

Administrative Handbook U.S.D. #325, Phillipsburg

Mission Statement

The Mission of USD #325 public schools is to provide positive school experiences and healthy school environments which prepare students for successful and productive adult lives. We believe this may best be accomplished by cooperation between our schools, students, parents, and the communities we serve.

Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin. The board shall hire employees on the basis of ability and the district's needs.

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- This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.
- This handbook may be changed or modified and items added at any time as recommended by the superintendent and approved by the board.

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1. ADMINISTRATIVE REPORTING

MONTHLY REPORTS. Certain types of information are needed each month to conform with central office record preparation or reporting to various State agencies. These reports shall include:

FIRE DRILL EVACUATION REPORT. This report shall include the date of the drill, number of students participating, and the time required to evacuate the building.

EMPLOYEE SICK LEAVE REPORT. This report is used to report the monthly listing of ALL staff absences authorized under the sick or emergency leave policy of the Board of Education. Where substitute teachers are employed, this information should be stated. Professional leave is reported on this form.

EMPLOYEE LEAVE OF ABSENCE REPORT. This report shall be used to report staff absences not covered under the sick leave or professional leave policy or for absences not otherwise authorized by the Superintendent to be taken without deduction in pay.

ACCIDENT REPORT FORM. All accidents of students or staff members shall be reported on the provided form.

LUNCH REPORT. Each principal shall ensure that the number of free lunches served during a given month shall be reported to the district Clerk.

SPECIAL REPORTS. There are a number of administrative aspects of district operation that require various data that need not necessarily be reported monthly, but only as the need develops. To ensure that this information is available when needed, the following reports, or consolidation of reports, will be provided by the building principals:

SEVERE WEATHER REPORTS. Principals shall conduct a minimum of three (3) drills per year at which times the plan shall be put into practice. (One in spring, two in fall.)

ATTENDANCE REPORTS. As soon as possible after the close of each nine-week period, an attendance report shall be filed in the central office.

STATE DEPARTMENT OF EDUCATION ORGANIZATION and SCHOOL IMPROVEMENT REPORTS. Each year the district is required to file with the State Department of Education extensive organizational and school; improvement reports. As the nature of these reports change from year to year, the kinds of data required will not be listed herein in detail.

EMPLOYEE TIME SHEET. Each principal shall be responsible to ensure that all non-certified employees turn in monthly time sheets. It is the employee's responsibility to fill in the required information on the report and turn in the report to the building office. This report is required by federal law in order to certify the hours worked during any given week. These reports can be turned in to the central office at the end of each month.

INVENTORY. Each principal is required to have a current inventory on file, both in the building and in the central office. This inventory shall be updated once per year. An inventory shall be filed, listing all equipment new and used, under the principal's control, by June 30. Material shall be listed by room number or location. The principal can delegate the responsibility for the physical inventory to the various teachers under whose jurisdiction the equipment is assigned.

SAFETY INSPECTION REPORT. The building principal shall file a report, in writing, listing all hazards or potential hazards within the attendance center or on the grounds. This report shall be filed on or before the first regular day of classes at the start of each school year, and shall be updated as situations dictate. Special attention shall be given to the inspection of shop areas, science laboratories, shower areas, and other areas where there are gas, electrical, water, or sewer outlets. Steps should also be given special attention. Needed repairs should be taken care of, or reported to the central office when the need is detected.

VANDALISM: All instances of vandalism shall be reported at each instance and cumulatively for the year.

OTHER REPORTS. At certain times, in conjunction with school district long range planning, certain data is required. As a standard practice, extensive purchase requests, special requests for expenses associated with curriculum development, etc., will be made in writing. Such reports are subject to the request of the Superintendent or the Board of Education. Examples of such reports are:

CAPITAL OUTLAY REQUESTS. Capital outlay items that are to be ordered in time for use at the start of a given school year need to be ordered in May or early June, if delivery in time for school is to be expected. Each principal should have the report stating the items requested, estimated cost, and other pertinent information ready for consideration by the Board no later than the first Monday in May. Since such requests are reviewed by the Superintendent before being given to the Board, the data should be made available for consideration by the Superintendent by late April.

INSTRUCTIONAL PROGRAM CHANGES. Long range plans which involve major changes in the method or content of instruction present a special problem in school operation. The proposed changes are often misunderstood by those not directly involved in the planning and operation. Such changes should be preceded by as much data concerning changes in uses of facilities, expected outcomes, new materials and equipment which will be required, changes in staff assignments, etc. as can be obtained. The form of the reports concerning such changes is of less importance than the content. For purposes of review, however, the changes in procedure should be recorded in writing with one copy of all pertinent material presented to the Superintendent and, if requested, copies prepared for each Board member.

In situations where there is an absence of specific or implied authority to make a particular decision, and where a decision must be made on the basis of judgment alone,

the Superintendent should be informed of all relevant information pertaining to the decision that is proposed or implemented.

2. JOB DESCRIPTIONS OF EMPLOYEES

Job descriptions should be reviewed at the start of each year, and, where necessary, revisions should be made and submitted for approval.

3. RECORDS

SECURITY OF STUDENT RECORDS. Each attendance center shall secure the permanent records of students in a locked file and/or fireproof safe. Access to this file, on a daily basis, shall be limited to the building principal, Superintendent, immediate secretarial staff, and teachers who have demonstrated a need to know the contents of such records.

CONTENTS OF STUDENT RECORD FILES. Only such information as may be authorized by the building principal or Superintendent of Schools shall be placed in a student's personnel file folder. Such information shall be generally limited to teacher evaluations of student performance, health records, standardized test scores, records of disciplinary action taken against the student, and such other information determined specifically relevant to the student's performance in school. Under no circumstances shall psychological evaluations, other than specific test scores, be made a part of the student's personnel file, but such reports will be considered a part of educational records, although kept in a separate file.

CHALLENGE OF EDUCATIONAL RECORDS. After examination of a student's educational record by a parent or guardian, or, where appropriate, a student, the contents of the file may be challenged as to accuracy or relevance to the child's performance. The following practice will be followed in challenging the records:

- a. The parent, guardian, or student shall bring to the attention of the building principal any information which is challenged. Upon review, the principal may correct or remove such information as may be determined inaccurate, misleading, or irrelevant. If the principal does not agree with the challenge, the parent, guardian, or student may request a hearing with the Superintendent of Schools.
- b. Upon notification of a request for a hearing to challenge the content of a student's records, the Superintendent shall set a time and place, during regular school time, for the hearing. Such hearing shall not be more than 10 school days from the date of request. The Superintendent shall consider all evidence presented at the hearing and render a judgment. Notice of the judgment shall be in writing and sent to parties concerned within seven (7) days.
- c. If the parent, guardian, or student is unsatisfied with the judgment of the Superintendent, an appeal may be made to the Board of Education. The Board, in closed session, will consider all evidence and decide whether to sustain the judgment of the prior appeals or make other recommendations. The Board hearing will be scheduled within 30 days of the date of request or at the next regular meeting of the Board of Education, whichever comes first. The decision of the Board shall be final.

HEARING GUIDELINES. When a parent, guardian, or student chooses to challenge the contents of personnel records and appeals to the Superintendent or Board of Education, full due process rights will be granted, i.e., right to counsel, right to call witnesses, and right to challenge witnesses.

It shall not be justified that a record be altered unless there is clear evidence that the record is in error, irrelevant, or misleading. No grade or other designated symbol of achievement shall be changed except upon approval of the teacher giving the grade unless there is clear evidence that the grade or symbol was recorded in error or that the teacher clearly exercised prejudicial action in reporting the grade.

No clear and accurate record of achievement shall be altered simply on the grounds that the parent, guardian, or student does not desire the information in the record. Rather, the party in control of release of records should select not to authorize release of the contents of the personnel file.

AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS OF STUDENTS. The Superintendent shall supervise the adoption of appropriate forms to cover the release or transfer of student records. The following circumstances are recognized as situations which must be dealt with in regard to this matter:

- Parents' or Student's Request for Hearing
- Notice to Parents or Student of Hearing
- Parents', Student's, Educational Institution or Prospective Employer's Request for School Records
- Parents' or Student's Consent to Release of School Records
- Notice to Parents of Termination of Rights (Students age 18 and above)
- Parents' or Student's Request to Transfer Student Records
- Notice to Parents or Students of Request for School Records
- Notice to Parents and Students of Subpoena/Judicial Order for School Records
- Notice to Parents or Students of Intent to Transfer School Records
- Parents' or Student's Request for Access to Student Records
- Notice to Educational Institution or Prospective Employer of Parents'/Student's Rights

No records which fall under the security of this school district shall be released except as authorized by policy. Each building shall set up a procedure to record and document all information pertaining to the release of student records. Each student file shall contain a form upon which shall be listed all pertinent information regarding the release or inspection of the record.

DIRECTORY INFORMATION. Certain kinds of data are defined under the law as "directory information". Such information shall include the following:

- Student name
- Student address
- Birth date
- Activities or sports participated in by a student
- Degrees or awards received (including honor roll lists)
- Most recent educational institution attended
- Student telephone number
- Place of birth
- Weight and height

Each attendance center shall designate what information shall be classified as directory information and issue public notice of same. Parents shall have fifteen (15) days to notify the school if such information pertaining to a student is not to be released unless prior consent, in each instance, is granted by the parent. Same shall apply if the student has control of the records after reaching the age of eighteen.

The school has the right to public or otherwise make known any information classified as directory information except where the parent, or where appropriate, the student, withholds the right to publish such information. A notice of the kind of information which shall be classified as directory information shall be made public each school year during the month of August or September.

WAIVER OF RIGHTS. Under no circumstances shall a parent, guardian, or where appropriate, a student, be required to waive rights to access or release of data covered under this policy. Such waiver may be granted on a voluntary basis, however, so long as the individual(s) are granted the opportunity, upon request, to see the sheet upon which is listed the individuals, institutions, or prospective employers to whom such records have been released. Any such waiver shall not extend for more than one school year unless specifically stated in writing by the individual granting the waiver.

RECORDS NOT SUBJECT TO THIS POLICY. Certain exemptions are provided in regard to right to access of records. Access rights are restricted to records, documents, and other materials which contain information directly related to a student AND are maintained by an educational agency or institution or a person acting for the agency or institution.

Records of instructional, supervisory, and educational personnel auxiliary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute are not classified under this policy as educational records, and, therefore, are not granted access to under this policy.

NOTIFICATION OF RIGHTS. The school shall make direct effort to inform parents or the students of rights granted under the law in regard to student records. They shall receive notification in some reasonable fashion. Also, such information shall be included in student handbooks given to students at the start of the school year. At a very minimum, notification shall inform the parent or student of the following:

- Which records are subject to review
- Who to contact to examine records
- How to have contents of records removed
- Who has a right or access to records and under what conditions

COPY OF RECORDS. Parents, or where appropriate, students, shall have the right to make photocopies of the contents of educational record. The school district shall provide copies for which a reasonable charge will be made. Original copies of records will not, under any circumstances, be released to parents or students.

4. GRIEVANCE PROCEDURES

It shall be the responsibility of the Superintendent of Schools to ensure that the practices of this school district are carried out in such a way so as to ensure that there is no discrimination on the basis of sex, national origin, age, handicap, or disability, in admission or access to, or treatment, or employment in its programs or activities.

If any employee, parent, or student, feels that there is discrimination, the building principal should be notified of intent to file a grievance. The building principal shall notify the Superintendent of the nature of the complaint. If the grievance can be resolved without a formal hearing, then the matter shall be considered closed.

If employees, parents, or students feel that their case has not been adequately heard or that their position has not been made clear, either may request a formal hearing to discuss the grievance. All parties to the hearing may call witnesses in support of their position and the Superintendent, who shall act as hearing officer, shall render a decision based on the testimony presented as it relates to this policy and policy of the Board of Education.

The hearing shall be recorded by mechanical means. All parties to the grievance shall receive written notice of the decision rendered by the hearing officer within seven (7) days.

Nothing in this policy shall be interpreted to prevent an individual with a grievance concerning sex discrimination from requesting a hearing before the Board of Education, but other administrative remedies should be exhausted prior to this action.

5. RETENTION AND PROMOTION OF PUPILS

Board policy states that the Superintendent, cooperating with the principal, shall be responsible for the formulation of policy and guidelines regarding the retention and promotion of pupils. This mandate, however, only covers part of the total subject of concern. The teacher has responsibility for evaluation of academic performance of students in his/her charge. The teacher is, and must be, a major contributor to data regarding the future potential for success of the final determination regarding whether a student passes or fails a given course or subject. Such determination shall be made, as far as is possible, on the basis of objective evaluation criterion.

The nature of the problems of pass-fail varies from grade to grade and from elementary to high school. Generally, at the elementary level, provisions can be made for a "continuous process" form of instruction where remediation and other adjustments in the process of instruction can be used to accommodate students not making required progress. A student may fall so far behind, however, that it may become necessary to establish a structure whereby the student will have to spend an extra year to complete the necessary work required for basic competence of elementary level skills. In short, retention may become an only alternative.

At the high school level, where students are enrolled in specific classes or skill areas, the student may successfully complete the work in one class while not doing so in another.

Since credit is given on the basis of individual classes, the teacher must ultimately make the decision whether a passing or failing grade is to be received by the student. A failing grade means no credit is to be given.

The following are guidelines regarding actions related to unsatisfactory academic progress by students:

- a. If retention is a real possibility, whether for general immaturity, general lack of ability, or simply failure to work hard enough, action should be taken as soon as possible, preferably during the first two or three years of school.
- b. Retention is an option through the eighth grade.
- c. When retention is being considered or recommended by a teacher or teachers working together as a team, the building administrator should be informed as soon as possible.
- d. All school personnel concerned with the possibility of retention should meet to discuss and evaluate all the options. If there is general agreement that retention is the best option, a meeting should be scheduled with the parents.
- e. Ideally, the evidence of the need for retention will be as convincing to the parent(s) as to the professional staff. The only justifiable purpose in retention is based on the judgment that the student cannot reasonably be expected to successfully do the work at the next higher level.
- f. The final decision regarding retention will be a professional decision made by school personnel. If, by any reasonable standard, the student is doing failing work in all subject areas, and such is reflected on the academic report card, then the building principal will inform the parent that the student is to be retained.
- g. Except in highly unusual circumstances, no provision is made for an incomplete grade at the end of the academic year. The only exception would be illness or injury which has extended to the end of the year where it could be reasonably assumed that, other than for the illness or injury, the work would have been completed. Otherwise, a final evaluation will be assigned for each work assignment and a final class or course grade will be reported.
- h. Where there is conflicting data regarding the potential for success of a student, should the student be promoted within the first eight grades, the final decision regarding promotion will be made by the building principal. Conflicting data is defined as a situation where the student is doing passing work in some subject areas and failing work in some subject areas. The final decision will depend on many factors, such as which subject areas the student is failing and passing, the academic history of the student, social maturity, and other pertinent factors.
- i. At the high school level, where grade classification is dependent on total credits received in relation to the number of credits required by board policy for graduation, the following guidelines will be followed:

Sophomore classification shall require a minimum of four (4) credits.
Junior classification shall require a minimum of eight (8) credits.
Senior classification shall require a minimum of fourteen (14) credits.

A student entering the fourth year of high school not having completed a minimum of fourteen (14) credits will not be considered for graduation except under conditions defined in board policy, and the student should be informed, in writing. It shall be the

responsibility of the guidance counselor to identify all students with a possible credit problem with respect to graduation and to inform the principal. The principal shall inform the student and the parent/guardian.

6. BUDGETS AND PURCHASING

This district operates from several budgets and these budgets are subject to restrictions, both by State law and Board policy, concerning the items that can be purchased, accountability, and the latitude of administrative and staff control of expenditures. All staff members are subject to liability for improper expenditures.

Where it is possible, department areas will be assigned yearly operating budgets. Every effort should be made to plan purchases for the year in a way that will ensure that the limitations of the budgets are not exceeded. When possible, requests to exceed the budget should be made in writing with an explanation of reasons the additional funds are needed. Requests should be made through the building principal for presentation to the Superintendent of Schools. Where necessary, Board of Education authority will be requested. Under no circumstances can the total district budget be exceeded.

The assigned staff budgets shall apply to instructional supplies only. Expenses for equipment must have specific administrative approval for each purchase. Expenses associated with sponsoring activities are subject to the rules and regulations governing activity accounts.

Even though a department may be assigned a specific budget, that budget authority may be suspended by the Board or Superintendent under conditions which may affect the total district budget. As a general rule, staff members should make plans to have all purchases approved for ordered items no later than April 1. This may seem early, but it is unlikely that an item can be requested by mail and received sooner than 30 to 45 days. By that time, school would be nearly over for the year. Items, which are purchased locally, can be purchased after the April 1 deadline, subject to the department budget limitations.

PHONE: No staff member, unless given specific authority by an administrator, shall make orders by phone. Such practices ensure poor accountability practices and always create confusion when pay vouchers are received. If such orders are made, it would be good practice for teachers to have the building principal make the order. This will relieve the teachers of the responsibility for accounting mix-ups. In the event it is necessary to order by phone, the building principal should immediately make a purchase order, and the vendor should be notified that he would receive a written purchase order in a short time.

MAIL orders should always be made by approved purchase orders. The following procedure shall be used in all orders:

- a. Fill out official school purchase order stating all available information, such as name of item, quantity, unit and total price, and place where item is to be sent. (Many items are sent to the office of the Superintendent because no specific destination address is placed on the purchase order. This causes delay in establishing the source of the order.)
- b. Present the completed purchase order to the building principal for approval and signature. In many instances, it may be more desirable to present information

about the item requested to the principal and have the office secretary prepare the actual purchase order. It is not required, however, that the order may be typed. This number will be supplied by the building secretary and is critical to our accounting procedures.

- c. After the purchase order has been filled out, it will be signed by the building principal and given to the Superintendent for final consideration. In most cases, if the budget is still in the black, the request will be approved. In a few instances, it may be determined necessary to submit a purchase request to the Board of Education for prior approval. In such cases, the principal will be notified.
- d. Payment will be made for all approved orders through the central office. If teachers receive invoices, they should be turned over to the building principal, who in turn will give them to the Superintendent.
- e. The practices listed above shall apply to all purchases of instructional supplies and equipment. The procedure for making purchases from the activity accounts will be explained separately.
- f. Teachers with assigned budgets are responsible for staying within those budgets. A record should be kept, but detailed information is available from the Clerk of the Board. She can provide you with the amount spent, the balance, and any outstanding orders for which billing has not been received.

LOCAL PURCHASES

When purchases are made in Phillipsburg, all copies of the sales ticket are to be left at the store. They will mail a copy to the central office at the first of the month and a purchase order will be made in the central office.

ATHLETIC PURCHASES shall be handled in the same manner, as regular purchases, that is, the order shall be made by or confirmed with a purchase order the same as under the regular purchase procedure. The building principal shall have primary control over the athletic activity account. All purchases at the High School should be made through the athletic director who reports directly to the building principal. Purchases made through the athletic account shall be submitted to the Superintendent for final approval, but prior approval by the Superintendent is not required on such purchases.

SCHOOL ORGANIZATION purchases shall be under the primary control of the building principal. The principal may delegate purchase authority to the organization sponsor. Purchase orders are not required for such purchases, but each organization sponsor should establish an accounting procedure to ensure purchases are accounted for. In the activity accounts Secretary shall not issue payment for any purchases without prior receipt of the pink activity fund order for payment, which must be signed by the sponsor. The activity account secretary shall keep a record of all receipts and expenses for the various accounts and prepare a monthly balance report. This report is to be made available to all sponsors and principals, and copies shall be presented to the Superintendent for presentation to the Board of Education at each monthly meeting. Any questions about the operation of the activity accounts should be answered by the building principal.

TEXTBOOK purchases or requests for purchase shall first be approved by the building principal and purchase orders prepared by the building secretary. Once approved by the

principal, the purchase orders shall be presented to the Superintendent for approval before the actual order is sent. In general, the same procedure used in regular purchases shall be followed for textbook purchases.

Teachers should not assume any authority not specifically granted. The purchase records of this school district are examined in great detail by auditors each year. We are required, by law, to account for all purchases and with few exceptions, schools are required to make all payments by check or pay by warrant. The exception is a purchase authorized for audit. All school personnel can be held personally accountable for unauthorized or improper purchases. In most cases, payments must be authorized by the Board of Education. In all cases, the Superintendent or the Board of Education reserves the right to assign the budget section from which payment will be made. All department budgets are tentative and shall serve only as a guideline for expenditure purposes, and may be terminated if circumstances require.

7. SCHOOL SPONSORED ACTIVITIES

The conditions under which school activities are carried out are varied and complex. It is expected that special situations will come up which will make it difficult to conform to any guidelines. Except where specifically approved by the Board or, in writing, by the Superintendent, however, these guidelines shall prevail:

PARTICIPATION. All activities, whether associated with the academic or co-curricular program, shall have the approval of the building principal and be approved for placement on the official school calendar by the Superintendent of Schools. This shall include league activities as well as special activities. Only students approved by the sponsor or instructor shall participate and the building principal may exercise final authority over rules and regulations governing student participation.

SPONSORSHIP. All activities shall be sponsored by adults in an appropriate ratio to ensure for effective supervision. It shall be the responsibility of the building principal to ensure for said supervision. Where possible, teachers should be used as supervisors, but other responsible adults may need to be called upon to assist where large groups of students are involved. The principal shall establish specific guidelines for sponsors to follow in the supervision of students.

TRANSPORTATION. It shall be the responsibility of the principal to arrange for transportation for students to school-sponsored activities. In all cases, except where specifically exempted by the sponsor, principal, and parents, students shall be transported to and from activities under the direct supervision of school authorities or designated parent sponsors. Students should clearly understand that violation of this guideline might result in their being suspended from participation in all future school activities. Parent permission does not take precedent over school policy in this matter. The choice is one of participation or not participating. Participation implies agreement with the activity regulations.

EXPENSES FOR STUDENTS. In situations where students are required to stay overnight on a student activity, expenses for lodging will be paid by the district. Normally, this expense will be paid from the activity fund, but with prior approval, may be paid from

the General Fund. In all cases where overnight expenses are involved, an estimate of expenses will be presented to the Superintendent for review.

As a general policy, students will be responsible for their own meals. At the discretion of the school, an allowance may be granted to help students defray the cost of meals. In situations where a training meal or meals for student athletes are under the supervision of the school, the school will pay the expense of the meals. This will normally be confined to State Activity Association activities, such as Regional or State tournaments where students are under school supervision for an extended period, and where the school is granted an allowance for expenses.

In some instances, students engage in fund raising activities to pay the cost of a particular field trip. In such a case, the sponsor and principal can make the determination of what expenses can be paid from the funds raised by the student group.

In no case will expenses be paid for students or children not involved in some official way with school-sponsored activities. This shall include the children of sponsors of student activities.

EXPENSES FOR SPONSORS. In situations where sponsors are required to stay overnight on a school-sponsored activity, the district will pay the cost of lodging and meals. This applies to members of the faculty or other adults sponsoring activities on behalf of the school district.

When activities extend over the normal mealtime, the school may elect to pay a flat per meal cost. Such payments may be adjusted to meet special needs and are subject to the approval of the principal and Superintendent of Schools. These approvals should be secured in advance by the sponsor.

8. EVALUATION OF STUDENTS BY STAFF MEMBERS

Evaluation of student progress is a vital and crucial part of the educational process. It is not only a formal means of informing the student of progress in achievement, but is a direct communication with the parents concerning the progress of their children. Parents have a right to any and all information pertaining to their children's progress, and it shall be considered the teacher's responsibility to provide such information in a systematic and consistent manner.

A second function of evaluation is to provide the teacher with basic data pertaining to the effectiveness of the instructional process. Teachers should make every attempt to ensure all students reach minimal learning objectives as determined by the basic curriculum guidelines established for a particular course of study.

K-12

Conferences will be established in a manner prescribed by the building principal. Teachers shall make every effort to inform the parent of the strong and weak points of student progress.

In the event of a serious drop in performance from one evaluation period to the next, the teacher should take the initiative and contact the parent to arrange for a conference. Every attempt should be made by the professional employee to encourage the cooperation of parents in working toward the best interest of the child.

PROGRESS REPORTS/DOWN SLIPS

The teacher will issue notice to parents of any significant drop in academic performance. Written notice should be given, and, if determined necessary by the teacher or parent, a time for conference should be established. At the Middle and High schools, work below 70% is reported at the mid-term. The achievement of our children is at the very foundation of social concern. We cannot guarantee achievement in children at a level that will satisfy all parents, but they are entitled to be made aware of sub-standard achievement, however that may be defined.

9. PROCEDURE FOR DISCIPLINING STUDENTS

The student has a primary responsibility to conduct himself in a manner that would not require the issue of discipline to be raised. This is obvious in cases involving criminal statutes and clearly stated school policies. Any student who chooses to willfully violate limitations imposed by law or legitimate policy should be prepared to face the consequences. Staff members are obligated to report such student action to school officials.

There are many factors which affect the extent of discipline within the school. There are such factors as: age of the student, seriousness of the violation; frequency of violation; and parental cooperation in assisting the student to adjust his or her behavior. For these reasons, and others, there are few violations which have a fixed penalty. Only the limit of penalty is fixed. Suspension/Expulsion issues are noted in the Parent/student handbook.

The most serious action the school may take against a student is to expel the student from school, that is, deny the student the privilege of attending school. In such serious action, the student has certain rights, such as the right to a hearing with attorney present and reasonable evidence that the student committed the offense with which he or she is charged.

The following procedures will be in effect in matters of student misconduct and official school action:

- a. The primary responsibility for student discipline rests with the classroom teacher. This is particularly true where student offenses occur while the student is under the direct control of the teacher, such as in the classroom or other closely supervised situations. Teachers should state clearly their expectations.
- b. The teacher should carefully evaluate the seriousness of the offense and the teacher action should not exceed the seriousness of that offense.
- c. The teacher should avoid physical contact with a student except where it is necessary to break up fights or to protect him or herself from physical attack by the student.
- d. The teacher should be careful not to set down rules which are not enforceable under reasonable professional standards and which the teacher himself cannot enforce.

- e. When the student is charged with a serious violation of behavior standards or where consistent minor behavior problems continue to disrupt the attempts of others to carry out their assignments, the student should be reported to the principal, along with a complete explanation of the offense.
- f. The principal should use whatever reasonable means he has at his disposal to try to adjust the behavior of the student.
- g. Where there is a strong indication that routine action will not cause the student to adjust his behavior in a positive manner or where there has been a serious infraction of the Board of Education or Administrative policy, the principal may suspend the student following Board policy. The parents will be notified immediately when such action is taken. The Superintendent will be notified.
- h. If, in the principal's judgment, more serious action is indicated, the principal may recommend that the student be suspended for a longer period of time or expelled from school. In such cases, the Superintendent will conduct a hearing in accordance with the suspension and expulsion policy of this district.
- i. In some instances, the principals may choose to involve law enforcement.

10. PROFESSIONAL AND ETHICAL STANDARDS IN REGARD TO STUDENTS

The scope of communication about students must be limited to those having a legitimate need to know. Where and when these conversations take place is of great importance. It is to these matters which this policy is directed:

- a. We should talk only about that which we know. Conversations which can be classified as gossip should be avoided.
- b. Extreme care should be exercised in "labeling" a student. At best, such expressions are opinions and may serve to prejudice another person against a given student.
- c. As a rule, the lounge is not the place to discuss matters of a confidential nature. The habit of doing so may be extended to times when there are those present who should not be privy to the information. This is especially true in regard to substitute teachers or non-certified personnel.
- d. At no time should the contents of a student's personal file be discussed in any but the most professional setting. This cannot be emphasized strongly enough with regard to such information as psychological testing reports, parent-teacher conference reports, and other highly confidential information.
- e. At times, it may seem necessary to express a point of view through reference to a past experience. A generalized statement may do little harm while the use of the names of actual persons involved may do great harm, and usually serve little purpose.
- f. When talking with parents about school matters, keep other parents' children out of the conversation, unless there is some direct relationship between the parties being discussed and that relationship is a school matter.
- g. If what you have to say about a student or a student's family will not serve in some positive way to assist a fellow educator, then do not say it. Always consider the "need to know" another person has.

11. ATTENDANCE REGULATIONS

Attendance regulations differ at each building. Please reference the Parent/Student Handbook.

12. ACTIVITY TRANSPORTATION

Refer to the Transportation Handbook for specific issues.

It shall be the policy of the school district to ensure transportation for all team members and coaches to all athletic contests. This will be accomplished in the most economical way possible. Team members shall be expected to travel as directed by the administration or coaches. The district shall also provide transportation to all school-sponsored activities for band, debate, vocational agriculture, speech, field trips, and other activities as may be approved by the Superintendent of Schools. Members shall be expected to travel as directed by the coaches, sponsor, director, or building principal.

If, in an emergency, a parent or guardian personally requests that a student be permitted to ride with them, this may be permitted by the principal or athletic director. Parents should be informed, however, that if the student wishes to participate in an activity, the student is expected to travel in school provided transportation.

Normally, the school will provide bus transportation. In certain instances where small groups are involved, it may be more convenient to travel in private cars. In such cases, upon prior approval by the administration, a travel allowance of mileage may be paid as authorized by the Board of Education.

Travel arrangements for the pep club or similar support groups will be subject to the prior approval of the Superintendent of Schools. Generally, it shall be the policy to provide one activity bus for cheerleaders and pep club members at the high school level. Transportation for the middle school pep club shall be approved for one league football, basketball volleyball, and wrestling game/match.

Transportation may be provided for pep clubs to league and high school regional athletic tournaments. Such transportation is subject to prior approval by the Superintendent. Transportation to state athletic tournaments will be considered when appropriate.

Additional activity buses may be provided for other students on a fee basis. Generally speaking, such transportation will not be considered unless a game has particular significance or tournament play is involved. Students must sign up and pay fees in advance in a manner prescribed by the building principal. Such special activity buses will be provided for the high school only. When student buses are provided on a fee basis, and the buses are not fully loaded, teachers or other adults may ride at the same fee paid by the students.

13. REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIAL

- a. If a complaint is received about media center materials, the procedures are as follows:
 - Be courteous, but make no commitments.
 - Invite the complainant to file the objections in writing using Form I.

- Temporarily withdraw the material and put it on reserve in the school where the complaint is received, pending a decision of the committee. The material will not be withdrawn for re-evaluation unless the complaint is made in writing.
 - Inform the principal and the Director of Media Services.
 - An instructional materials committee appointed by the principal, consisting of the principal, Curriculum Director, Librarian, a teacher from the subject area and a teacher from the Curriculum Council will:
 - Read and/or examine materials referred to.
 - Check general acceptance of the materials by reading reviews.
 - Weigh values and faults against each other and form opinions based on the materials as a whole and not passages pulled out of context.
 - Hold a hearing with the complainant(s) if a hearing is requested.
 - Following the hearing, meet to discuss the material and to prepare a report of recommendations and supportive comments.
 - File a copy of the report in the school and with the Superintendent of Schools.
- b. If a complaint is made about textbooks or supporting materials, the procedures are as follows:
- Be courteous but make no commitments.
 - Invite the complainant to file objections in writing using Form I.
 - The Curriculum Council will appoint and chair a committee consisting of the appropriate instructional specialists, a building level principal, one teacher of the subject and a teacher from the Curriculum Council. This committee will:
 - Hold a hearing to consider the complainant's written and verbal objections.
 - Following the hearing, submit a written report to the Superintendent.

14. DELEGATION OF NURSING TASKS

USD #325 will insure that a licensed registered professional nurse will be available in the district as specified in the contract for service with the Phillips County Health Department. In the absence of the nurse regularly scheduled, the Health Department will supervise nursing care provided to the district.

The registered nurse will be informed of all situations that require health services in the district. The nurse will, in turn, determine the health status of the pupil, the complexity of the care required and decide whether to delegate the nursing task to an unlicensed person.

The registered nurse will provide orientation and instruction to the designated unlicensed school person and determine adequate competency to perform the delegated task. Documentation of instruction and demonstration of competency to perform the nursing task is required. Both parties involved must sign the form.

Periodic supervision of care will occur at the discretion of the registered nurse. Supervision will be documented.

The registered nurse is responsible for all care delegated to an unlicensed person and may decide that circumstances in a given situation may prevent delegation from occurring. In such

case, in the absence of the regularly scheduled registered nurse, a person who is equally qualified shall be available to provide the prescribed care. The Phillips County Health Department will be apprised of all known specialized care situations within the school district.

All care provided shall be documented. Complex health care shall also be documented on the student's cumulative health folder, i.e. suctioning, ostomy care, etc.

15. CRISIS RESPONSE PLAN

The USD #325 Board of Education, Administration, and Faculty believe that certain crisis situations, especially the sudden or tragic death or injury of a student, faculty member, or other community member, can have a direct and dramatic effect on our schools and our children. We further believe that effective planning, timely intervention, and proper management of such a crisis is necessary both to meet the immediate needs of our children and the community, and to reduce the risk of future tragedies or crises.

With these needs in mind, the Crisis Intervention Plan was developed to provide direction for timely and effective intervention following a tragic event and to provide direction for prevention planning. A copy of the crisis plan can be obtained at each building's principal's office, and will be a document that continues to change as situations warrant.

16. ONLINE GUIDELINES - INTERNET

The Internet is a network of networks. It has evolved into a cooperative agreement among thousands of university, government, and corporative networks that have agreed to use a common language for communicating with one another.

USD #325 will provide school curriculum-related access for students and staff to the World Wide Web through the Internet and electronic mail. Use of this www/internet and e-mail will enable our students and staff to better meet our district's mission statement, and also to enhance that mission. It is the intent of the district to make access available to further educational goals and objectives.

It must be remembered that the usage of the equipment and the online resources is a privilege and not a right.

All persons accessing the Internet through district technology are responsible for adhering to the following guidelines.

- a. Use all technology including the Internet for only lawful and school-related purposes.
School handbooks and classroom rules will provide guidance as to what is, and what is not, appropriate. These sources are reviewed at least yearly.
- b. Respect the integrity of the networks; the computer systems are set up by the system administrator and are not to be altered in any way.
- c. Respect the legal protection provided by copyright license to all print and non-print materials.
- d. Protect and help maintain the security of the network.
Refrain from sharing passwords with others for any purpose.

- e. Staff will actively supervise student use of all technology, including the World Wide Web via the Internet.
- f. Use of equipment and resources will be in support of research and resource acquisition consistent with the educational objectives of Phillipsburg Unified School District #325.
- g. Privileges may be suspended for failure to follow any of the district's guidelines or handbook procedures. Other legal actions may also occur, depending on the seriousness of the problem.
Reference: Contract A (grades 3-6) and Contract B (grades 7-12 and staff) and student handbooks.

17. DEVELOPING ADMINISTRATIVE RULES

The board delegates to the superintendent the responsibility for developing recommendations, and for designing any necessary arrangements, to carry out board policy and to operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.

Staff Involvement

The superintendent shall develop procedures utilizing certified and non-certified employees for the exchange of ideas and feelings regarding the district's operation. The board shall be informed of such counsel as appropriate.

The superintendent and principals may appoint committees for functions not being performed by existing groups or persons. Each staff or community committee shall act in an advisory capacity to the administration.

Community Involvement

The superintendent may involve district patrons on committees or study groups whenever needed.

Student Involvement

The superintendent is encouraged to consider students' opinions concerning the rules which affect them.

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center administration.

Rules Adoption

The superintendent shall review all proposed rules before they are submitted to the board. All administrative rules recommended by the superintendent shall be reviewed by the administrative staff before being submitted to the board for their consideration.

Rules Dissemination

Copies of administrative rules shall be given to all administrators and others as appropriate.

Rules Review

Administrative rules adopted by the board shall be subject to frequent review by the board and the administrative staff.

Administration in Policy Absence

In an emergency when action must be taken where the board has provided no guides for administrative action, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created. No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules shall be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

18. CONTRACTS

All employment contracts recommended by the superintendent are subject to ratification by the board. The employment of any staff member is not official until the contract is signed by the candidate and approved by the board.

The hiring sequence shall be as follows:

- The verbal offer of employment to the candidate;
- Verbal acceptance by the candidate;
- Contract sent to the candidate and candidate's acceptance signified by a signed contract returned to the superintendent; and approval of the contract by the board.

19. PROCEDURE FOR CONTROL OF DISTURBANCES, DEMONSTRATIONS, AND DISORDERS IN PUBLIC SCHOOLS OR ON PROPERTY CONTROLLED BY UNIFIED SCHOOL DISTRICT #325

- a. GENERAL POLICY. The Board of Education will, to the extent of its legal powers, ensure that every student has an opportunity to attend school and receive an education without fear of harm or injury to person or property. The Board will not allow persons with disruptive intent to endanger the safety of pupils or school employees, to damage property, whether public or person, interfere with the educational progress, attempt to close the school or disrupt any activity sponsored by the school district.
- b. ADMINISTRATIVE GUIDELINES. The Board empowers the Superintendent and/or Principals or their representatives to act in good judgment to ensure the control of any disturbance, demonstration, or disorder.

The Board recognizes the right to peaceful dissent provided that dissent does not infringe on the rights of others. When possible, the Superintendent and/or principal should meet with the leaders of any dissenting group to hear their complaint and attempt to find a workable solution.

In the event actions of an individual or group becomes disorderly or any laws are violated, the following procedures will be followed:

Procedure for Crowd Control In or Around School Buildings While School is in Session:

- 1). The Principal will notify the Superintendent and local police department of a potential disorderly situation.
- 2). If the disturbance is caused by students, the principal will ask that all persons involved return to their assigned classrooms immediately.

- 3). If students do not respond, they will be informed that they are subject to suspension or expulsion. (If persons are other than students, inform them that their conduct will be reported to the Superintendent and inform them that, if necessary, they may be arrested. Record non-student names.)
 - 4). If positive results are not obtained, students will be notified that they are being suspended in accordance with Kansas State Statutes and policies of the Board of Education. The Superintendent will be notified of the names of those students against whom suspension is imposed and the regulation concerning suspension will be enforced.
 - 5). The building principal should remain constantly aware that he is in charge of his building or area of responsibility, and use every available means, without becoming physically involved, to prevent a disturbance which might result in physical harm or damage to property. He should direct police action to take place only when it becomes obvious that such action is needed. Persons who agree to leave peacefully should be allowed to do so prior to requesting assistance from law enforcement officials. (If employees of the district are directly involved in any disturbance, they should be notified that they may be suspended or dismissed in accordance with State Statutes and Board of Education Policies.)
- c. Procedure for Control of Disturbance at Extra Curricular School Functions or Athletic Events:
- 1). The principal will notify the Superintendent, if possible, and local police department of a potential disorderly situation.
 - 2). All persons involved in a disturbance will be given one warning to return to their assigned areas, which may include the bleachers or other assigned area. Any contest, which is underway, will be temporarily suspended until the disturbance is quieted.
 - 3). Those persons who persist with an unlawful disturbance or demonstration shall be notified that they are to leave the area and law enforcement officers will be notified. Students involved in any such disturbance may be suspended upon notification of the Superintendent. Names of students will be recorded for possible action.
 - 4). No contest or activity will be allowed to continue until all signs of a disturbance have concluded and those causing the disturbance are either returned to their assigned places or are removed from the area.
 - 5). The principal will refer to the guidelines set forth in sections E and F above to govern his actions at any activity while school is not in session or where those other than students USD #325 may be involved.

KANSAS STATE STATUTES which may apply:

- KSA 21-4101 Disorderly Conduct (previously disturbing the peace)
- KSA 21-4102 Unlawful Assembly
- KSA 21-4103 Remaining at an Unlawful Assembly
- KSA 21-4104 Riot
- KSA 21-4105 Incitement to Riot

PHILLIPSBURG CITY ORDINANCES which would be applicable are as follows:

- 14-305 Disturbing the Peace
- 14-307 Disorderly Conduct
- 14-310 Unlawful Assembly
- 14-313 Criminal Trespass
- 15-101 Civil Disobedience or Catastrophe: Emergency Procedures

20. USE OF SCHOOL PROPERTY AND BUILDING

School buildings can be used if suitable accommodations are unavailable elsewhere. Use of buildings for moneymaking projects is frowned upon - PTA is an exception.

REGULATION FOR NON-SCHOOL USE OF SCHOOL BUILDINGS AND PROPERTY

SPONSORSHIP

- a. Each group using the school facilities for purposes other than school-sponsored activities shall furnish responsible sponsors, approved by the Board of Education.
 - 1). This sponsor shall be liable for all actions of the members of said group.
 - 2). Sponsors shall guarantee adherence to all Board regulations or forfeit the right to use the facilities.
- b. All groups and civic organizations requesting use of the facilities shall furnish a written request to the Board of Education from their official board for their approval specifying the extent of facilities requested naming their responsible representatives.

NORMAL USE OF THE BUILDING DEFINED

- a. All groups using school facilities shall leave the building in the same condition as they find it - i.e. chairs shall be returned to storage -- tables cleaned, returned to their place -- decorations removed and borrowed properties returned and the floor swept.
- b. School staff assigned to open and close the building are to be Building Security agents of the Board of Education, and are not to be imposed upon by the benefiting group.

SCHEDULING

All scheduling must be done with the Superintendent's office and all scheduling shall be at least two (2) weeks prior to the event.

- a. All school functions will have scheduling precedence over all other schedules, regardless of the time the event was scheduled.
- b. School related and/or educational groups i.e. the PTA and Boy Scouts, shall have scheduling precedence over non-school community groups.
- c. Church groups, civic clubs, business firms, etc., will be serviced on a "first come, first served" basis. Reason and prudence shall be exercised in all cases.

RESTRICTIONS

- a. Behavior of those attending an event is the sole responsibility of the responsible representative of the group using the building.
- b. At no time should the group expect school staff to supervise or control actions of those in attendance. Only the rooms requested, the closest outside entrance, the halls to the rooms and the closest restrooms and the main parking lot shall be used. The remainder of the building will be considered out of bounds.
- c. Student lockers shall not be used.
- d. Smoking shall be prohibited to all groups within the building.

CHARGES FOR USE OF SCHOOL BUILDINGS AND EQUIPMENT

Charges will be assessed as follows:

- (1) Any auditorium and/or gym at any school-----\$10 per hour
- (2) Individual room in any school building----- - \$10 per hour
- (3) If cooking facilities are used for any of the schedule listed above,
add-----\$10 per hour
- (Forms for use of the facilities are to be obtained from the principal- adopted 6-13-83)
- (4) Custodial service for building use----- - - -1 1/2 time reg. hourly rate
- (5) Use fee for football bleachers-----\$10 per section
- (6) Use of audiovisual equipment-----\$5

The listed charges in 1, 2 and 3 above are for building expense only. If, in the judgment of the administration, custodial services will be required, the cost will be added to the basic cost for building use. In all cases involving the use of the gym, locker rooms, or stage areas, a custodian must be used to ensure facilities are ready for use the next day. Custodial services will be figured on an actual work-time basis and may not be necessary during all the time the building is in use.

All school-sponsored activities are exempt from the charges stated above. If, in the opinion of the Board of Education, the organization requesting use of the facilities is a non-profit and/or community service organization, the charges for the use of facilities may be waived or refunded.

These charges are subject to change at any time by action of the Board of Education, USD #325. All funds received from the use of facilities or property will be deposited in the General Fund.

Policy for Video Equipment and Operator

1. Use of equipment will be by qualified person approved by the high school principal.
2. Permission forms are available through each of the building offices.
3. These forms must be filed five (5) working days before the event.
4. Fee is \$50.00 per half day, which includes one (1) 120-minute tape, i.e. one tape for each day's rental. Additional tapes are available at \$8.00 each. \$50.00 must accompany application form.
5. Check for amount must accompany application forms, less mileage and operator's fees. If request is denied, check will be returned.
6. Operator fees are \$7.50 per hour plus mileage in accordance with school policy.
7. A meal allowance will be required if length of event warrants.
8. Video equipment of USD #325 will not be available for use if equipment is available from a business firm in USD #325 district.

21. HOT LUNCH PROGRAM

1. The school district shall maintain and operate a hot lunch program. All students, employees, and members of the Board of Education are eligible to eat in the lunchroom at the established price or prices.
2. Free and reduced price lunches shall be provided in accordance with guidelines approved by the State and Federal agencies.
3. The Superintendent shall act as director of the lunch program. The program must be managed in such a manner as to qualify the program for government surplus foods and milk reimbursements. Menu and service must meet the requirements of the School Lunch Division of the State Department of Education.

22. TEXTBOOK RENTAL

On June 14, 1993, the Board of Education acted to eliminate textbook rental fees, leaving all other district or building fees unchanged. In the event that textbook rental fees are deemed

necessary in the future, the Board will act to re-establish them and follow the guidelines in the remainder of this section.

The Board of Education reestablished textbook fees beginning with the 2003-2004 school year. See the Parent-Student Handbook for each year's assessment amounts.

The purpose of this policy is to provide the students of those families making application and complying with requirements, textbooks and workbooks on a rental basis, grades 1-12 (excluding dictionaries and supplies). The Book Rental System is designed to be self-supporting and to be of no financial burden to the district. Book rental accounts shall be included in the school financial accounts as book rental accounts and audited annually. These accounts shall be included in the school activity account.

- a. ADMINISTRATION. Rules, regulations and operation procedures shall be the responsibility of the school board and the administration. Under their leadership and at their request, the PTA will assist in those areas where the board and administration desire their assistance.
- b. RESPONSIBILITY. Participation in the rental plan shall be optional but open to all those making application and willing to comply with the requirements, responsibilities, and application fee.
- c. FEES. The school board and administration shall adjust rental fees as necessary to maintain the rental system on a self-sustaining basis plus adequate reserves for contingencies.
- d. FREE TEXTBOOKS will be provided for those families designated in writing, to be receiving direct aid from the Social Welfare Department or Aid to Dependent Children, which shall include children designated as Wards of the Court and placed in a foster home.
- e. GENERAL FUND SUPPLEMENT of the textbook fund may be provided if it is evident that the established rental fee is not sufficient to cover the costs associated with the rental program and to cover the costs associated with supplying texts under the previous section of this policy.
- f. STUDENT PRIVILEGES AND RESPONSIBILITIES
Each student shall be issued his own set of books.
The student may take the books home for study.
Each student is responsible for lost books and replacement arrangements must be made with the administration.
Fines and penalties will be assessed for damage and excessive wear of books.
No books shall be issued until book rental requirements are met and all back fines assessed in a previous year are paid, exception made for emergency cases as defined by the administration.
- g. A BOOK USAGE RECORD will be kept by each attendance center. The school name will be stamped on page margins in three or four places on each book, and, if the book is thick enough, on the page edges. All books will be numbered. A record shall be kept showing the number of each book issued to each child. An inventory shall be kept of all rental books.
- h. ACCOUNTS. All book money receipted shall be identified on the receipt by the words "rental", "fine", or "loss". All receipt books shall be turned into the office at the close of the year for audit.

- i. PENALTIES. The law requires that a system of fines and penalties be established for lost or damaged books. The administration of such a system is of necessity up to the judgment and direction of the teacher and the principal.
 - 1). Rebinding: Damages that would require rebinding should be penalized and assessed at \$3.00 per book.
 - 2). Loss, defacement or destruction of a book should be penalized by the replacement price of said book.
- j. MID-TERM ENTRANCE AND REFUND SCHEDULE. Late enrollers shall pay rental fees according to the following for:

Enrollment during the first 9 weeks-----100% of fee
 Enrollment 10th week to end of 1st semester----- 75% of fee
 Enrollment mid-year to end of school year----- 50% of fee

The full cost of all workbooks must be paid. In the event the actual cost of workbooks exceeds the rental fee, the actual cost shall be paid. Students withdrawing from school shall be refunded rental fees for reusable books according to the following schedule:

Withdrawal during first 9 weeks-----75% of fee
 Withdrawal from 10th to 18th week-----50% of fee
 Withdrawal after mid-year to 27th week-----25% of fee
 Withdrawal after 27th week-----No refund

The full cost of all workbooks used will be retained even if the amount will not allow for the refunds provided in the refund schedule stated above.

23. SCHOOL YEAR CALENDAR

For school years after July 1, 1994, it shall be the policy of the school district to operate the school year on an official calendar of 1116 hours of school. In the event of unforeseen circumstances, the board may elect to shorten the school year within the limitations of compliance with the 1116-hour provision. Reductions in the exact student days calendar will be made only on the basis of evaluation of specific circumstances related to each issue and shall not be subject to negotiations.

24. SOLICITATION

Due to the large number of voluntary organizations desiring to solicit funds from pupils and school personnel, it is necessary for the Board of Education to place a limitation upon such solicitations.

No solicitation during school hours will be authorized.

25. INSURANCE

- a. INSURANCE - BUILDINGS AND CONTENTS. The Board of Education has a policy of carrying ninety (90) percent co-insurance on buildings and their contents, to have an appraisal not less frequently than once in three (3) years.
- 1). The insurance is on the yearly installment plan because it gave the greatest savings in premium and yet permitted the payment of premiums each year. All current policies are available for review at the district office.
- b. USD #325 maintains or leases a fleet of buses, all of which carry Comprehensive and Public Liability Coverage. Limits of liability are as follows:
- | | |
|---|---------------------|
| Bodily Injury Liability (automobile) | 1,000,000 |
| Property Damage Liability (automobile) | 1,000,000 |
| Automobile Medical Payments (comprehensive) | 5,000 |
| Collision - | \$500.00 deductible |
- c. The district has accident insurance covering the objects themselves, damage to our buildings and liability coverage from the hazard of explosion, rupture, bulging, etc. Current policies are available for review at the district office.
- d. Adequate insurance is carried on all machines and equipment in all school buildings. Fidelity Bonds are carried for both the District Treasurer and the Board Clerk.
- e. Provision is made for individuals to obtain accident insurance. The Board of Education permits a reputable insurance company to write individual accident insurance for school children and athletes at a nominal premium.

26. PLAYGROUND HOURS

Students shall not assemble on the school premises before 8:00 a.m. and 12:30 p.m. at noon. All students shall leave the grounds immediately upon the dismissal of school, unless permission is given or they are asked to remain by the principal or teaching staff.

27. OPENING OF BUILDING

School buildings shall be opened for pupil entrance at 7:30 a.m. for high school and at 7:45 a.m. for middle school and elementary school. Pupils may be requested to return to the playground if principals and teachers deem it necessary. Earlier opening of the building in inclement weather shall be at the discretion of the building principal.

28. BAND UNIFORM CARE

All pupils who are duly qualified band members will be issued band uniforms by the director and his staff at the beginning of the school year. These uniforms represent a substantial amount of money, and it is the responsibility of the individual member to exercise the best care possible. If

a uniform is soiled during the school year, it is the responsibility of the band member to have the uniform cleaned by a reputable cleaner. If the uniform is torn or damaged in any way, the uniform should be brought to the director immediately. The uniform will be repaired and costs will be assessed to the individual member. If the uniform is damaged beyond repair, the band member will replace said piece of equipment. Uniforms will be checked in at the end of the school year on a date set by the director. At the check-in, the director will examine each band uniform for damages or needed repair. If there are damages or needed repair, students will reimburse the school for them. Amounts assessed each student will be at the discretion of the Director, and with the approval of the school principal.

29. BAND INSTRUMENT RENTAL

School owned instruments may be rented for \$25.00 per school year. Distribution of these instruments will be left up to the discretion of the band director. All percussion equipment is excluded from rental except the concert snare drums. However, students using school percussion instruments will pay a \$5.00 user fee to cover the cost of incidentals such as slings, beater drumheads, etc. In addition, all students renting a band instrument will be required to make a \$40.00 deposit to cover possible instrument damage. This money will be refunded if the instrument is returned without damage. Upon request by parents, a negotiable check for the \$40.00 deposit may be given to the school but the check will not be cashed unless there is a claim against the student. All students renting instruments assume full responsibility for the general care and maintenance of said instruments. Periodic anticipated maintenance, such as replacement of worn pads, is an exception. Should an instrument be damaged while under the care of a student, the student will be expected to pay for the necessary repairs. Should damage to a musical instrument occur as a result of willful neglect or action by the student, the instrument may be withdrawn from the student's use and the student may be prevented from rental of any musical instrument. Such action will not relieve the student of the responsibility for payment for any damage. Rental fees, user fees, and horn deposits will be paid at the time of enrollment. Should special circumstances exist whereby payments cannot be made, provisions should be made with the building principal for installment payment. Failure to pay rental may result in the instrument being withdrawn from student use.

30. CHEERLEADER UNIFORMS

- a. All uniforms and pompoms will be issued to the cheerleaders by the school for a rental fee of \$25 per cheerleader.
- b. Cheerleaders will provide their own shoes, socks, blouse, tights, and emblems.
- c. Cheerleaders will be responsible for keeping the uniform clean.
- d. The cheerleader will reimburse the school for any significant damage to the uniform beyond normal wear and tear (this damage to be determined by the principal and sponsor).
- e. School uniforms must be returned in good and clean condition to the school at the end of the season for which they were used.
- f. If you are dismissed, you must turn in your uniform immediately.

31. MASTER DISASTER PLAN (TORNADOES, EXPLOSIONS, ETC.)

a. GENERAL EMERGENCY GUIDELINES FOR ALL SCHOOL BUILDINGS

- 1). Maps of each school building should be made showing the following:
 - (a) Area of shelter for housing students and staff
 - (b) Location of main shutoffs for all utilities
 - (c) Location of first aid kits and medical supplies
 - (d) These maps should be on file in each building office, the Board of Education office, and the Phillipsburg Emergency Control Center.

- 2). Special preparations that need to be accomplished in preparing to handle an emergency:
 - (a) Outline emergency procedure for moving staff and students to sheltered areas and designate specific responsibility of staff.
 - (b) Conduct drills and practice emergency procedures as outlined.
 - (c) Encourage staff and students to become trained in first aid and CPR.
 - (d) Check first aid supplies and equipment to insure sufficient variety and quantity. (First aid kits located in each area where students are taken in the event of an emergency. First aid kits would contain minimal standards supplies based upon the number of students assigned to that area. These first aid kits would be permanent and would not be removed from these locations.)
 - (e) Develop methods of maintaining emergency communications with the Phillipsburg Emergency Control Center, as well as other USD #325 buildings during a disaster (Telephone-radio-direct message).
 - (f) Rechargeable emergency flashlights are to be available in each building.

- 3). Suggested procedure to follow during a severe weather watch or other potential emergency situation:
 - (a) Reaffirm the current attendance record and building head count.
 - (b) If available, monitor the following: radio, CB-channel 1, television and scanner, for emergency announcements.
 - (c) Advise staff of special conditions and ask them to review their emergency procedures and responsibilities.
 - (d) Move all outside activities close to main building.
 - (e) Advise audiences at public activities of the potential emergency and inform them of shelter areas and how to move to those areas.

b. SPECIAL EMERGENCY BUS PREPARATION AND PROCEDURE

- 1). Each bus driver should have a list of all basements and storm shelters along their route.

- 2). Each bus driver should periodically review with the passengers the special emergency procedures to follow if they are unable to reach a sheltered area. This review should take into consideration different bus settings, such as: a) parked at the school, b) between schools, and c) in the country.
- 3). In the event of an emergency, each driver is expected to make every effort to maintain communication with the bus supervisor by radio or telephone.
- 4). Each driver should check his or her First Aid equipment monthly.

c. SPECIAL PROCEDURE FOR SCHOOLS IF A STORM OR DISASTER HITS ANOTHER LOCATION IN THE COMMUNITY

- 1). Keep vehicles and people off the streets by holding staff and students at school until immediate danger has passed or until advised to release students by the Emergency Control Center. In the event of an emergency occurring elsewhere within the Phillipsburg area, students would be held until it was deemed proper to release them.
- 2). Advise parents by public radio, television, or telephone that students and staff are safe and will be released when there is no longer danger.
- 3). Release emergency trained personnel and emergency supplies if needed elsewhere.
- 4). Make facilities available for emergency shelter or care for victims from the disaster area.
- 5). Before students and staff are released, advise them of special hazards or restricted areas.

(a) PRINCIPAL'S RESPONSIBILITIES

- (1) Recheck the attendance record.
- (2) Take a head count immediately after the emergency.
- (3) Obtain updated staff report in injuries as follows:
 - i) Type
 - ii) Severity
 - iii) Rescue and/or ambulance needed
- (4) Advise other principals, superintendent, sheriff and police of your immediate situation.
- (5) Make sure students are moved to a safer location out of danger:
 - i) Building collapsing
 - ii) Fire Danger
 - iii) Large roof span area

- (6) Keep students, staff and other immediate personnel contained in building area until an all clear is given.
- (7) Maintain control at all times.
- (8) Stay in one location so you can be located without any problem.

(b) TEACHER'S RESPONSIBILITIES

- (1) Take a count of everyone in your area when you receive a warning.
- (2) Count again immediately after a hit.
- (3) Take immediate inventory of injuries and their severity.
- (4) Report to the building principal or supervisor the status of your students and request special medical assistance if needed.
- (5) Keep students calm and under control.
- (6) Administer first aid when necessary.
- (7) Maintain a record of first aid administered:
 - i) To whom
 - ii) By whom
 - iii) Treatment administered
 - iv) Time of administration
- (8) Check area for safety. If area is unsafe, move students to a new area.
- (9) Students are your main responsibility.

(c) RESPONSIBILITY OF CUSTODIANS

- (1) Shut off all utilities to the building.
- (2) Order evacuation of hazardous areas.
- (3) Assist with first aid, rescue and maintaining a calm climate.
- (4) Help direct emergency personnel and equipment to spots where they are needed.

(d) RESPONSIBILITY OF SECRETARIES

- (1) Each building should try to establish and maintain phone contact with each other on the following numbers:
 - i) Middle School calls Grade School on 543-2175
 - ii) Grade School calls High School on 543-5252
 - iii) High School calls Middle School on 543-5114
- (2) Assist principal with gathering a "head" count and compiling numbers and types of injuries.
- (3) Give absolutely no information about injuries to ANYBODY. If you know that a parent's child has been transported, advise them to go to the hospital so they can sign for treatment.

(e) EMERGENCY RADIOS

- (1) One radio on the bus frequencies will be maintained at each of the following locations:
Principal's office at South Grade
Board of Education office