USD 103 CHEYLIN SCHOOLS

Staff Handbook

2026-2027



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CHEYLIN STAFF GUIDELINES

ACCIDENTS

All student accidents are to be reported to the office immediately and a log entry completed within 24 hours.

If a student is referred to the office, a Powerschool log entry with details needs to be completed at the earliest convenience or by the end of the school day. If there is no time to enter a log entry, at least send a brief email to explain why the student is coming to the principal's office.

All teachers are required to follow student discipline procedures outlined under the heading Classroom Disruption in the Student Handbook to handle discipline situations. All teachers are responsible for discipline of all students at all times during the school day or at school activities.

APPEARANCE

Certified staff is expected to dress, act, and treat all of the various patrons served in a professional manner. Business casual attire is to be worn, with the exception of jeans on Thursdays and inservice days. Custodial and kitchen staff should wear appropriate clothing and closed-toe shoes.

ATTENDANCE

Teacher duty hours are **7:35 a.m. - 4:15 p.m.** ***If you have a reasonable excuse, talk with your building principal, and it may be accepted if you are late or need to leave early***. Doctor and dentist appointments, parent/teacher conferences, or family illness are reasonable excuses *with prior approval.*

All other staff should check with their supervisor, or the building principal regarding their contracted duty hours.

All teachers are required to be in their classrooms by 7:50 a.m. and at the beginning of each class period.

Attendance for all faculty is required at building faculty meetings. Faculty meetings will be held before school at 7:35-7:50 AM or after school 4:00-4:15 in the designated building as needed.

Attendance at special education initial staffing is required. One regular education teacher will be required to attend all special education staffings.

All teachers and staff are required to attend assemblies to help supervise.

Parent/Teacher Conferences: Limit your parent/teacher discussion to that parent's child only. Do not discuss other students. Please begin all conferences with a positive comment regarding the student.

In-service activities are to be related to professional learning, student achievement, and school improvement.

ATTENDANCE REPORTING AND LUNCH COUNT

GS Absentees need to be recorded at the beginning of the day.

JH/HS Absentees need to be **recorded by the teacher at the beginning of class for every period each day.**

Lunch count for that day and the next day's breakfast should be entered by 8:15 a.m.

If a student is detained in your class for any reason, you are required to write out a tardy slip and or to notify the office or next period teacher to allow the student excused admission into their next class.

CELLPHONES

Teachers and Staff are to only use their personal cell phones at times when they are not in a supervising role with students and also before/after school, during planning times or lunch breaks. Personal cell phones are not to be used in the classroom or supervision times during the school day (this includes phone calls and text messages) and phones should be on silent during times when students are in the classroom. Teachers and staff who need to be contacted during the school day please ask the caller to call the school office and the call will be routed through the school phones.

CONFIDENTIALITY

Teachers/Staff are reminded about the confidentiality of all student records and that this confidence is protected by law. No information about a student is to be released to any unauthorized person under any circumstance. **Do not engage in idle talk about students or fellow professionals with anyone.**

Do not discipline a student in front of other students or adults. Pull them aside quietly, if this is unable to happen please call the office for coverage so you can move to another classroom space, office, or other private area where you can discuss the situation with the student.

DRUG FREE WORKPLACE

The use of tobacco products or electronic cigarettes by any person, in any form, is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes, or in any school vehicle.

ELIGIBILITY (Grades 6-12)

All students must meet certain academic standards to be eligible for athletic and/or extra curricular activities.

-For 6th graders, there will be a 1 week grace period from eligibility at the start of each 9 week quarter. Weekly eligibility requirements will commence at the beginning of the second full week of each quarter period.

-7th-12th graders will have a 1 week grace period at the start of each semester.

-Any new student that enrolls during the school year will be given a 3 week grace period for eligibility from the date they start attending classes.

The high school secretary will run the eligibility report every Thursday by 9:00 a.m. Grades are due in the Electronic Grade System by 8:30 a.m. on every Thursday.

-Teachers will be required to update grades weekly.

Eligibility will go into effect on the following Monday and will run from Monday to Sunday. An eligibility list will be distributed to the principal, athletic directors, coaches, and classroom teachers.

-It is the responsibility of the coaches and sponsors to regularly check eligibility, particularly before scheduled activities.

-The teacher will confidentially and personally inform students who are ineligible in their classes. -The principal or counselor will meet with students who are ineligible.

-Parents will receive an email or phone call from their child informing them of their son/daughter's academic probation or ineligible status.

-Students will remain ineligible for the entire next week until the minimum standard grade of a D- (60%) is met before the next Thursday when eligibility is taken again.

Example: If a student has an F in one or more classes, after the probationary period, (No matter if it is the first time they have had an F in that particular class) they are ineligible for sports and extracurricular activities for the following week. Even if the student hands in work that gets the F up on Friday, the student is still ineligible for the following week. If a student has multiple F's **ALL** grades must reach a D- (60%) before the student is eligible. If a student is eligible for the current week, but on Thursday's deadline they have a F in one or more classes, they are still eligible for the current week, just not the following week.

-Classroom teachers will work with students to help them get their grades up.

-Students must give teachers adequate time to grade missing work before the Thursday deadline.

-A teacher/coach may require a student to report to after school study hall.

E-MAIL

(HBG-R) Employees shall have no expectation of privacy when using direct e-mail or other official communication systems. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

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

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities will be defined as all school-sponsored activities, which do not give units of credit toward graduation, including such activities as prom, school sponsored dances, club meetings, academic contests, music contests, athletic competitions, cheerleading, dance, and other such activities.

All activities, fund raising, field trips, etc.must first be approved by the administration and must be placed on the master calendar in the office. Dates are reserved on a first come first served basis.

Sponsors please give a membership and officer list to the High School Secretary.

The Board of Education is requesting (no formal motion) your cooperation in working with the Ministerial Alliance by establishing a **6:00 p.m. stop time** for all extra-curricular activities and practices on Wednesday nights.

No practices shall be held without coaches and sponsors present.

All high school and junior high school head coaches or activity sponsors shall develop training rules for each assigned sport or activity. The training rules shall be submitted to the District Clerk for approval at a BOE meeting prior to the beginning of each regular season sports practice. The training rules shall be explained to the participants in a meeting prior to the season. A statement signed by the participant and his or her parent/guardian, acknowledging receipt of the rules, is to be kept on file with the athletic director. Team members may mutually agree to more stringent rules than those developed by the head coach or sponsor.

FIELD TRIPS

Field trips and excursions are to be scheduled through the office with prior administration approval. Appropriate notice and permission is to be filed with parents regarding trip details.

Teachers in grades K-6 are to plan field trips to accommodate combination grades. Classroom teachers will decide whether parent assistance is needed.

Additional class trips are subject to administrative approval dependent upon date, time, and location.

FIRE/TORNADO DRILLS

Please review all fire exits and tornado shelter areas with students during your first scheduled class session. Teachers must take student rosters and emergency contact information with them before leaving the classroom.

GRADES/HOMEWORK

All homework assigned shall be corrected, graded, recorded and returned to the student(s) within one week's time, except for long term projects, after the work's due date.

Grades are private and for the individual student's eyes only. Do not allow students to grade one another's papers. Paraprofessionals and student teachers are allowed to grade papers under the direction of the classroom teacher. Personally hand-deliver all major tests and assignments to the student.

The following are policy guidelines of the district for grading processes. Grading practice is positive and serves to measure and report student achievement. Grades measure learning/achievement. Grades are not to be used as a disciplinary measure. **At least one grade is to be recorded in each class, for each student on a weekly basis for grades 6th-12th.** Students are not to receive a failing grade on a report card without prior personal notice to parents/guardians and students from the teacher of the class that the student is failing. If at any time a student's grade average falls below passing prompt parent/guardian notification shall take place. This contact may be by telephone, email, or in person (Parent preferred method of contact should be used).

KEYS

Keys will be issued to staff members for their convenience in entering buildings and classrooms. Do not lend your keys to family members. Under no circumstances, unless authorized by the administration, are students allowed to enter the building at night, over the weekends, or over vacations to use any school facility unless they are personally supervised by a staff member. Staff members should not duplicate keys. If a staff member's key is lost or damaged, it is the responsibility of the staff member to pay for a replacement.

LESSON PLANS/CLASSROOM RULES

Classroom teachers will make Lesson Plans and will be prepared for each week of school. If the Administration believes that an individual teacher needs to turn in daily/weekly lesson plans, a recommendation will be made to that individual teacher.

All teachers are to post, in a conspicuous place, a copy of classroom rules and expectations. Please share an electronic copy with the office by the first day of school.

Teachers will consistently enforce the Personal Electronic Communication Device Policy and **all Staff are expected to model appropriate P.E.C.D use**.

All students enrolled in lab classes are required to pass an appropriate safety test with 100% accuracy prior to using the lab. Industrial Arts, Vo. Ag, Science, and Computer Lab teachers: It is vitally necessary for the safe and smooth operation of the school that these areas receive special attention to create a safe, clean, and orderly environment to enhance student learning. All lab or shop related classes are required to allot a minimum of five minutes at the end of each class period to clean up work areas.

Teachers will have individual classroom guidelines addressing Drinks, Candy, and Food in their classrooms. After a special occasion, it is the teacher's responsibility to supervise classroom cleanup.

MEAL REIMBURSEMENT & PER DIEM POLICY

Meal reimbursement and per diem will be provided in the following instances: state and national school related competition; school related conferences; school or athletic related meetings. The Superintendent will determine when per diem and reimbursement are allowed and what evidence is needed for the auditor.
Student meal per diem:
Cheylin students (and coaches) who qualify for state activities may be allowed $15.00 as a meal per diem when off campus or away from home during mealtime. Booster Club, local entities, grants, school organizations or the Board may provide additional funding.

Staff meal reimbursement:
Cheylin staff members may be reimbursed for meal expenses during business meetings/trainings at the following rates:
Breakfast = $15.00
Lunch = $15.00
Dinner = $20.00
Total amount will not exceed $50.00 per day.
*An itemized receipt must be provided for reimbursement.
*Meals will not be reimbursed if they are provided at the conference/convention. This includes hotel continental breakfast.
*Dinner will only be paid out if the conference ends after 5:00 p.m.
*No reimbursement will be given for the purchase of alcoholic beverages.
*Administration has authority to pay a tip of 10%

MODIFIED CURRICULUM

Do not alter any of your curriculum expectations for any student without going through the steps prescribed for 504 or special education. Any individual student must meet the same requirements for your class as all other students. If a student is having a difficult time successfully maintaining satisfactory progress in any class you teach, please visit with the principal regarding the procedure to follow to get the student some extra help.

PAYROLL INFORMATION

Pay day is the 15th of each month, unless the 15th is on a weekend then the Friday preceding the 15th is

pay day.
The following information is needed prior to issuance of first check:

a. W-4; K-4
b. I-9 Form
c. Copies of Driver's License and Social Security Card
d. Direct Deposit form
e. Health Insurance Enrollment
f. KPERS Enrollment
g. 403 B Information
h. Loyalty Oath
i. Certification of Health (TB test) - initial employment or at the request of administration

PURCHASES

No charges are to be made to the school without a signed purchase order. All purchase requests must be submitted through the Principal's office before the purchase is approved by both principal and superintendent. Staff members are responsible for filling out their purchase orders and having them signed by the principal before being sent to the superintendent.
Staff members, with approval from the principal, may check out a district credit card to conduct necessary school business. Staff members shall retain any receipts for the district credit card expenditures and provide them to the District Clerk as soon as practicable following the expenditure.

SUBSTITUTE REQUESTS

Illness - Please contact the Building Principal & Substitute Coordinator (785) 734-7229 the night before or by 6:00 am. Please turn in a signed leave of absence form the next possible school day.

Personal - Please contact the Building Principal to take a personal day. Once approved, take a signed leave of absence form to the Substitute Coordinator to schedule a substitute, leave will only be finally approved if coverage is available. If there are no subs available, then you will not be allowed to take a personal day. Inservice days will not be eligible for personal days. All appointments can be scheduled for days other than in-service and will not be granted time off.

A signed leave request form is required for personal and professional leave of absence. This also includes absences for school and coaching events. These must have prior administrator approval before being submitted for a substitute. All substitute assignments will be approved by the building principal; this also includes in-house coverage due to staff shortages.

Please include these in your Substitute Binder left in your classroom on your desk for a planned absence:
-Phone Numbers for within the building
-Times of Classes or Rotations
-List of students/Class Rosters for every hour
-Seating Charts (PowerSchool)
-Make sure all technology items are ready for them; this includes computer passwords
-When their lunch time is and if they are on duty
-Detailed lesson plans, page numbers, and directions
-Please either have supplies/materials out or let them know where to find these
-Crisis drill information available

All emergency lessons plans need to be in a binder in your classroom clearly marked as well as an emergency plan left with the building secretary.

SUPERVISION

No class is to be unsupervised at any time; if you have an emergency please notify the office so there can be coverage.

Teachers are to monitor the halls during class exchanges. During passing periods or when students are in transition all teachers are required to be in the hallways or outside your doorway.

Please lock your room door at all times for security purposes. Visitors will need to go to the office and you will be notified they are on the way to your room and will have a visitors pass.

Lunch duty includes supervision in the lunchroom and student gathering areas (Gymnasium). If the weather is nice, the area outside is also included in supervision responsibilities.

TEACHER OBSERVATION/EVALUATION

Teachers will be observed and evaluated by the principal. This procedure will follow district policy and will be reviewed with each faculty member prior to the observation and evaluation.

TICKET TAKERS

A sign up sheet will be available with the High School Secretary at the beginning of the school year for ticket takers for athletic events. Volunteers will also be needed at events such as scholar's bowl meets. Compensation is available as stated in the Negotiated Agreement. All faculty members are strongly encouraged to attend as many school functions as possible. This shows faculty support for each other and also indicates strong support of our students in their activities.

TRANSPORTATION

Faculty and staff use of school vehicles is allowed for school business. Please request permission to use vehicles in advance. The request should include the destination, departure and expected return time, nature of the trip, and the number of students riding. Please return the school vehicle fueled up, windows cleaned and trash disposed of.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating hostile or offensive academic environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure to sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual 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's attorney. The building principal or district's attorney shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable, but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school handbook or published in the local newspaper annually.

HUMAN SEXUALITY AND AIDS EDUCATION

A parent or guardian (or student eighteen years of age or older) may use the district opt-out provision to remove the student from some portion or all of human sexuality and AIDS classes included in the district's required curriculum.

Following appropriate review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion (s) of the curriculum in which the student is not to be involved. Any parent or guardian who does not want the student involved in all or some portion of the Human Sexuality and AIDS education classes of the district shall be provided a written copy of the district goals and objectives for the appropriate Human Sexuality and AIDS class to which the student is assigned. Board Policy IKCA

"All human success
is the result of a
persistent commitment."
~~~Lou Holtz

CHEYLIN USD 103 GRADING SCALE

A+	99-100	
A	95-98	4
A-	90-94	
B+	87-89	
B	83-86	3
B-	80-82	
C+	77-79	
C	73-76	2
C-	70-72	
D+	67-69	
D	63-66	1
D-	60-62	
F	0-59	0

Grades will be rounded up from .5 and above and rounded down from .4 and below.

CHEYLIN MIDDLE SCHOOL/HIGH SCHOOL SPONSORS
2026-2027

At least one sponsor is required to attend ANY organization meeting.

High School Spirit Squad..... Mandie Boone

Junior High Spirit Squad.....Kayla Bursch

Yearbook..... Barbara Railsback

Student Government.....Amy Hendricks

FFA.....Ryley Sharpe

National Honor Society.....Darla Dible

JH Scholars' Bowl.....Andrew Bernitt

HS Scholars' Bowl.....Ashley Baker

Seventh Grade.....Max Keltz, Ryley Sharpe

Eighth Grade.....Ashley Baker, Chad Baker

Ninth Grade.....Anne Coon, Alexus Schievelbein

Tenth Grade.....Kadi Guthmiller, Andrew Bernitt

Eleventh Grade.....Mady Young, Bridget Pochop

Twelfth Grade.....Amy Hendricks, Darla Dible

STAFF SOCIAL MEDIA POLICY and 2 WAY MESSAGING WITH STUDENTS

School employees are **not permitted to communicate privately or directly with any students via Social Media**.

-That includes during or outside of the school day.

School employees (Teachers/Coaches/Sponsors) are not permitted to require the use of Social Media for any Assignments or Extracurricular Activities.

Cheylin USD 103 will be using Parent Square and Cheylin USD 103 Facebook page as its main form of communication between School, Community, Parents and Students.

Social Media is defined as an online website or application that permits a person to become a registered user and create an account or profile for the primary purpose of creating, sharing, or interacting with user-generated content that is publicly viewable by users. Such terms would include, but not be limited to, Snapchat, Instagram, Facebook, X, and TikTok.

This does Not include:

- -Any online website or application whose primary purpose is educational
- -Any platform approved by the board if such platform:
  - --Is owned, licensed, or contractually controlled by the school district
  - --Allows for required user accounts
  - --Allows communications to be monitored, archived, retained, or audited in compliance with policy or law
  - --Is accessible to parents or guardians
  - --Used by employees in accordance with policy
- -Email
- -Direct messaging services that only share messages between a sender and a named recipient and does not display or post messages publicly or to users not identified as recipients by the sender of the message
- -Any online product or service that does not have school-specific features or identifiers and the predominant purpose is to post educational materials, news, resources and user comments , or other interactive functionality that is incidental to such predominant purpose.

Staff members are strongly discouraged from creating personal social media accounts or engaging in online connections with current or prospective students. Employees who choose to do so assume responsibility for any risks associated with those interactions.

USD 103 highly Discourages Staff/Coaches/Sponsors from using Text messaging to communicate with students/athletes privately. It is recommended that Coaches/Sponsors, if using Texting or Group Chat, allow more than one adult to be in the Text or Group. (Assistant Coaches and/or Parents/Guardians)

All employees are expected to use technology, social media, and online resources in a manner that reflects professional standards and supports the educational mission of the district. Employees may be subject to disciplinary action if their use of technology, social media, or online platforms violates Board policy, administrative procedures, Kansas law, regulations governing employee conduct, or requirements related to the confidentiality of student information. Disciplinary action may also result when such conduct negatively impacts an employee's job performance, professional effectiveness, or the school environment.

District employees are expected to protect the health, safety, emotional well-being, and privacy of students both during school activities and in their online interactions. Any conduct that compromises these responsibilities or violates district expectations may result in disciplinary action, up to and including termination of employment.

ASSIGNMENT SHEETS

Teacher signed paper copy assignment sheets will be required of HS and JH students for Free Days, College visits, Family Vacations, NKESC sponsored activities including Gifted Seminars, Mock Interviews, ACT Prep, and State Officer Assignments. Student request for class assignments may be made up to six school days in advance of the planned absences.

CHEYLIN JUNIOR – SENIOR HIGH ASSIGNMENT SHEET

NAME _____

EVENT _____ **DATE** _____

ALL CURRENT AND PAST DUE BACK ASSIGNMENT MUST BE COMPLETED PRIOR TO LEAVING FOR ANY SCHOOL DAY ACTIVITY OR EVENT. ONE DAY PER LEVEL 1 ABSENCE MAKE UP ALLOWANCE DOES NOT EXCUSE STUDENT FROM THIS RULE. IF THE ASSIGNMENTS ARE NOT COMPLETED THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT. ASSIGNMENT SHEET MUST BE TURNED IN ONE (1) HOUR PRIOR TO DEPARTURE OR AT 4:00 P.M. IF DEPARTURE IS PRIOR TO 8:50 A.M. THE FOLLOWING MORNING. Exemptions from assignment sheet: Current Gold and Blue cardholders, Physical Education, and Band classes.

PERIOD/CLASS	ASSIGNMENT	TEACHER SIGNATURE
8:00-8:48		
8:51-9:39		
9:42-10:30		
10:33-11:21		
11:24-12:12		
12:15-1:05		
1:08-1:56		
1:59-2:47		
2:50-3:38		
3:41 - 4:00		

RETURN TO THE OFFICE AFTER TEACHERS HAVE ALL SIGNED OFF ON ASSIGNMENTS

Hierarchy of Contact
(Chain of Command)



To maintain the most clear and direct communication it is best to always go through the direct level above you to try to resolve any issue.

If you go outside of the order you will be directed back to the appropriate level.

*Unless there is an issue or conflict with the direct supervising person.

Fundraising Limitations

The emphasis is to not overwhelm and/or over solicit our community.

Fundraising activities will be limited in number to the following:

*Dates and Sales Activities for Fundraisers must be approved through the Principal.

*Service Type projects are allowed as long as the community is the one to ask for it.
*Free-Will Donation projects are allowed also.

EXCLUDING CONCESSIONS

Seniors:	Two fundraising activity
Juniors:	Two fundraising activity
Sophomores:	One fundraising activity
Freshmen:	One fundraising activity
JR-High:	NO FUNDRAISING ACTIVITIES
Elementary:	NO FUNDRAISING ACTIVITIES
Athletics:	One Fundraising activity
Extracurricular:	One Fundraising activity
FFA:	One Fundraising activity

*NHS will have all Volleyball concessions.
*NHS Games' Concessions will be done by Concession Director

Any other organizations or groups must obtain permission from the administration/Board to add any additional fund raising activities.

Teacher Signature Page

ACKNOWLEDGEMENT AND RECEIPT OF STAFF HANDBOOK

I, _____, do hereby acknowledge receipt of the staff handbook for the 2026-2027 school year. I have read and understood the contents.

_____

Signature Date