

**Code 3.01 - ACCIDENTS**

If there is an accident, injury, sudden illness, etc. at any time in the building, on the school grounds, on a school trip, or anytime where there could be any school connection, an oral report should be made at once. The school nurse must make written reports of all school time accidents. In case there is an injury while on an athletic trip where an administrator is not in attendance, the coach should notify an administrator as soon as the team returns and should call long distance if the injury is serious. Injuries in or about the school building, which call for minor first aid treatment, should be referred to the school nurse's office. In case of an injury of a more serious nature, the office should be notified as soon as possible.

**Code 3.02 - ANNOUNCEMENTS**

We will keep bells and announcements at an absolute minimum. General announcements will be made once a day, during homebase/advisory. They are scheduled so you can plan for them and not be interrupted at odd times during the day. Special announcements are made only when necessary. If you have announcements you want made, do not wait until the last minute to turn them in. Give them to the principal ahead of time. If you don't they may be late, incorrectly read or not read at all.

The policy on announcements will be:

1. These must be placed on the proper announcement form which is kept in the office.
2. Please write the announcement exactly as you want it stated.
3. Announcements will be read daily at the beginning of advisory.
4. Daily announcements will also be emailed to you each day.
5. A separate faculty section will be provided as needed for teachers. Please handle sensitive information appropriately.
6. Items to be included in the bulletin need to be given to the office one day in advance by 1:00 p.m. A certified staff member must sign all submissions. If a student has composed the entry, the teacher's signature indicates that the teacher has read and approved of the suggested bulletin item.
7. Last minute announcements must be approved by an administrator.
8. Names of all students who are to be dismissed early for school activities must be turned in the day before. These lists will be available on email.

The following guidelines are to be followed when hosting meetings (ie:encouraging participants to get involved in extra-curricular activities) at the Middle School or High School.

The policy for Coaching Meetings will be:

- 1) At DCMS school starts @ 8:05 a.m. & school is dismissed @ 3:15 p.m.
- 2) At 3:20 p.m., a bell rings and students are expected to be out of the halls.
- 3) If at all possible, schedule your meetings in the gym. (Check w/ Deb for availability)
- 4) Meetings should be concluded by 4:00 p.m. (So parents will know when to pick up their student.)
- 5) Have meeting attendees exit the gym out the west doors (6th Street) of the building.
- 6) In order for an announcement to be made – 1 week notice is necessary.
- 7) The AD will need to be notified & Mr. King must give final approval before an announcement can be made.
- 8) Once the meeting is completed, it is the coaches/sponsors responsibility to monitor students until everyone is off school grounds.
- 9) If you teach in another building and cannot be at DCMS by 3:00, please make arrangements for someone to monitor the students until you arrive.

**Code 3.03 - BUSINESS LEAVE PERSONAL**

Each full-time teacher has two days personal business leave available per year. Personal business leave requests should be submitted to the Principal at least two school days prior to the date of absence, except in case of emergencies. Personal leave days may not be used during the first and last weeks of school, nor immediately preceding or following a school vacation or holiday unless such leave is approved by building and central administration due to extraordinary circumstances. Requests may also be denied if three or more such requests have already been received covering any portion of or the same period of time.

**Code 3.04 - CLASS LOCATION**

Classes are expected to be in the location indicated on the daily class schedule. If a change from this normal routine is planned, prior approval by the principal is required. If the teacher should leave the building with his/her entire class, the office should be notified beforehand in case someone may be trying to contact the teacher or a student in the class.

**Code 3.05 - CONFIDENTIALITY**

The Family Privacy Act assures that all information concerning student's behavior, academic, and home life be confidential. Student's behavior, academic, or home life should not be discussed by professional educators with support personnel, patrons or other educators unless professional advice is being sought.

- a. A parent or student aged 18 or older has the right to inspect any school records at any time.
- b. Records that a parent or qualified student considers inaccurate or misleading may be changed by mutual consent.
- c. If the parties involved cannot agree, an adversarial hearing process is available. Stress the importance of factual and accurate reporting on student records.
- d. "Directory Information" consists of information necessary to publish such things as honor rolls, athletic programs, conduct awards assemblies, etc. It does not include a student's school records, address or phone number.
- e. Educators may keep certain records without providing access to parents or eligible students. These records under FERPA include a personal record kept by a school staff member which meets the following tests:
  - It was made as a personal memory aid.
  - It is in the personal possession of the individual who made it.
  - Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.

1. IDEA confidentiality requirements provide parents greater access to their child's records. The school has a copy of the school district's FERPA policy (See Student Handbook Page).
2. You may call Human Resources with any questions you have regarding this policy.

**Code 3.06 - FACULTY MEETINGS**

Teachers are expected to attend all faculty meetings unless excused by the principal well in advance of the meeting. Faculty meetings are not effective unless all are in attendance. Teachers who have morning duty responsibilities will be excused from the meetings and are responsible to access information from the school wiki. Regular faculty meetings will be held on the third Tuesday of each month before school, beginning at 7:30 A.M. Teachers are encouraged to be on time. Additional meetings will be scheduled as the need arises. The purpose of faculty meetings is to articulate district procedures, celebrate accomplishments, communicate building protocol established through building leadership team consensus, provide information on a monthly calendar of events, make available timelines, and report information from sponsored organizations. Faculty meeting agendas and handouts will be posted on the Monday prior to the scheduled meeting.

**Code 3.07 - FIELD TRIP GUIDELINES FOR SPONSORS**

A field trip directly related to the curriculum can be a valuable instructional tool. Advance planning, clear communication with the affected teachers, students and parents, regarding the trip and following the relevant guidelines contained in this regulation will promote a safe and successful trip. The "Field Trip Request Form" and guidelines should be obtained from the school office. An Activity Checklist should be completed before any field trip. A copy of this list is included in the addendum section.

**Budgeting the Field Trip**

Due to increasing transportation costs, requests for field trips will be carefully reviewed. Whenever possible, in-town trips should be encouraged over out-of-town trips if they meet the educational objective. Team funds are set aside for that purpose.

1. The "Field Trip Request Form" must be received by the Principal no later than 2 weeks prior to the date of the field trip. An itinerary of the trip must be attached to the request. Request forms are available in the office.
2. Secure the necessary parent permission and make provision for the proper disposition of students who do not obtain parent permission. (See also #3 below)
3. Prior to the trip, a written set of student guidelines and an itinerary with time frames must be shared with students and parents. Secure medical releases or emergency forms if appropriate.
4. The sponsor is responsible for ensuring the safety, general welfare, and proper conduct of students at all times during a school-sponsored activity. Enforce "Student Field Trip Regulations", normal school rules of student conduct, and any other rules and regulations appropriate to the situation.
5. Arrange for the adequate and proper adult supervision of students at all times whether on or off the bus. Particularly with large groups and/or out-of-town trips, secure parents as well as teacher sponsors.
6. Anticipate cases of student misbehavior, student accident or injury, bus breakdown, and other emergencies. In case of bus breakdown, call your building administrator. In case of medical emergency, use your best judgment. If time is crucial and does not permit a call to the parents, take immediate steps to get the appropriate help from the nearest place possible. As soon as possible, call the parent to inform them and obtain directions. Next, call one of the administrators.
7. Students who go on a trip shall leave and return by school conveyance unless prior written approval has been secured from the principal.
8. Under no circumstances is any student to be released to anyone but the parent or guardian. Always keep a head count and be able to account for each person.

**FIELD TRIP CHECKLIST (MUST be completed two weeks prior to the trip.)**

***Have you received administrative approval?***

- Talk with principal.
- Check date with the principal's secretary and get it put on the master calendar.
- Fill out field trip request form – includes: budget, permission slip and bus request.
- Complete an agenda, including times for leaving and when you will return.
- ***Have you sent home parent permission forms?***
- ***Do you have an adjusted schedule?*** Give a copy to office and elective teachers.
- ***Are you going to miss lunch or need a sack lunch?*** Contact the cafeteria.
- ***Are you going to need just a group of students?*** Make a list and distribute two weeks in advance to the office and elective teachers.
- ***Do you have medication list?*** Check with the nurse.

**Code 3.08 - FUNDRAISING PROJECTS**

Please do not commit groups to fundraising projects of any type unless those projects have been approved by the principal. Forms for obtaining approval for these projects are available in our office. Projects planned for any school year should be submitted for approval the preceding spring.

**Code 3.09 – GENERAL RESPONSIBILITIES**

Teachers should have rooms unlocked by 8:00 a.m. You are requested to lock your room *when your classroom is not in use*. When the room is unlocked, you should be there to supervise activities in or around your room. Teachers should aid in keeping order in the hallways. We sincerely urge teachers to take an active interest in the affairs of our school. We urge each of you to join the Middle School PTO. They are very supportive of us and our efforts.

**Code 3.10 - GUEST SPEAKERS & MEDIA RELATIONS**

Guest speakers are a valuable resource. However, teachers are to have all guest speakers or lecturers approved by the principal prior to scheduling. (SEE OFFICE FOR FORM) Teachers needing to submit information to the news media are requested to submit a Press Request Form to the principal for approval. (SEE OFFICE FOR FORM) The Press Request Form will be forwarded to the Director of Community Relations where a news release will be prepared and media contacts will be made.

**Code 3.11 - GUIDELINES FOR PARTIES**

Generally speaking, we discourage teachers from having parties in rooms during class periods. When teams want to have a party during the school day, the following procedures should be observed:

1. You **MUST** have approval from an administrator.
2. Once you have approval, notify the office.
3. See that a clean-up committee is appointed and that the area where the party is to be held is cleaned.
4. Do not allow students to leave the party site with refreshments, especially soft drinks.
5. Be certain that the party, while in progress, does not disturb or disrupt anyone else's proceedings.

**When organizations or clubs desire to have a party outside school hours, the following guidelines should be observed:**

1. You **MUST** have approval from an administrator.
2. Notify the office and check the official calendar.
3. If the activity is to be held off the school grounds, see that appropriate arrangements are made with the concerned individual or agency.
4. See that the students arrange for adult sponsors -- at least one adult for every 10 anticipated students, including the appropriate faculty sponsor.
5. Make certain that you publicize emphatically the opening and closing times of the activity to the students and parents, if possible, and urge strongly that students' rides meet them at closing time.
6. Also, insist that participants remain at the site of the activity either until it is over, or until their ride comes for them. Do **NOT** allow students to "come and go". Do **NOT** allow outsiders to "crash" your activity.
7. Discourage rowdiness and excessively rough activities. Teachers could be held liable for negligence if an accident occurs as a result of inadequate supervision.
8. See that a clean-up committee is appointed, and that the job gets done. Students, as nearly as possible, should do all the work connected with this type of activity, but the faculty sponsor still needs to see that it is done.

**Code 3.12 - HALLWAY RESPONSIBILITIES**

Teachers are requested to supervise the hallway during class changes. Each teacher is responsible for order inside their room and in the hall outside of their room. A teacher's visual presence regulates the conduct of some students. It is very important that a teacher be in the hall when pupils enter and leave the building.

**Code 3.13 - RED HALL PASS**

HALL PASSES: A pupil who is out of the room at ANY TIME except the regular passing time **MUST** have a Red Hall Pass made out and signed by their teacher, giving the time they left that particular class and the student's destination. Please put on the hall pass the time the student returns to your room. Please be sure that the student's full name is on the pass. Never have more than one name on a hall pass. Please remember to secure all passes. Excessive time out of the room or frequent requests to leave should be reported to the office.

No pupil is ever excused on a hall pass from regular class to make up work, etc. for another teacher. No one should be out of the room more than seven (7) minutes on a regular hall pass, and usually not more than five (5). Pupils may be called from class for special reasons (by the office), these will be held to an absolute minimum.

1. Teachers may obtain extra Red Hall Pass forms from Mr. King's office.
2. Teachers are to place their name on the pass using a white label. Do not write on the plastic and do not apply decorations, unless they can easily be removed.

**Code: 3.13.1 -LIBRARY PASSES**

Library passes are issued to pupils when they need to use the library. Remember, the library is **NOT** a study hall and pupils should not be allowed to go to the library unless they need materials. Reading for pleasure is considered needed materials. Only two (2) pupils at one time from your room should be allowed to go to the library.

**Code 3.14 - LUNCH PROCEDURES**

**Teachers should escort students to the lunchroom area immediately after release time from class.** Students are to enter the cafeteria in an orderly fashion, *sit in assigned seating area* and wait for the lunch supervisor to dismiss their table. Students are to remain seated following lunch until teachers return to escort their students out of the cafeteria after the lunch supervisor dismisses students.

**Code 3.15 - MEETINGS, COMMITTEES AND COUNCILS**

Realizing the importance of every teacher's position and the amount of time spent planning and preparing, this administration will make every effort to assure that meetings are purposeful and productive. If a teacher is unable to attend a meeting, he/she is requested to contact the building principal prior to the meeting for exemption.

**Code 3.16 - MONTHLY CALENDAR**

A monthly calendar will be prepared in the office. This calendar will include activities happening that month. Teachers may submit school-related items or activities to the secretary no later than the third Thursday of the month for the following month's calendar.

**Code 3.17 - PLANNING**

All teachers should be planning at least one week in advance. Each lesson plan should contain those instructional objectives which relate to the objectives of the district's adopted curriculum, using adopted program materials (manuals, course descriptions, student text, and recommended supplementary materials). Instructional plans should outline content and content delivery strategies. Teachers are encouraged to apply a variety of strategies in delivery content. The principal should be able to find lesson plans if something unexpected should prevent a teacher from being at school. Lesson plans should also be made available to the principal/assistant principal during "drop-in" observations.

**Code 3.18 - POSTERS/SIGNS**

As a sponsor of an organization or a group that will be hanging various posters or signs throughout the building, please be certain these posters or signs have been approved by the sponsor. At the conclusion of the event/activity being promoted, the organization is responsible for taking down the signs and properly throwing them away.

**Code 3.19 - RELEASING STUDENT(S) DURING CLASS TIME**

Teachers should not release any student(s) directly from the school campus without proper notification from the principal's office. All students who are checking in or out of school should report to the main office. If someone comes for a student, refer him/her to the office first.

**Code 3.20 - SHORT-TERM LEAVE**

Leave of two hours or less may be taken with prior approval by building administration. The form must be completed, signed by an administrator and turned into the office prior to the absence. This leave is not designed for routine appointments.

**Code 3.21 - SMOKING**

The Board of Education has not designated a smoking area in any of the buildings in USD 443; therefore, it is against Board Policy to smoke anywhere in our building or on campus.

**Code 3.22 - STUDENT HANDBOOK/AGENDA**

**Suggested Student Expectations:**

1. Carry assignment agenda at all times.
2. Write all assignments and test information for each class in the appropriate area of the agenda everyday.
3. Show the agenda and explain the information in it to parents at least once a week.
4. Parents sign the agenda once a week.
5. Have sending and receiving teachers sign.

**Suggested Teacher Expectations:**

1. Teachers are committed to using the assignment agenda for each student all year long.
2. Expect students to write your classroom assignments in the agenda every day.
3. Use the agenda for team meetings, conferences, student action plans, and communication with parents.
4. Check agenda for parent signature weekly.
5. Use the Red Hall Pass as a hall pass, NOT the student's agenda.

*Remember:* A note to a parent or comment in the agenda is probably not as effective as a quick telephone call to parents when a child is failing or declining in performance. Communication is the key to our success.

**Code: 3.23 - STUDENTS LEAVING THE CLASSROOM (LIBRARY/HALL PASSES)**

Teachers should allow students to leave the classroom only when it is absolutely necessary. Any student leaving the classroom during class time should be given the appropriate pass (rest room, library, office, etc.). Students should be urged to use the restroom during break times and not during class periods.

**Code 3.24 - STUDENT USE OF PHONE**

Students will not be permitted to use the office phone without a phone pass (Red Hall Pass) from their teacher. Teachers are to screen the reason for all calls so as to limit the calls to emergency situations. Requesting permission to spend the night at a friend's house is not an emergency.

**Code 3.25 - SUBSTITUTE TEACHERS**

In the event of illness, emergency, etc., call the substitute calling system. This service is called AESOP (Automated Educational Substitute Operator). The AESOP service will be available to you 24 hours a day, seven days a week. You may interact with the system either on the internet at <http://www.aesoponline.com> or by way of a toll-free automated phone line (1-800-942-3767). If there is a problem with the system, you can reach the Help Desk by calling 227-1600. Please try to call for a substitute by 6:30 a.m. so that arrangements can be made to minimize the disruptions to the educational process.

As a step to show the substitute that you are aware of his/her situation and wish to help in every way possible, each teacher will be asked to complete a substitute teacher form. This form should be turned into the office by the first Friday of classes. The office will place your substitute teacher form in your substitute folder which includes copies of fire drill, assembly schedules and your discipline plan the substitute teacher will be given another form from the office on the day he/she comes to our building and picks up your substitute folder. This form is to be completed by the substitute teacher and submitted to the office at the conclusion of the day. In turn, the office will place the form in your box. The purpose of this form is to give you specific information for each period of the day including student(s) absent, student(s) tardy, discipline problems and how much was accomplished in each period. The weekly substitute report will be completed and signed each day. In addition, it will be the substitute's responsibility to send in the pay voucher on the first Friday of each month.

**Code 3.26 - SUPERVISING CLASS/LEAVING STUDENTS UNATTENDED**

Teachers will supervise their classes during assigned times. Teachers should not leave students unattended. If a discipline problem occurs, teachers should notify the office or send the offending student(s) to the office with a note explaining the offense. If an emergency arises requiring the teacher to leave the classroom during regular instructional or supervision time, the teacher should arrange with another teacher in an adjacent room to supervise the students in both rooms. If an emergency should arise and the teacher must leave the building, the teacher is to notify the office of their departure.

**Code 3.27 - TEACHERS' GUIDELINES FOR AVOIDING PERSONAL LIABILITY**

1. Recognize that as employees of local boards of education you are not protected from tort suit by the "doctrine of governmental immunity."
2. Recognize that you are expected to protect the health, welfare, and safety of your students which includes their reputation and good name, as well as their physical well being.
3. Recognize that negligence has no place in schoolwork. Know that educators are expected to foresee the consequences of their actions or of their failure to act.
4. Plan activities carefully. Make the activity fit the students, not the students fit the activity.
5. When working with older students, who might be more responsible for their own safety, be certain that you relate to them any risks that might be inherent in their engagement in a particular activity prior to their engagement in that activity.
6. Teachers should not tolerate "horse play" in the classroom.
7. Provide proper supervision. Increase the supervision if the activity is more risky, for example; the students are younger or less mature.
8. Repair or report all hazardous conditions to those who must know and insist that those conditions be remedied.
9. All outsiders should be considered trespassers. Report the presence of a stranger at once.
10. Take advantage of liability insurance coverage.
11. Where liability insurance coverage is provided, report all incidents of student injury immediately, and give all necessary details.
12. Keep accurate records of all accidents and actions.
13. All school records are covered by the Federal Law regarding privacy. Consult the Principal prior to giving any information to anyone about students.
14. If you are aware of or suspect any student is suffering from neglect or abuse, report this in writing to the Principal's office. This report will remain confidential.
15. Be aware that student's fundamental constitutional rights do not end at the school house steps.

**Code 3.28 – TELEPHONE USE/LONG DISTANCE**

The only allowable long distance calls to be made at school are for school business. These should always be cleared through an administrator. The only exception to this would be calling card calls or operator assisted calls that are charged to your home phone number. The only phones in the building that you can make long distance calls on are in the office.

**Code 3.29 - TELEPHONE USE/CLASSROOM**

1. Phones in classrooms are for teacher use only. However, there may be times when students will need to use the classroom phones under teacher supervision in times of inclement weather or cancellation of events.
2. Calls received by the office will not be transferred to the classroom when class is in session except in the case of an emergency.



**Code 3.30 - WEEKLY MEMOS AND DAILY BULLETINS**

All teachers are responsible for following through with any performance criteria requested of them through daily memos and weekly bulletins during the school year. Daily memos will be e-mailed to all DCMS addresses at the end of each day. Weekly bulletins will be e-mailed and posted on Cardinal Spaces periodically throughout the school year. Faculty memos include daily announcements, calendar events, and additional reminders. Weekly bulletins and faculty announcements will serve as a reference for established protocol and will be posted for reference on Cardinal Spaces for one year.

**Code 3.31 - USE OF SCHOOL FACILITIES**

In order to avoid conflicts in the use of the building during the school day; please make appropriate arrangements through the principal's secretary. No group of students is to use the auditorium or stage unless a sponsor is with them at all times.

Use of our building outside the school day by staff members will be handled according to Board Policy KG-R Use of School Facilities, which is as follows:

- Reservations for the use of the school building shall be made through the building principal.
- Contact Michael King to schedule our building for use outside the school day.

**Code 3.32 – ROLES AND RESPONSIBILITIES OF DCMS BLT MEMBERS**

A Building Leadership Team (BLT) is a school-based group of individuals who work to provide strong organizational process for school renewal and improvement. BLTs orchestrate the work of school professionals, administrators, and students through the school improvement process. This process includes the examination of current, successful practices and also those areas that are of concern to those who work at Dodge City Middle School.

BLT members at DCMS are committing themselves to the equivalent of about an hour and a half per month of meeting time. Meetings will occur on the second Tuesday of the month at 3:30 P.M. Part of being a member of the BLT is helping people focus on outcomes. Revisiting these purposes and outcomes periodically provides the opportunity to reassess the middle school team processes. Some additional roles for a member of the DCMS BLT are as follows:

1. Provides leadership for accomplishing school targets goals.
2. Insures that the building engages in a variety of evaluation tasks—those that help determine the goals, those that help inform progress and change, and those that benchmark success (i.e., student achievement, school climate, etc.).