

# Wamego High School



# Faculty Handbook 2020-2021

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**DISTRICT VISION STATEMENT**

One Wamego  
Many voices, Many choices, One result: Excellence

**USD 320 MISSION STATEMENT**

Wamego School District, a collaborative community of learners and leaders, ensures that all students learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a successful and purpose-filled life.

**TEACHING PHILOSOPHY**

WHS teachers will use the 4 Ls to guide decisions in the continuous pursuit of student success.

# YOUR PASSPORT TO THE FUTURE...



## LIFE SKILLS

To understand that my actions impact myself and others

Commitment, Healthy Relationships, Personal Growth, and Understanding the Impact of Actions

To exhibit professionalism in the workplace, civic responsibility in the community, and financial responsibility in my personal life

Professionalism/Work Ethic, Find/Add Value, Financial Responsibility, and Civic Responsibility

## LEADERSHIP



## LITERACY

To understand and to use the language of social institutions

Civic, Financial, Digital, and Academic

To display knowledge and application of knowledge through coherent and thoughtful speaking, listening, reading, and writing

Critical Thinking, Analysis of Data, Collaboration, and Self-Advocacy

## LEARNING



# ...BEGINS HERE

## Wamego High School

## **CLASSROOM DISCIPLINE PHILOSOPHY**

Promoting effective classroom discipline in the school requires complete staff buy-in. Fundamental to achieving a school climate where teaching and learning occur with minimal distractions is firm, consistent, and continuous commitment to the established policies and procedures. A well-disciplined school promotes the ideal of each student working toward self-management and controlling his/her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

1. Classroom discipline is primarily a teacher responsibility. The administrators will assist when needed. The student must perceive the teacher as the person in charge.
2. Each time a student is sent to the office or the ACE Room for disciplinary action, the classroom teacher must notify the ACE room or office of the reason. The classroom teacher must enter a Log Entry in PowerSchool. Each time a student is sent to the office or ACE room, the teacher must make contact with the parent or guardian. Teachers should, as their first attempt in contacting parents, make a telephone call regarding the student's behavior. When contacting a parent or guardian by email, teachers should carbon copy the principal and the assistant principal.
3. All disciplinary action that results in ASO detention or suspension will be communicated to the parent/ guardian and to the referring teacher.
4. Each teacher will establish classroom rules/expectations for each class.
5. Teachers will also be expected to assist with positive building management by being in the halls supervising and interacting with students before and after school and during passing periods.
6. Teachers should turn off the classroom lights and lock their door when leaving the classroom. This is especially important when taking their students out of the classroom to another location. The teacher should remind the students regarding the level of the voice when in the halls once classes have begun. The teacher should accompany the students to better monitor behavior.

### **General Guidelines for Establishing and Maintaining Positive Class Management**

1. Involve students in making and enforcing rules and regulations.
2. Have as few rules and regulations as possible.
3. Enforce whatever rules and regulations you make.
4. Learn the students' names early and use them often.
5. Do not make threats you cannot carry out.
6. Maintain a sense of humor about misbehaviors.
7. Do not misbehave personally. You are the model.

8. Use your eyes, voice, feet, and posture to communicate nonverbal cues.
9. Discuss misbehavior in private with the student whenever necessary.
10. Discuss whole-class misbehavior and its effect on others whenever necessary.
11. Don't punish the entire class for the misbehavior of an individual and/or few.
12. Sarcasm does not reinforce positive behaviors.

### **STUDENT ATTENDANCE**

As stated in the student handbook, one very important aspect of achieving success in school is daily/participatory attendance. There are several crucial aspects of maintaining good attendance in school:

1. A well-stated and consistently-enforced attendance policy
2. Communicating daily between the school and the parent(s)
3. Communicating with students so the policy is clearly understood
4. A total school/parent/student commitment to encourage good attendance at school
5. Setting high expectations for students and holding them accountable for learning on a daily basis
6. Maintaining accurate recording of daily attendance

Attendance will be taken by the teacher at the beginning of each block and submitted electronically to the office. If the system is down, the teacher will need to call one of the following extensions to report the absence(s): 5002, 5001, or 5000. Teachers should also keep a daily, hard-copy report of attendance (absences, tardies) in their grade books. If a student is late to class (more than 10 minutes) without a pass, he/she should be admitted to class and marked unexcused tardy. Do not send the student to the office for a pass, as, only on the rarest of occasions when a tardy is unavoidable, the previous hour's teacher may excuse a student.

If an absence is excused, assignments should be picked up from the teacher at either the next class meeting or advisory period following the student's return to school, whichever comes first in the schedule sequence. The student will be responsible for initiating contact with the teacher. All assignments missed, unless otherwise agreed upon by the teacher and student will be due by the end of the day of the following class period. EXAMPLE: Student misses Blocks 1, 2, 3, & 4 (Red Day). Assignments would be due at the end of the next scheduled Red Day. In summary, good attendance is a result of good teamwork. Communication is essential between school/home/student. If a teacher has a question of how the office handled a certain attendance issue, the teacher should ask for clarification. Recording absences and tardies and talking with the students about their attendance is essential. Accurate and detailed record-keeping in the classroom will assure the administrator's ability to fairly and consistently enforce the attendance policy.

### **ACTIVITY FUND**

All activity money collected from students must be receipted and turned-in to the office. DO NOT leave

money in your classroom. Class and organization officers should keep accurate account ledgers, and they should be verified with the office regularly. One class and/or organization sponsor will be given a copy of their activity fund sheet at the end of each month's business.

Expenditures from an activity account is to be made by filling out a fund request. It is recommended that this request be made at least two (2) school days prior to the date it is needed. This request must be filled out completely and have the signature of the sponsor and Principal PRIOR to the expenditure. Sponsors will take total responsibility for all expenditures.

### **ANNUAL ASBESTOS NOTIFICATION**

In accordance with EPA regulations, Wamego High School has been inspected for materials that contain asbestos and an asbestos Management Plan has been developed and adopted.

The Inspection/Management Plan (Part A and Part B) is on file at the USD 320 Office for review. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified re-inspection every three years and the schedule of response actions and post-response actions if any friable asbestos-containing material was found.

Friable (crumbled by hand pressure) asbestos-containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Inspection/Management Plan, the local education agency is undertaking considerable efforts and expense to protect public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, re-inspections, and periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the following person:

Asbestos Program Manager

Wamego USD 320 –

1008 8<sup>th</sup> St.

Wamego, Kansas 66547 (785) 456-7643

### **BULLYING, HARASSMENT, SEXUAL HARASSMENT, RACIAL HARASSMENT PROTOCOL**

It is very critical that when a student is a perpetrator in these types of incidents that it is documented each and every time. Our job as educators is to ensure that we create a safe school environment for all students. This is not limited to the classroom. Incidents observed in the halls, lunchroom, etc. should all be reported even if you do not have the student(s) in class.

- Teachers are to have a discussion regarding the specific inappropriate behavior with the student.
- The teacher is to contact the parent to discuss the unacceptable behavior.
- Teachers are to write a Log Entry each time a student has been the perpetrator. This includes making inappropriate comments (i.e. sexual innuendos, putting other students down for their lack of abilities, mean-spirited actions, name-calling, racial remarks, exclusion, etc.)

- Don't simply indicate bullying or sexual harassment on the Log Entry. Provide a clear description of what took place, including student names and times.

### **CHECKING OUT OF THE BUILDING**

Teachers who leave the building during the workday will check out through the high school office. A sign-in, sign-out sheet is provided on the mailroom counter next to the printer.

### **CRISIS PLAN**

Teachers should keep their copy of the crisis plan with the lesson plan book.

### **DAILY ANNOUNCEMENTS**

Announcements concerning building activities and functions will be announced at the beginning of the second block of each day. All information for announcements must be written out and signed by a sponsor/coach/teacher and turned-in to or e-mailed to Kim Stewart by 8:00 A.M. each morning. This is regarded as a very critical link to communication throughout the building, and it is the expectation that each teacher will assist with this effort daily.

### **DRESS**

Certified staff is expected to maintain a professional appearance and dress appropriately to their particular assignment. Teachers should serve as a role model in grooming and appearance for students.

### **EMERGENCY SCHOOL CLOSING**

Emergency school closures will be communicated to staff members via School Messenger.

### **EVENING SUPERVISION DUTY**

In accordance with the USD 320 Negotiated Agreement, WHS evening duty activities for pay will be opened up to all district staff. Any evening duty positions not voluntarily taken by USD 320 staff will be assigned to WHS staff members. The following are some reminders when an evening duty supervisor. High School Gymnasium(s) and/or USD 320 Sports Complex:

1. Be on time.
2. Please do not bring your children with you unless someone else will supervise them.
3. Monitor the halls throughout the activity. When the game is in progress, children should be in the gym.
4. Keep all people off the wrestling deck unless they are filming or working.
5. Report any unusual behavior to the administrator in charge.
6. Keep halls and doorways clear during the contest.
7. Please stay until the activity is over and all spectators have left the building. Check with the administrator in charge before leaving.



8. During football games, help keep spectators off of the track. All spectators should be in the stands.
9. Do not allow spectators to stomp on the bleachers.
10. Artificial noisemakers are prohibited by the KSHSAA.

## **REMEDICATION**

The student should redo the assigned work to a passing level. Teachers will develop another form of the summative test(s) until a student has achieved a passing score. Students are not to simply correct missed items/information as a means to achieve the passing score. Corrections would be appropriate for students relearning the missed information before they would attempt the summative test again.

## **FACULTY MEETINGS, LEADERSHIP TEAM MEETINGS, PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

Each faculty member is required to attend all scheduled faculty meetings and professional learning communities (PLCs). PLCs begin promptly at 7:45 A.M. on scheduled PLC Wednesdays for one hour in length. The PLC leader is responsible for preparing the agenda with the building principal's approval, leading the PLC, and distributing a report of the meeting (SMART goals) to the other team members, the building principal, and the Director of Instructional Services. Faculty meetings will be held when whole group discussions need to take place. The principal reserves the right to call faculty meetings at 7:15 AM on the first Wednesday of each month.

Please make sure that you check the calendar located in the teacher mailroom before scheduling a meeting. Once you have set the meeting, write it on the calendar. This should help make sure that there are no double bookings. Only one IEP is to be scheduled at a time. IEPs are not to be scheduled during Wednesday morning PLC time.

## **FIELD TRIPS**

1. The principal has the authority to approve field trips within an approximate 60-mile radius of Wamego. The superintendent must approve trips of greater distance. Teachers are to get permission for field trips before making arrangements with their student groups.
2. All field trips must be directly related to the subject covered in the class and coordinated with outcomes to master in approved curriculum.
3. Additional class time should not be used for field trips unless absolutely necessary, e.g., 1st Block class scheduled for a field trip-the student should be back in the building in time to report to the start of their 2nd Block class.
4. One major field trip per year per class or organization.
5. No field trips will be scheduled after December 1 to the end of the semester and May 1 to the end of the semester. Field trips are not to be planned when we are doing testing for State Assessments. Please make sure that you are consulting the building calendar regarding testing dates.
6. Teachers are to complete the field trip request and permission form prior to scheduling a field trip.

## **FINAL EXAMINATIONS**

Every course, whether semester or year-long, will have a culminating assignment or final at the end of each semester. In addition to a final, this culminating assignment may be a unit test, project, paper or similar assignment to end the semester. If the culminating assignment occurs prior to the last class day of the semester in a year-long class, classroom activities and teaching will continue through the last day. This may include beginning the next unit to be continued at the start of the second semester. In a semester course, the culminating assignment or final will occur on the last scheduled class period. During the spring semester, the culminating assignment or final will occur during the scheduled time for finals on the last week of school. The culminating assignment will be a required summative assessment for every student; there will be no opt-out option.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be held as specified by state law. The office will provide a schedule of procedures. Students with special needs will be under the care of classroom teachers at the time of the drill. The individual teacher or para assigned to the handicapped student will be responsible for taking the student out of the building and/or to the assigned area in case of fire or tornado. In an event where there is not a para available and the teacher would need help, the teacher should contact the office immediately. **TEACHERS SHOULD ALWAYS CARRY THEIR CRISIS BAG WITH THEM DURING EACH DRILL** and take roll. Teachers need to make sure that their students are at least 100 feet from the building during a fire drill.

### **FUNDRAISING**

1. Sponsors must clear fundraising activities with the Principal before starting.
2. Fundraising will be limited to those campaigns that take orders and deliver at a later date. No merchandise will be ordered and sold later.
3. Fundraising shall adhere to a limited time frame: no more than three (3) weeks.
4. No fundraising involving the ordering of merchandise will begin after March 1st.
5. All money must be received and deposited immediately with the high school head secretary.

### **GRADING STUDENT WORK**

USD 320's mission statement is the following: Wamego School District, a collaborative community of learners and leaders, ensures that all students learn at their highest levels possible and have the social, emotional, and cognitive skills necessary to live a successful and purpose-filled life.

Continuous learning must take place in order to accomplish this mission. Grades serve as the tool to measure learning and to communicate a level of knowledge to the teacher, the student, and his or her parent or guardian. Assignments/assessments will be given each week and will be communicated in the gradebook in order to reflect a student's progress and level of learning. Wamego High School has developed the following beliefs:

- All students can learn
- Learning is essential

- Students are held accountable for their learning
- Assessments are authentic, relevant, and rigorous
- Student grades will reflect what students know and can do

Grading and assessment practices may vary from department to department. These beliefs, however, are constant and provide the foundation of the WHS grading policy.

### Definitions

Academic Warning (“W”): Anytime a student fails an assessment (earns below a 70%) the student will be on academic warning. The student will remain on academic warning until the W has been removed due to the completion of class requirements for that assessment as deemed appropriate by the instructor.

Incomplete (“I”): An Incomplete is assigned anytime a student misses an assignment or assessment due to an absence. Students are expected to complete the assignment or assessment in a timely manner. After no more than one week after the initial assignment or assessment was due (unless special arrangements are made with the teacher), the “I” will become a “W” and a zero will be entered until the assignment or assessment is completed.

Standardized grading scale for all courses

<i>A+</i>	<i>100%</i>	<i>A</i>	<i>99-93%</i>	<i>A-</i>	<i>92-90%</i>
<i>B+</i>	<i>89-87%</i>	<i>B</i>	<i>86-83%</i>	<i>B-</i>	<i>82-80%</i>
<i>C+</i>	<i>79-77%</i>	<i>C</i>	<i>76-73%</i>	<i>C-</i>	<i>72-70%</i>
<i>F (No Credit) Below 70%</i>					

### HALL PASSES

If a teacher is challenging students in the classroom, there should be little time for students to be out of the classroom. Limit these trips to a minimum. Realizing that there are emergencies and educational reasons to be out of the class, the following guidelines should be followed:

1. Restroom passes should be limited and closely monitored.
2. Multiple students should not be given a pass at the same time.
3. Monitor the students who are given a pass. State the specific times when they must return.
4. Violations of the rules should result in the loss of the privilege.

### ASSESSMENTS (Formative and Summative)

Assessments, both formative and summative, will be given on a regular basis as the tool that drives instruction and communicates a level of learning.

### INDIVIDUAL EDUCATION PLANS/SECTION 504 PLANS

Teachers are to comply with what is written in these documents. It is not up to the individual teacher to make changes or omit accommodations. When communicating with the student/parent(s) about the accommodation, the teacher will provide the principal with a copy of the communication. This can be

done in a variety of ways: hard copy of a telephone conversation or meeting documentation and/or a cc: of a letter or e-mail that was sent.

### **LEAVE REQUESTS AND PURCHASE REQUISITIONS**

All staff are to complete leave requests and purchase requisitions using the Skyward website. Training will be provided to new staff at the beginning of the school year.

### **LESSON PLANS/RIGOR AND RELEVANCE**

Planning for the classroom must be done in a timely fashion and present in the classroom as a guide for teaching. All lesson plans will be uploaded to the Shared Drive>WHS Team Drive>Lesson Plans folder no later than 8:00 on the first school day of the week. All lesson plans should be appropriate to the standards and objectives being taught, the ability level of the students, and the feedback received from prior assessments. Each student is required to show evidence of learning of each intended content standard. Teachers will be expected to justify that what is taught meets these standards.

***All staff will provide syllabi and rubrics that communicate the objectives being taught and how they are being assessed. These should not be changed without notification to the student, the parent(s)/guardians, and the building principal.***

### **MOVIES IN THE CLASSROOM**

Watching entire movies at school will be on a limited basis and then only when related to a curricular area. It is acceptable for teachers to use movie or video clips to instruct and emphasize main points or to use as an example of an objective being taught. The showing of an entire movie rarely provides academic value in an efficient manner. If a teacher does plan to show an entire movie they must make a request to the administration and demonstrate the academic value this will add for student learning. G, PG, or PG-13 rated movies will only be considered for approval. Parents will be advised beforehand that a movie will be watched and permission will be given by the parent.

### **FORMATIVE ASSESSMENTS**

Teachers will provide a minimum of one formative assessment per course weekly. The purpose of formative assessments is to provide feedback to the student and for the teacher to determine who needs additional instruction or remedial work prior to the summative assessment. Formative assessments are to be recorded in Power School as another form of communication with students and parents.

Every minute of the 95-minute block should be intentionally designed. The greater the structure of a lesson, and the more precise the directions on what is to be accomplished, the higher the achievement.

Quality lessons include:

1. Learning objectives (what it is that students should be able to know/do following the lesson)
2. Connection of learning objectives to both the curriculum map (content/skills) and Kansas standards per curricular area
3. Set (a brief introduction that will hook students to the lesson)

4. Learning activities (shoot for three per 95-minute block)
  - a. Lesson activities should be clearly described with sufficient detail (as an example: Chpt. 4/ pp. 50-5/questions 1-5 is not a lesson activity)
  - b. Lesson activities should include evidence of key instructional practices such as:
    - i. Teaching strategies (i.e. Classroom Instructional Strategies that Work (Marzano) & differentiation)
    - ii. Independent activities
    - iii. Guided practice
5. Assessment/Evaluation
  - i. Formative assessment of learning
  - ii. Summative assessment of learning
6. Resources Needed
7. Closure

#### **MORNING and AFTERNOON SUPERVISION**

On a rotating basis, teachers will be assigned supervision duty. Teachers will be reminded through the weekly bulletin of their assigned duty. It is the responsibility of the teacher to plan accordingly. If a teacher is unable to fulfil the supervision duty on a particular day, he or she is responsible for finding a replacement to cover the supervision.

#### **LUNCH SUPERVISION**

Teachers will be assigned lunch supervision on a voluntary basis. You will be reminded through the weekly bulletin of your assigned duty time and place. Teachers should try to use this time not only to supervise students but also to develop some rapport with students. Teachers who have assigned duty may dismiss their students three (3) minutes early for lunch. Plan to be on duty for the last 15 minutes of lunch. The district provides free lunch for teachers who have assigned duty.

#### **MAIL**

All in-district and outgoing mail is processed through the USD 320 District Office.

Mail must be in the High School Office by 10:00 A.M. if it is to go out that day. All packages must have a note attached informing the mail clerk at the District Office what is in the package and its value. In an attempt to reduce the cost of mailing, the largest manila envelopes to be used are 9" x 12". No personal mail will be processed through the District Office.

#### **MEDICAL ATTENTION FOR STUDENTS/STAFF**

Students who are ill should be sent to the office immediately. If the school nurse is in the building, the student(s) will be referred to that office. Students will not be sent home until their temperature is taken

and parent contact is made. The school nurse is available for staff medical concerns, as needed.

### **NONDISCRIMINATION NOTICE**

Wamego USD 320 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding this district's compliance with Title VI, Title IX, or Section 504 may be directed to the Compliance Coordinator who can be reached at (785) 456-7643, 1008 8<sup>th</sup> St., Wamego, Kansas 66547.

### **PLEDGE OF ALLEGIANCE**

A student council member will be responsible for leading the Pledge of Allegiance at the beginning of the 2nd or 6th block class.

### **PROFESSIONALISM/PROFESSIONAL DEVELOPMENT**

It is expected that all staff will conduct themselves in a manner that positively reflects themselves, our building, our district, and our profession. Respect is essential to the daily functioning of a school staff. We will have conflicts and disagreements. This is healthy, but it is critical that we be problem-solvers, not problem-perpetrators. Our expectations of ourselves should exceed our expectations of the students. One expectation is that we be loyal to each other and to our students. It is inappropriate to discuss particular students in front of other students, staff members, or parents in a way that would be, in any fashion, interpreted as non-productive, disrespectful, and derogatory or break the rule of confidentiality.

A true profession is characterized by the willingness of its members to work toward continuous improvement. A professional takes advantage of opportunities to expand his or her knowledge and skill by attending workshops, taking classes, joining organizations, serving on committees, and reading current material on pertinent topics. Each certified staff member is required to develop an Individual Development Plan.

### **PROPOSAL FOR NEW OR REVISED COURSE OFFERING**

The proposal needs to be completed per BOE policy IC-R (Curriculum Development) and turned in to the building principal no later than November 1.

### **PURCHASE ORDERS - DISTRICT FUNDS**

All budget requests (teacher supplies, textbooks, materials, staff development, etc.) will be approved in cooperation with the building principal.

### **SCHEDULING STUDENT ACTIVITIES/MEETINGS**

Any time a teacher/sponsor/coach wants to schedule an activity/meeting during the school day with any student, the principal or activity director MUST approve that activity/meeting at least two days prior to the activity/meeting date.

### **SENIOR CLASS TRIP**

USD 320 does not condone or recognize unauthorized senior "skip" days. Each senior class has the

opportunity to present a proposal to the USD 320 Board of Education requesting approval for an organized, adult-supervised trip. Following are expectations in order for a proposal to be considered:

- The class is to submit their request to the board of education for consideration no later than the regularly scheduled January board meeting. The proposal is to be turned in to the building principal before the end of the first semester for review.
- The proposal is to address the following items:
  - o The rationale for the trip
  - o Date of trip
  - o Itinerary
  - o Cost of activities
  - o Sponsors who will be going to supervise

In order for a senior to be eligible to take the trip, he or she must meet the following stipulations:

- Be academically and behaviorally eligible for the week/day of the scheduled trip.
- Have been in attendance the last two blocks of the previous school day.
- All financial obligations must be paid

Behavior expectations for those going on an approved senior class trip are as follows:

- All school rules and policies pertaining to appropriate behavior apply to individuals while on the senior class trip.
- Any student who fails to comply will be assigned to remain with a sponsor for the remainder of the trip. If a student refuses to comply with this expectation, parents will be contacted to come get their son/daughter and consequences for failure to comply will be imposed at school.
- For any criminal acts, students will be subject to legal consequences and/or school-imposed consequences the same as if an incident took place on school property.

## **SEXUAL HARASSMENT**

Wamego High School is committed to maintaining a learning environment that is free from sexual harassment and all related actions, and where all students/staff can work and study together comfortably and productively. Wamego High School prohibits any form of sexual harassment.

Sexual harassment is defined as any unwelcome behavior of a sexual nature, which is prohibited by Title VII of the Civil Rights Act of 1964 and sexually oriented. This might, but not be limited to the following examples: the use of profanity, sexist terms, dirty jokes, nasty rumors, as well as unwanted and unnecessary physical contact, such as patting, pinching, hugging, and repeated brushing against another person's body. It shall be a violation of this policy for any student/staff member of Wamego High School to sexually harass another student/staff member through conduct or communication of a sexual nature as defined by this policy.

Wamego High School will act to investigate all complaints, formal or informal, verbal or written, males to males, females to females, males to females, females to males, of sexual harassment and to discipline

any student/staff member who sexually harasses or is sexually violent to a student/staff member of this school.

### **STUDENT IMPROVEMENT PLANS**

Teachers will communicate with parents/guardians and students in jeopardy of failing their class. Communication is critical, and there should not be any surprises.

### **SUBSTITUTE TEACHERS**

In the teacher's absence, the learning environment must continue. For this reason, it is essential that a substitute teacher be supplied with all the necessary information. Grade books and seating charts, along with specific daily lesson plans, are critical. Do not ask subs to work off of your weekly lesson plans. Substitute teacher packets will be given to each sub from the office. This packet will provide a feedback sheet for both the teacher and the substitute to complete.

Substitute teachers should be given material to teach and expect that it be taught. If a substitute teacher is needed, teachers must complete a Skyward leave request and an AESOP substitute request as soon as possible. AESOP substitute requests must be made if the request is prior to 7 A.M. of the day the substitute is needed. If a late need occurs after 7 A.M., Mr. Katt should be contacted immediately by phone or text at 785-477-9556..

Do not leave a message on the school voicemail regarding a need for a substitute. In all instances, Mr. Katt should be notified of the nature of an absence by phone, text, or email.

### **SUPERVISION-AFTER HOURS**

The organizational sponsors(s) must meet with a building administrator prior to the scheduled activity (i.e., student dance) to determine the need for additional supervision on the campus. It will be determined what is to be accomplished with this additional supervision. Upon approval, it will be the sponsor(s)', responsibility to obtain the additional help.

### **WEEKLY STUDENT ELIGIBILITY**

Academic success is the primary reason for students to attend Wamego High School. A well-rounded student is one who combines extra-curricular activities with his/her academics. While we encourage students to be involved in activities outside the classroom, we believe academic success should be the primary focus. Wamego High School will use the following criteria for determining eligibility to participate in or attend extra-curricular activities.

**"Eligible"** is defined as: Being in good standing academically and behaviorally. **"Ineligible"** is defined as: Having lost the opportunity to participate in activities a student is a member of. **It also includes the loss of opportunity to attend or participate in school dances and co- and extracurricular activities.**

- Each instructor will update grades a minimum of once a week. Students will have at least two weeks to establish grades before the first required grade report is run by the office. For the fall, the first eligibility report will be run by the office on **September 8, 2020**. For the spring semester, the first eligibility will be run by the office on **January 26, 2021**.
- Students with one F are on academic probation. During Academic Probation a student is allowed to practice and participate in extracurricular events.
- Students with two F's are ineligible. Ineligibility will run for a minimum of one week. Students will remain ineligible until he or she no longer is failing two classes.



In order to be eligible for participation in activities, one must be a bona fide student in good standing. A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible to participate.

## **WELLNESS POLICY**

In the fall of 2005, USD 320 established a “Health and Wellness Committee” to help create a school wellness policy based on Public Law 108-265. This committee continues to meet to work toward several established goals. The USD 320 wellness policy reads as follows:

USD 320 Wamego is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of USD 320 Wamego that:

- Wellness guidelines will be implemented as specified in the Kansas State Department of Education’s Wellness Policy Report for each school level. Members will be engaged in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- Students will be provided with adequate time to eat in settings that are clean, safe and pleasant.
- To the maximum extent practicable, all schools in our district will participate in available federal school nutrition programs.

Specifically, the committee is working toward the achievement of the following goals:

- To complete an analysis of current food service offerings and create a plan for possible enhancement of food service offerings with emphasis on high nutritional quality and fresh foods.
- To complete an analysis and possible enhancement of our physical education programs.
- To complete an analysis and possible enhancement of our health education curriculum for students and outreach for staff and parents.
- To recommend a “tobacco-free” grounds policy for USD 320.

The Health and Wellness Committee is also working with funds provided by the Coordinated School Health grant to address these areas.

We encourage parents to support the school wellness policy by serving as examples of healthy living. We ask that parents work toward providing healthy treats at classroom celebrations and model “balance” in eating habits for students. Also, as a reminder, students are not permitted to consume soda pop at any time in school (during regular school hours).

If you have questions regarding the USD 320 wellness policy, please contact the food service director, Laura Fails for further information.

### **GENERAL GUIDELINES/EXPECTATIONS**

1. The contract day for WHS teachers is from 7:45 A.M. to 3:45 P.M. daily. Be available to students during this time. On faculty meeting days, the contract day is 7:15 A.M. -3:15 P.M.
2. Supervise the halls and restrooms near your classroom before school, during passing periods, and after school.
3. Keep accurate records of all tardies and absences.
4. Check your mailbox daily. Start and dismiss classes on time.
5. Please use professionalism when using your cell phone during school hours.
6. Do not allow students to stand in your doorway waiting for the bell to dismiss class.
7. Meet all deadlines - ahead of time!
8. Communicate concerns, challenges, ideas, thoughts, etc. directly to the Principal, before they become a major problem.
9. Do not allow students to use the building unless they are under direct teacher supervision.
10. Teachers should never leave a class unsupervised. Contact the office in case of an emergency.
11. Report all accidents to the office.
12. Help enforce all school policies.
13. If you are subpoenaed or must serve on a jury, you are expected to return to school when you are no longer needed. Please make sure that you fill out a leave form so a substitute can be arranged to cover your class(es).

### **SELECTED APPROVED USD 320 BOE POLICIES**

#### **AUDIO-VISUAL POLICY:**

The philosophy and practice of USD 320 is to use classroom time for instructional activities.

Unless stated in district curricular objectives, the use of audio and audio/visual material is to be used as a supplemental, not primary, teaching aide. This type of instructional aide may not be used to replace the reading of curricular material unless specifically stated in a student's IEP.

All audio and audio/visual instructional material used in a classroom must meet the teacher's instructional objectives as defined by the district curricular outcomes and must be incorporated into a teacher's lesson plans. The teacher's lesson plans must clearly illustrate how the audio and/or audio/visual material specifically meet the district's curricular objectives. All audio and audio/visual material to be used in the instruction of USD 320 students must be previewed in its entirety by the

classroom teacher and/or librarian and approved for use by the building administrator.

It would be a rare exception that audio and audio/visual material created for entertainment, advertisement of religious purposes would be shown during the school day and only if approved by the building administrator.

Use of the classroom televisions are limited to instructional purposes only (i.e., Redline News, news channels, etc.). Viewing sporting events, talk shows, game shows, soap operas, etc. during the duty day are not considered instructional.

#### **VISITORS TO THE SCHOOL:**

The board encourages its patrons and parents to visit the district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in the school building to require visitors to check in at the office before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings. The use of any form of tobacco, smoking, chewing, etc., by any persons during school hours shall be prohibited on all school property.

The principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this board policy and its rules may be subject to the state trespass law.

#### **PARAMETERS FOR INSTRUCTIONAL PRACTICE REGARDING THE DISCUSSION OF RELIGION:**

The classroom teacher will:

1. Treat all students with respect. (A statement aligned with the district strategic plan.)
2. Be the only person permitted to give classroom instruction about religion.
3. Instruct objectively, from a descriptive, historical, geographical or cultural standpoint.
4. Teach only what is in the written curriculum regarding religion.
5. Teach mythology as literature.
6. Use third person when leading classroom discussion about religious beliefs (e.g., "some people believe," instead of "you," "we," or "I")
7. Use one of these statements if a student inquiry about a religious value or information beyond that which is/has been defined in the curriculum:

"You need to ask your parents about that."

"That is something to discuss with your parents."

8. Communicate openly, honestly, respectfully, and professionally with parents or patrons that inquire about the district's outcomes or instructional strategies.

**The classroom teacher will not:**

1. Discuss personal religious beliefs in the classroom.
2. Use first-person statements when conducting classroom discussions about religion.
3. Inquire about or assume what an individual's religious practice (or lack of it) or preference (or lack of it) might be.
4. Use value statements when leading classroom discussions about religion.
5. Allow any student to make disrespectful or discriminatory remarks during classroom discussions about religion

## WAMEGO HIGH SCHOOL FIELD TRIP AND PERMISSION FORM

STAFF MEMBER: PLEASE FILL OUT THE TOP HALF AND RETURN TO OFFICE FOR APPROVAL

Within School Day \_\_\_\_\_ Beyond School Day \_\_\_\_\_

Date of Field Trip \_\_\_\_\_

Time of Departure \_\_\_\_\_ Estimated Time of Return \_\_\_\_\_

Field Trip Origination \_\_\_\_\_

Location of Field Trip Activity \_\_\_\_\_  
(Specific place, city, state)

Mode of Transportation \_\_\_\_\_

Funding Source for Trip \_\_\_\_\_  
(transportation, meals, supervision)

Rationale for Taking This Trip  
\_\_\_\_\_  
\_\_\_\_\_

Activity Field Trip                      or                      Academic Field Trip

Requested by: \_\_\_\_\_ Date \_\_\_\_\_  
(teacher/sponsor signature)

Approved      Denied

\_\_\_\_\_  
(Administrative Signature)

\_\_\_\_\_  
(Date)

### Parent/Guardian Approval

Parent/Guardian consent is necessary in order for your student to participate in the above activity. In the event it is necessary to alter some of the details of the activity outlined above, additional information will be provided. Please mark one of the boxes listed below and sign where indicated.

\_\_\_\_\_ My student may participate                      \_\_\_\_\_ My student **MAY NOT** participate

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**Wamego District Schools**  
**Out of District or Overnight Field Trip Request Summary**  
 \_\_\_\_\_**Academic Year**

*Field Trip Request Summary forms should be e-mailed to Mr. Dennis Charbonneau*

**School and Group Name:**

**Estimated Number of Students Participating:**

**Destination(s):**

**Dates of Travel:**

**Reason for Late Request (if applicable): NA**

**Rationale for Request :**

**TRIP COST (per student):**

→ **District Funds -**

→ **Building Funds- \$**

→ **Student Fundraising Account - \$**

→ **Parent/Student Expense – \$**

**Total Trip Expense (per student) - \$**

**Funding Source(s):**

**Supervision:**

**Transportation:**

**Lodging:**

**School days missed during travel:**

**Safety Issues Addressed:**

**Detailed proposal completed for Administrative review:**  Yes  No

**Trip is endorsed by Principal/Administration**  Yes  No

**Submitted by:**