Coaches shall RECOMMEND TO THE ADMINISTRATION whatever regulations they deem necessary as to practice regulations, absence from practice, make-up practices, training curfew, conduct off the field and other items that are advisable to promote and operate a desire to participate in a well-rounded athletic programs. SUCH RECOMMENDATIONS FOR REGULATIONS, HOWEVER, MUST BE APPROVED BY THE ADMINISTRATION OF SCHOOLS BEFORE BEING UTILIZED BY THE COACHES.

Coaches shall report to the Administration any loss of equipment by the student, abuse of the privileges, defacing of USD 285 or another district’s school building and/or equipment.

Coaches shall devise a plan to check out equipment and supervise and inventory its return to the school after its use or at the end of a season.

Coaches shall check with the Superintendent concerning purchasing needs. The Superintendent must approve all purchases: **PURCHASES ARE TO BE MADE BY PURCHASE ORDER.**

Coaches are to arrange for transportation with the Activities Director, the Superintendent, and/or the Director of Transportation.

A permanent record is to be kept and maintained of students who letter each year.

Coaches must be the first ones at the gym during sponsored activities and the last ones to leave. Coaches are to make certain that the building is locked after practices and/or activities.

Two coaches (or coach and responsible adult) should ride the bus on all out-of-town activity trips.

UNIFORMS are the coaches' responsibility. The coach is responsible for collection of uniforms immediately after the season. UNIFORMS ARE TO BE WORN ONLY AT GAMES OR DURING ACTIVITIES – UNIFORMS ARE NOT TO BE WORN OUTSIDE OF SCHOOL ACTIVITIES.

AWARDS EARNED DURING THE SEASON will be withheld until uniforms are returned or paid for.

STUDENTS ARE INELIGIBLE FOR FUTURE ACTIVITIES until uniforms are returned or paid for.

SENIOR JERSEYS are available to be purchased by an athlete for full uniform replacement price plus \$5.00.

DRUG FREE SCHOOL AND COMMUNITIES ACT.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act., and shall be evaluated at least every other year using criteria developed by the Superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

CURRICULUM

The entire district's student body shall be made aware of the legal, social, and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The board directs the Superintendent to confer with the staff in designing a comprehensive drug and alcohol abuse and prevention program to be integrated in the district's curriculum. The board directs the Superintendent to ensure that the program is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

EMPLOYEE CONDUCT

As a condition of continued employment in the district all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Non-compliance with the terms of this will be reported to the appropriate law enforcement officers.

Additionally an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

- (1) Short-term suspension with pay;
- (2) Short-term suspension without pay;
- (3) Long-term suspension without pay;

- (4) Required participation in a drug and alcohol education, treatment, counseling or rehabilitation program;
- (5) Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for, in district policies or in the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such programs will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees in the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the program. A copy of this policy and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.

Approved: August 7, 1990

Child Abuse

Pursuant to Kansas law, all district employees are mandatory reporters and have a statutory duty to report known or suspected child abuse involving students in the school. Therefore, any district employee who has reason to know or suspect a child has been injured as a result of physical, mental, emotional or sexual abuse and/or neglect shall promptly report the matter to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either the Department for Children and Families (DCF) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

SRS Access to Students on School Premises

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and if allowed to be present, 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 Procedure

Any employee who has reason to know or suspect a child has been injured as a result of physical, mental, emotional or sexual abuse and/or neglect 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.

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 parents or guardians; 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.

BENEFITS AND COMPENSATION

Leaves (*Refer to the negotiated agreement or board policy.*)

Family and Medical Leave

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used

first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

1. The reasons that leave will count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and
6. Any employer required fitness-for-duty certification.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of the semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester if:

1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or
2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Military Leave

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.

- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual’s timeframe for returning to work is based upon the time spent on military duty.

Time Spent On Military Duty	Return to Work or Application for Reemployment
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from services, taking into account safe travel home plus and eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from services.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

the application for reemployment is timely;
the five-year service limitation has not been exceeded; and, separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Pay Day

(Refer to the negotiated agreement or board policy.)

See "Salary Reduction Plan," below.

Lump Sum Payments

Upon written authorization from any licensed employee subject to the continuing contract law, the board shall pay the balance of the person's contract compensation for the school year in one payment not later than June 30 and the completion of all contract obligations. The authorization shall be filed with the Superintendent not later than April 1 of the school year in and for which the balance payment is first authorized.

Once authorized, the lump sum payment will continue each year until the election is revoked in writing by the licensed employee.

Loyalty Oath

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

Salary Withholding

Refer to the negotiated agreement or board policy.

Salary Reduction Plan

(Refer to the negotiated agreement or board policy.)

Kansas Public Employees Retirement System (KPERs) Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the district clerk.

Workers Compensation

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See “Accidents,” p. 4.

Coverage

Benefits are for personal injury from an accident or occupational disease arising out of and in the course of employment with the district. Injuries, which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from, the performance of tasks related to normal job duties are not covered under workers compensation.

RECORDS

Personnel Records

(Refer to the negotiated agreement or board policy.)

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Required Records

Each licensed employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;
- KPERs enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form (if working directly with students);
- Driver’s license and driving record (if required for position);
- INS form (proof of identity);
- Current teaching certificate; and
- Official transcript {Local requirements may be added here. If any other records are required by the district, be sure it is legal to collect them.}

CONDUCT

Confidentiality

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school

personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination. See “Student Records,” p. 15.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination. See “Personnel Records,” p. 21.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment.

Retaliation against a person who reported an act of sexual harassment is unacceptable. The person will be subject to disciplinary action including possible termination.

The district encourages all victims of sexual harassment and person with knowledge of such harassment to report the harassment immediately. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the {name of coordinator of federal compliance}, the principal or the superintendent. See “Complaints,” p. 23.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district’s discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of

this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated.

Bullying by Staff

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

ITEMS NOT COVERED IN THE FACULTY HANDBOOK

NON-DISCRIMINATION CLAUSE

Cedar Vale USD 285 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, PLEASE CONTACT:

Mr. Lance Rhodd, Superintendent (316) 758-2891
Cedar Vale Unified District 285
P.O. Box 458
Cedar Vale, Kansas 67024

COMPLAINTS –POLICY p. 33-37

The BOE encourages all complaints to regarding the district to be resolved at the lowest possible level. Whenever a complaint is made directly to the board as a whole or a board member as an individual, it will be referred to the administration for study and possible resolution. The compliance coordinator is designated as the superintendent:

District Office Mr. Lance Rhodd, Superintendent
Telephone (620) 758-2793
Email: rhodd1@cvs285.net
Address: PO Box 458 Cedar Vale, Ks 67024.

Procedures:

Contact the building principal and he/she shall attempt to resolve complaints at the building level.

Unresolved complaints proceed to the superintendent and he/she shall attempt to resolve at the building/district level.

Formal Complaints should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. Forms are available at the central office.

KN Complaints (See BCBI, GAACA, GAAB, GAAF, IF, IKD, and JCE) **KN**

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. (Position, address and phone number of compliance coordinator) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator. Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and

any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.
- A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.
 - ◊ If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

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- ◊ If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.
- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.
- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

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Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved:

KASB Recommendation—9/97; 8/98; 3/00; 4/07; 6/13; 6/15

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JOB DESCRIPTIONS:

Jr. & Sr. High School Cheerleading Sponsors

1. Arrange for cheerleader tryouts/selections
2. Arrange for Cheerleading Camp.
3. Supervise students at cheerleading camp.
4. Attend all high school activities with Cheerleaders/Pep Club. (Supervise bus)
5. Be present when cheerleaders are in charge of concession stand. Organization will be responsible for transporting necessary concession items to football field during football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
6. Keep concession stand clean-clean hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.
7. Pick up change for concession stand use from the office by 3:00 on the day of the ball game.

Stuco Sponsors

1. Approve all Stuco meetings with Principal, and ask to have meeting date and time placed on the school calendar.
2. Be present at all Stuco meetings.
3. Be present when Stuco is in charge of concession stand. Organization will be responsible for transporting necessary concession items to football field during football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
4. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.
5. Pick up change for concession stand use from the office by 3:00 on the day of the ball game.
6. Be present at all school-sponsored organization activities.

FCCLA Sponsor

1. Approve all FCCLA meetings with Principal, and ask to have meeting date and time placed on the school calendar.
2. Be present at all FCCLA meetings.
3. Be present when FCCLA is in charge of concession stand. Organization will be responsible for transporting necessary concession items to football field during football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
4. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.
5. Pick up change for concession stand use from the office by 3:00 on the day of the ball game.
6. Be present at all school - sponsored organization activities.

Band sponsor

1. Be present at all band meetings – approve meetings date and time with the principal to be placed on the school calendar.
2. Be present when Band has concession stand. Organization will be responsible for transporting necessary concession stand items to football field during the football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
3. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.
4. Pick up change for concession stand use for the office by 3:00 on the day of the ball game.
5. Be present at all school – sponsored organization activities.

Freshman Sponsor

1. Approve all class meetings with Principal, and ask to have meeting date and time placed on the school calendar.
2. Be present at all class meetings.
3. Be present when Freshmen are in charge of concession stand. Class and organization will be responsible for transporting necessary concession items to football field during football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
4. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.
5. Pick up change for concession stand use from the office by 3:00 on the day of the ball game.
6. Be present at all school – sponsored class gatherings.
7. Supervise building of homecoming float.

Sophomore Class Sponsor Responsibility

1. Approve all class meetings with Principal, and ask to have meeting date and time placed on the school calendar.
2. Be present at all class meetings.
3. Oversee magazine sales. Keep accurate account of all sales transactions.
4. Be present when sophomores are in charge of concession stand. Class and organization will be responsible for transporting necessary concession items to football field during football season, and returning unused items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
5. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the Principal or Superintendent.

6. Pick up change for concession stand use from the office by 3:00 on the day of the ball game.
7. Be present at all school – sponsored class gatherings.
8. Supervise building of homecoming float.

Junior Class Sponsor

1. Approve all class meetings with Principal, and ask to have meeting date and time placed on the school calendar.
2. Be present at all class meetings.
3. Oversee any/all money – making projects – check out sale items to students and keep inventory on sale progress daily.
4. Be present when juniors are in charge of concession stand. Classes and organizations will be responsible for transporting necessary concession items to football field during football season, and returning used items to school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
5. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn in to the office.
6. Pick up change for concession stand use from the office by 3:00 on day of ball game.
7. Be present at all school – sponsored class gatherings.
8. Oversee all preparation and be present for the Jr. – Sr. Banquet and Prom.
9. Order boutonniere or corsage for junior class members (2) who lead the seniors on graduation day.
10. Supervise building of homecoming float.
11. Follow the procedural checklist for Junior Class Sponsor.

Senior Class Sponsor

2. Approve all class meetings with principal, and ask to have meeting date and time placed on school calendar.
3. Be present at all class meetings.
4. Oversee any/all money – making projects – check sale items to students and keep inventory on sale progress daily.
5. Be present when seniors are in charge of concession stand. Classes and organizations will be responsible for transporting necessary concession items to football field during football season, and returning unused items to the school after ball game. This includes hotdog machine, coffee pots, etc., after football season.
6. Keep concession stand clean – cleaning hotdog machine, coffee pots, popcorn machine after use. Count monies received and turn it in to the office.
7. Pick up change for concession stand in the office by 3:00 on day of ball game.
8. Be present and all school-sponsored class gatherings.
9. Supervise building of homecoming float.
10. Be present at Jr-Sr Prom
11. Assist/oversee Senior Night both Spring/Fall – include ordering flowers and etc.
12. Oversee/attend Senior trip-ensure students follow procedures for request and etc.
13. Oversee, practice, and attend commencement exercises.
14. Announce and place in paper Salutatorian and Valedictorian.
15. Follow the procedural checklist for Senior Class Sponsor.

CONCESSION MANAGER RESPONSIBILITIES:

1. Order pop, candy, popcorn, bags, etc.
2. Keep current inventory of supplies on hand.
3. Assign concession stand to classes, organizations, and be sure that class or organizations have cleaned the hotdog machine, coffee pots, and popcorn machine –etc. after using.
4. Defrost/clear refrigerator at the end of the school year. Make sure during the year that there is no food spoilage in refrigerator. (Check this periodically.)
5. Complete end of year inventory, submit to district clerk, and assist with formula to ensure distribution of funds to organization.

CONCESSION STAND Responsibility- Organization/ Class sponsor:

Concessions stand duty and class sponsors are appointed by the administration. No concessions can begin prior to 4:15PM at the school during the school week. This should allow time to prep and cook items. You are to be present when class/organization are assigned a concession stand. Classes and organizations will be responsible for assisting in transporting necessary concession items to the field during fall and spring season, and returning unused items to the school after a game or event. Sponsors will meet with the concession stand organizer, 2019-2020 Angie Warburton, to clarify your responsibility and set up needs early. You are representing Cedar Vale Schools and your positive attitude with peers, students and patrons is expected. POST student work schedule at least ONE week prior to the event. Keep accurate records of student work and fines. ALL students have the responsibility of concessions as it is a 'class' or 'organization' fundraiser and is to be dealt with similarly regardless of student's participation in athletics, band, cheer, etc. Pick up monies from Angie Warburton prior to 3PM the day of the event. For Friday events ensure that you have the necessary items and money prior to leaving school on Thursday. During and after the event sponsors are responsible to be in the concession stand, monitor students, keep the concession stand clean, stocked and ready for the next use. This includes cleaning hotdog machine, coffee pots, popcorn machines, etc after use. Make any notes concerning product needs and restock with available items. Ensure items and materials are cleaned and stored correctly. All trash should be removed from the areas as well as the field and/or gym. Count and record monies received and turn it into administration, AD or Angie Warburton.

All students involved with class and/or organizational work

Class and organizational involvement is an important aspect of the high school experience. Cedar Vale Memorial High is committed to providing students opportunities and continues to support organizations and classes through sponsorship, fundraising opportunities and concession stand profits. Each student pays a class due of \$2.00 per year and the National Honor Society member pays a due of \$3.00 per year. This ensures that the student is an active member. As a student you are responsible to attend class meetings, participate actively in class discussions and vote. You are responsible to participate in class fundraisers and work concessions as assigned. Your

participation and fundraising/concessions provide the class monies for Jr-Sr Prom, Senior Nights, Senior Trip and graduation expenses. It is important that each student contributes through his/her service. As long as a student attends and completes the duties as assigned there is no additional charge. Each appointed class sponsor will maintain proper records of work dates, times, participation and fees. Each year the appointed class sponsor will submit the class record to the high school office as part of the teacher check out process. The administrator will review and approve the record. The yearly records will be cumulative and held until the class has graduated.

Fines:

- Must work a minimum of 4-5 concession stands over four years of high school to be eligible to attend the senior trip.
- \$20 fine per concession stand in which the student was assigned/scheduled to work but did not work, was a no show or did not provide an approved substitute. This applies to all class members.
- \$20 fine for each event that a student is scheduled to work for homecoming events, prom setup and cleanup and other class sponsored duties. Sign up, check in and records will be accurately managed by the appointed sponsor.
- Class fundraisers will determine the number of items each student is responsible to sell. A notice will be provided to the student/parent. Fines will be placed for non-sales.
- Fines will accumulate through the four years of high school and records will be maintained with the high school office. Students' fines will be deducted from senior year funds or paid prior to the senior trip date.