

Wichita County Junior-Senior High School



Staff Handbook 2026-2027

FORWARD

This reference book is designed to serve as a guide to WICHITA COUNTY JUNIOR SENIOR HIGH SCHOOL teachers. The handbook will be a source of information for you to refer to when questions arise concerning school. It should be kept as a ready reference at all times. While we have tried to make this handbook as comprehensive as possible and as clear and concise as possible, it is not meant to be a complete listing of all the rules under which we must operate. In all cases, common sense, as well as reasonable, prudent action, should be our guide.

NOTICE

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title IV of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of regulations and policies, Unified School District #467 shall not discriminate based on sex, race, color, national origin, handicap in the educational programs or activities which is operated. It is the intent of USD #467 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the District. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

The Superintendent
Board of Education Office
Leoti, Kansas 67861
620-375-4677

Title IX complaints can be filed with the Office of Civil Rights:

Regional Office for Civil Rights
324 East 11th Street
Kansas City, Missouri 64106

All students attending USD #467 may participate in educational programs and activities, including, but not limited to, health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.

ACCIDENT FORM

- Teachers should file an accident report in the office on the proper form for any accident in their class or during any activity under their supervision. The accident forms are located with other WCJSHS forms in the sorter in the

lounge. One copy should be given to the health team and one given to the principal.

ATTENDANCE PROCEDURES

- Attendance **will** be checked at the beginning of each period and recorded on the computer. IF A STUDENT IS ABSENT FROM SCHOOL FOR ANY REASON OTHER THAN A SCHOOL-SPONSORED ACTIVITY, THEY MUST OBTAIN A MAKE-UP/ADMIT SLIP FROM THE OFFICE. If a student is tardy in coming to class, he or she must have a pass from another teacher or a tardy slip from the office. If the student does not have a pass or a tardy slip from the office, follow the student handbook procedure for determining the consequence. **TEACHERS, COACHES, AND SPONSORS SHOULD PROVIDE AN UPDATED LIST OF STUDENTS WHO WILL BE GOING ON SCHOOL-SPONSORED ACTIVITIES TO THE OFFICE, AND STUDENTS SHOULD HAVE WORK COMPLETED BEFORE DEPARTURE. LIKEWISE, IF THERE IS A CHANGE IN STUDENTS ATTENDING THE ACTIVITY, YOU NEED TO LET THE OFFICE KNOW.**

ELIGIBILITY

- Teachers should have all grades entered before eligibility reports are generated (generally by 3:30) on the last day of the school week and update grades at least once per week with all current grades before eligibility. **Teachers and coaches are responsible for informing students/athletes of their eligibility status, if they are on the ELIGIBILITY LIST, for that week on the first day of the week.**

CALENDAR

- Any activity involving WCJSHS (student, staff, and community) must be cleared by the principal. Events should be listed at least two weeks in advance when prudent and should be in writing.

CLASSROOM RESPONSIBILITY

- Teachers assigned to a class, study hall, or other supervisory responsibilities are expected to be present and supervise unless other arrangements have been made in advance. **Do not leave students in your classroom or other areas unattended at any time.** Take care to see that all materials, furniture, and facilities are used properly. Teachers should limit their time in the office area to 7:50-8:00 a.m., during their planning period, and from 3:45-4:00 p.m. We will not make it a practice to call teachers from their classrooms unless it is very necessary. Even during those rare occasions, please have a nearby instructor watch your classes while you are not supervising. **IF A PROBLEM OCCURS IN AN UNSUPERVISED CLASSROOM OR AREA AND THE TEACHER HAS NOT PROVIDED SOMEONE TO CHECK ON THEIR STUDENTS, THAT TEACHER WILL BE HELD RESPONSIBLE.**

FACULTY MEETINGS

- Faculty meetings will be held on Wednesdays after the regular BOE meeting of each month at 2:45 p.m. You must be present and on time. Other faculty meetings will be scheduled as necessary.

FACULTY WORKROOM

- Equipment is provided to copy material and to prepare hot food and drinks, though coffee and other supplies are the responsibility of the individual user. **PLEASE PICK UP AFTER YOURSELF.**

GRADE BOOKS

- Each teacher is required to keep a grade book documenting each student's attendance and work in each class. Grade books will be turned in to the principal at the end of the year. The grade book is in addition to computer-recorded grades and grade sheets.

HALL DUTY

- All teachers (with no exceptions unless you are helping a student) are expected to supervise the hallways from **7:50-8:06 a.m.**, during passing times between classes, and after school from 3:30-4:00 p.m.

HARASSMENT POLICIES

- All teachers and staff need to be aware of and abide by the BOE adopted Sexual and Racial Harassment policies included in the back of this book.

INVENTORIES

- Each teacher will keep an inventory of equipment, materials, and supplies. Care should be taken to add new purchases and to delete equipment that has been discarded. The BOE will provide annual inventory sheets to update each spring.

LUNCH PROCEDURES

- Supervisors in the building are asked to help keep students in the commons area and out of classrooms. Supervision for the senior high students begins at **12:00 to 12:30**. Please check the "Lunch Duty Roster" for the dates you are assigned. **PLEASE BE ON TIME.**

MAKEUP POLICY

- Students should normally be given one day for each day missed to make up the work missed because of an excused absence. All work missed because of TRUANCY/UNEXCUSED ABSENCE will be made up and will receive a grade to be determined by each classroom teacher. All work missed because of a suspension is due immediately upon the student's return to class. Students must make arrangements to take tests on the same day as their regular class,

either before or after school.

MEETINGS

- All organization meetings and practices are to be scheduled through the principal before the requested date. No meetings are to be scheduled on Wednesdays after 6:30 p.m.

MONEY

- Money collected by teachers for any reason should be turned in to the office for deposit. DO NOT LEAVE MONEY IN YOUR CLASSROOM. NO student items, either individually or as a group (t-shirts, jackets, etc.) will be ordered until the sponsor has collected ALL money. Letter Jackets will require a \$100 deposit before ordering. Money must be turned in to the office AS it is received by the sponsor, where it will be deposited. The office and sponsor will determine who will be responsible for keeping track of the individual written receipts. Items that are purchased by students and will remain with the student should have sales tax added to the purchase. Please do not assume an item is tax-exempt just because the school is arranging the purchase of the item. Check with the JH/HS office or the BOE office to help determine if the purchase will qualify for tax exemption.

OFFICE PROCEDURE

- The primary duty of the school office and staff is to account for students and maintain school records. Office personnel will assist teachers as practically as possible, but cannot provide secretarial services for teachers.

PLANNING PERIOD

- Teachers are expected to use their planning period for their classes or the group(s) in the school they are sponsoring. LEAVING THE BUILDING DURING THIS TIME SHOULD BE KEPT TO A MINIMUM. However, if there is a need to leave the campus, you are to report to the principal or his/her designee and use the in/out board in the office.

PURCHASE ORDERS

- All supplies and materials that are to be paid for by the school must be purchased by purchase order only. These purchase/requisition order forms are available in the file holder in the lounge and must be completed and approved with the proper signatures before purchase. For classroom supplies (i.e., Math, English), you will need a USD #467 Requisition Order (long 1-part form). Paper copies are available in the same file holder; a blank form is online on your "Google" drive. For materials/supplies purchased for clubs or organizations (i.e, Stuco, NHS) and for class fees, you will need to use a WCJSHS Purchase Order (short form); these are also in the lounge and must be signed by the principal before the purchase is made. Unless approved in advance, do not

expect to be reimbursed for purchases made by you for school activities/projects.

SEMESTER TESTS

- All teachers are required to have a semester test/project/assignment prepared for each course that they teach. Each teacher will record the grade for the semester "test" on the grade sheet. Semester tests will count as 20% of the semester grade for all core classes. A copy of your semester tests will be turned in to the principal.

STUDENT PASSES

- Any student who must leave the school building or grounds must obtain a blue "Permit to Leave Building" (PTL) in advance of leaving the school. Students will give the "PTL" slip to leave the classroom, and the students will sign out and exit through the office. Student passes are used by students to go to the library, confer with a teacher or counselor, go to another seminar class, or leave the classroom for any reason. **DO NOT SIGN PASSES FOR STUDENTS TO LOOK FOR A TEACHER.** (It is the choice of the teacher to whom the student is assigned to determine whether the student will be permitted to leave the classroom during that period. See Student Handbook.)

TOBACCO & ALCOHOL USE

- The Board of Education has designated all school buildings, grounds, or school-owned vehicles as no-tobacco and no-alcohol areas.

SUPPLIES

- The supply room is located in the office area or the vault. Teachers must have the principal, a secretary, or other designated personnel obtain items from the vault. Teachers and students are **NOT** allowed in the vault to get supplies or other stored items.

TEACHER ABSENCE

- Sick leave and other types of leave are covered in the BOE Policy Handbook. The principal will make all necessary arrangements for emergency substitutes. If you are ill, call Tammy Mason at 719-688-5602 or 375-4677 as soon as possible.

TEACHER REPORTS

- Teachers will be asked from time to time to complete reports necessary for the operation of the school. Your cooperation in completing these reports in a timely fashion is expected and appreciated.

TEACHER WORKDAY

- The working hours for the Jr/Sr high school faculty will be from **7:50 a.m. to 4:00 p.m.** If you are going to be late arriving in the morning or must leave before 4:00 p.m., you are to contact the principal for approval so that any needed arrangements can be made. On those days designated as teacher workdays,

you are expected to be working in your rooms; only schedule practices with students after 4:00.

TELEPHONE

- Phones are available in all classrooms for use by staff members. Each staff member will be assigned a number to use for long-distance calls. Personal calls should only be made with your cell phone. Please refrain from using your cell phone except during your plan or lunch times.

VAULT

- Only the principal or those designated by the principal are allowed to enter the vault.

EMERGENCY DRILL PROCEDURES

- **FIRE DRILL:** All teachers are asked to become familiar with their room numbers so that fire drills can be conducted efficiently and quickly. Each teacher should be the last person to leave the room during a fire drill, making certain the door and all windows are closed. Teachers should take their GRADE BOOKS with them and check that all students are out of the building. Teachers with disabled students (wheelchairs, crutches, etc.) in their classroom are responsible for the evacuation of that student. Office personnel will be responsible for checking classrooms and hallways to make sure they are clear. Teachers should designate a common meeting place in case a drill occurs when a student is not in their class.
- **TORNADO DRILL:** Tornado drill procedures will be used upon hearing three short sounds of the tone repeated on the bell system. All students and faculty will move as quickly and quietly as possible to the multi-purpose room in an orderly manner. Silence is necessary so that the alarm and instructions can be heard. Since the greatest danger in a tornado is flying debris, everyone should stay away from windows and glass doors.

DIGITAL MEDIA

- USD 467 Employees are discouraged from using social networking sites to interact with students or for monitoring or investigating students' off-school behavior. If you receive unsolicited information about students' out-of-school behavior that could affect the school's safe and orderly environment or affect their at-school activities, you should let the principal know first.

BULLYING / CYBERBULLYING

The Wichita County Board of Education has determined that a safe, respectful, and healthy environment is necessary for students to learn and achieve high academic standards and for students to meet their individual goals for academic success. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities, with proper regard for the rights and welfare of other students and all school staff.

The 2008 Kansas State Legislature mandated that school districts adopt and implement a plan to address bullying behavior, including the use of any electronic devices for such behavior. The 2008 legislation also recommended that school districts in Kansas adopt a curriculum for character development programs. USD #467 complied with the 2008 Kansas Anti-Bullying, Cyber-Bullying legislation. The Kansas Legislature amended the anti-bullying statute (KSA 72-8256) on July 1, 2013, to require schools in Kansas to include the following in their bullying policies:

- 1) Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat, either by any student, staff member, or parent towards a student or by any student, or staff member that is sufficiently severe, persistent, or pervasive that such gesture, act, or threat creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of :
 - Harming a student or staff member, whether physically or mentally •
Physical - hitting, pushing, tackling, tripping, poking, tugging, or tearing at clothes
 - Verbal – calling of names, making verbal threats of physical acts (whether or not they are carried out)
 - Social or Relational – ostracism, social exclusion, gossip/"trash talking,"/rumor spreading, nonverbal gestures such as eye-rolling, directed laughter, mimicking
 - Damaging a student's or staff member's property
 - Attacks on Property – writing on lockers, taking objects to keep or display publicly, destruction of property
 - Placing a student or staff member in reasonable fear of damage to the student's or staff member's property
- 2) Cyber-bullying – bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messaging, blogs, mobile phones, pagers, online games, and websites (Cyberbullying may often occur off school grounds; the majority of the time it is related to what is happening at school. If the bullying communication is disrupting the learning environment with discussion and/or gossip of the incident, the school may be involved with consequences for the behavior.)
- 3) Bullying behavior, including cyber-bullying, will not be tolerated on school property, in a school vehicle, or at a school-sponsored activity or event
- 4) Bullying behavior or cyber-bullying will be documented from observations / other reporting, and consequences will be enforced