

**Kinsley Junior/Senior High School
Staff Information Guide
2023-2024**



Absences of Teachers

- Sickness-Email Anna Huff by 9:30 the evening before school or between 6:30 & 7:00 the morning of school to request a sub for the day.
 - After your unplanned absence, request days through Attendance Enterprise as well immediately upon return.
- Planned Absences—Be sure to request through Attendance Enterprise well in advance and also schedule a sub with Anna.

Supervision

Each teacher is responsible for hall supervision during passing periods in the area around their room. Never leave a class unattended. If you need to leave the room and there is not a para available, please contact the office. Students enrolled in your classes are to remain in your classes for the duration of the class period.

Assemblies

Throughout the school year, various assemblies may be held to support or improve student knowledge, morale, or spirit. Teachers are to accompany their students to, from, and during all assemblies. Please sit with your students. Student expectations will be held to the same high standards as in the classroom.

Lunch Count

Teachers are to enter lunch count into Go.Edustar within the first 5 minutes of **first hour**. Make sure to accurately report the amount of students eating lunch.

Student Attendance Records

Accurate hourly attendance is mandatory. Teachers are to enter attendance into Go.Edustar within the first 5 minutes class is in session. Students who are tardy but enter the classroom before attendance has been recorded should be marked tardy. **Students who are not physically in your classroom at the time they are to be will be marked absent. The office will then check on students who have not been excused.** Teachers must notify the office **ASAP** of any students who enter the room tardy after attendance has been marked so it can be properly recorded.

Transportation Guidelines

School owned vehicles may be used by USD 347 employees for school activities, professional meetings and other school related business at the discretion of the transportation director and/or superintendent. Make sure when you leave the vehicle, it is as clean and when you picked it up.

Activity Bus Sponsors

Any teacher/sponsor/coach accompanying students on a bus trip is responsible for the behavior of the students with him/her. Students should be required to keep reasonably quiet, out of the aisle, and seated at all times. If food and drink are allowed, extra care should be used to keep the bus clean. The adult sponsors on the bus are responsible for making sure all trash is picked up and the bus is clean upon returning from a trip.

Copy Machines

- Workroom Copier- The copier in the teacher's workroom is for teacher use only. Students who are teacher's aides are the only exception.
- Office Copier- This copier is for office staff only. **DO NOT SEND STUDENTS TO THE OFFICE TO MAKE COPIES.** Classroom Printers
- Each teacher will have one toner cartridge provided by the district per year. Please print to the workroom copier as much as possible.

Course Syllabus

- These are due to the building principal each year before the first student reporting day. You should have a syllabus for each class you teach. This and your behavior guidelines should be handed out and covered with your classes by the end of the first week of school.

Daily/Weekly Announcements

Announcements regarding activities and leave times will be communicated to teachers via email or the "Activity Leave Times" document in the shared drive. Please check these places regarding activities before calling the office. Students will not be dismissed before the designated time.

E-mail

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. 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 e-mail 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 on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination. Please use e-mail as your primary written communication tool w/ the office.

Faculty Meetings

Meetings will be generally being held Wednesdays (3:45) after the first BOE meetings of each month and at the discretion of the administration.

Field Trips

Faculty should fill out the appropriate paperwork when planning a field trip and make sure that parents are notified through a permission slip that will be sent home. All permission slips must be signed by the student's parent/guardian for the student to be allowed to participate. These forms are available in the shared drive.

Fire, Tornado, and Crisis Drills/ (Evacuation & Shelter)

These are required by law and will be conducted according to the regulations of the State Fire Marshall using the Standard Response Protocol. They will be held regularly to develop practices that will help staff and students to react quickly and safely in a real emergency. The Standard Response Protocol will be posted in each classroom and other designated areas of the building. It is important to keep an updated roster of all your classes in your Grab and Go Bag at all times.

All persons are asked to take these drills seriously. Personal safety in a real emergency depends upon the readiness to react in any situation. All staff members must participate in these drills and model appropriate reactions to their students.

Grading/Grade Reporting Dates

A = Superior performance	90-100%
B = Very good performance	80-89%
C = Average performance	70-79%
D = Below average performance	60-69%
F = Failing	under 60%
I = Incomplete	work not completed

Report Cards

Grades Cards will only be run at the end of each semester. Grading periods end on:

1st semester—December 19, 2023

2nd semester—May 21, 2024

Grades are due and need to be posted by the following dates/times:

1st semester— The final day before Winter Break at 4:00pm

2nd semester— The last day of school at 8:00am

Grades

Letter grades are used to designate a student's level of progress. The final grade for a class reported on the student's final transcript will be the semester grade that the student has earned. Grades are to an accurate reflection of a student's ability.

Grades are run each week at noon on Friday for eligibility unless notified otherwise. Teachers will keep grades updated consistently. Assignments that are turned in for a grade must be graded, entered into Go.Edustar, and returned to the students within 1 week of the assignment's due date. Assignments turned in late (if allowed) will be given the same time frame, which will begin on the day the late assignment was handed in. Major assignments and essays that may take more than the allotted time to grade must have a specified timeline for the grading, feedback, and return time along with administrator approval and documented communication to the students and families. Failure to comply with these requirements will result in the following consequences:

- First infraction: Written Reprimand
- Second infraction: Plan of Assistance
 - Not making progress on the Plan of Assistance will result in more severe disciplinary action being taken and contract renewal will be dependent on the progress made

Progress reports

Progress reports will be mailed to the parents quarterly. Grades will also be available, at any time, on-line for parents through Go.Edustar. Therefore, it is vital that teacher grade books are kept up-to-date. The office will send out e-mail reminders as to when materials to be mailed home.

Inventories

Teachers need to keep inventories up to date according to district policy, and let the office know of any missing or broken items as soon as possible.

Lesson Plans

Lesson plans should be recorded through the teachers' preferred method and shared with the administrator consistently. A teacher should have plans for at least one week in advance and available for use, especially in the event of an absence.

Lounge

The teacher lounge (workroom) is provided as a space for staff to work, relax, etc. Please do your part to keep it neat and orderly.

Lunch

Teacher lunch can be taken either in or out of the building. If a teacher chooses to leave during their lunch, they need to notify the office when they leave and return. Those choosing to work lunch duty will direct the student lunch period.

Parent Contacts

At anytime a student struggles due to poor grades, grade slipping, poor attendance, lack of cooperation, etc. teachers are required to contact parents. Telephone or e-mail is preferred, but personal visits and regular mail can be used. There are also features in Go.Edustar that allow for further explanation of grades that parents can view. Keeping parents informed of what's going on with their child(ren) is critical and should be documented.

Planning Period

When leaving the building during your planning period make sure you sign out in the front office. Failure to do so, leaves the building secretaries wondering where you are if needed for phone call or for unscheduled appointment.

Refreshments in Class

Regular occurrences of refreshments in classrooms are discouraged. Special arrangements must be made with building administration. "Food in Classrooms" policy from the student handbook is:

Food and drink in classrooms will be allowed at the discretion of the classroom teacher. There is to be no food or drink in science rooms in which experiments are taking place or chemicals are being used, around computers/iPads, or around shop equipment. Finger food should not be consumed by students prior to using district technology without first washing hands.

If Second Chance breakfast is available, students will be allowed to take and consume their breakfast in the classroom (at the discretion of the classroom teacher) away from technology, tools, and chemical workstations. If Second Chance breakfast is not allowed in the classroom by the teacher, students may consume their breakfast in the lunchroom or at their lockers. Students receiving breakfast before school starts are to arrive at the building early enough to eat breakfast before class begins.

Resource Speakers

Teachers are encouraged to use resource speakers when appropriate. The building principal should be informed that an outside speaker is being used in the building prior to the event.

Substitute Teacher Folder

Each teacher will be required to maintain a substitute teacher folder. This will include:

1. copies of all class rosters
2. course syllabi
3. classroom management plans
4. emergency sub-plans*
5. current seating chart (if applicable)
6. other daily duties teacher is responsible for

*Detailed sub-plans should be created and left whenever possible.

Teacher Appearance

Teachers are asked to use professional judgment when considering appropriate dress for the various activities demanded by the school day and the special presentations conducted by USD 347 throughout the year. Any problems that arise because of teacher appearance will be approached on an individual basis.

Textbook Checkout

Texts checked out to students should be numbered and recorded by the teacher and students should write their name clearly in the front of the book, including consumables. Teachers are requested save a copy of their checkout sheets in the shared drive.

Cell Phones

Teachers should not use cell phones during class.

KJSHS Bell Schedule

1 st	8:20-9:10
2 nd	9:13-10:03
3 rd	10:06-10:56
4 th /Coyote Connections	10:59-11:19
5 th JH Lunch/HS Interventions	11:22-11:50
5 th HS Lunch/JH Interventions	11:50-12:15
6 th	12:18-1:07
7 th	1:10-1:59
8 th	2:02-2:51
9 th	2:54-3:40