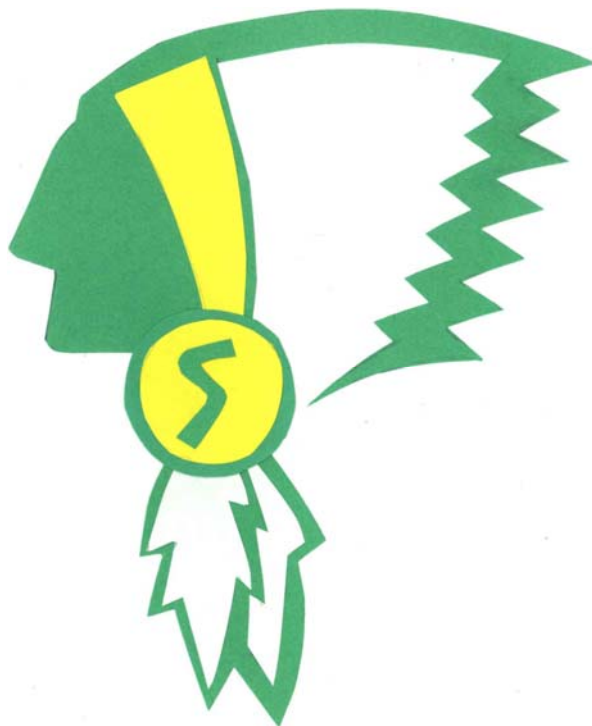


Personnel Handbook



2011-12 School Year

**Adopted by the Board of Education:
June 13, 2011**

Preface

Dear Staff member:

This handbook contains information for personnel employed by Satanta USD #507. The information and policies in this handbook are district policies that pertain to all employees.

Each attendance center may have specific policies or rules that apply to that particular center. This information was assembled for employees so there would be continuity throughout the district in employment practices, general procedures and policies.

Please read this handbook carefully. Should you have any questions or suggestions concerning this handbook, please contact your building administrator or the Superintendent's office.

We hope that you will have a most pleasant and rewarding work experience with Satanta USD #507.

Ardith Dunn, Superintendent

This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of any employee contract.



Adopted 6-13-2011

An Equal Employment/Educational Opportunity Agency

Unified School District No. 507 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the Board's compliance with the Title VI, Title IX, or Section 504 of the Individuals with Disabilities Education Act (IDEA) or the American Disabilities Act (ADA) may be directed to the Compliance Officer, who can be reached at (620) 649-2234, 100 Caddo, Box 279, Satanta, Kansas 67870, or to the Assistant Secretary for Civil Rights, US Department of Education, Washington, D.C.

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USD 507 EMPLOYEES

1. Board Policy

It is each employee's responsibility to be familiar with the policies of the Board of Education of Satanta USD No. 507. Updated policies are kept in the principal's office, teachers' lounge in each building, and are also on file in the library. A copy of the board policy may be obtained by contacting the district office.

2. Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with USD 507 will be disciplined in accordance with board policy. Disciplinary action may include penalties, up to, and including, termination.

3. Staff Conduct

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conducts.
- Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

District employees who violate these rules are subject to disciplinary action.

4. Confidentiality for Staff and Teachers

Employees must be responsible and accountable for maintaining strict confidence with information they use or become privy to because of your position at USD 507. Employees can lose their licenses, their jobs, and in a worst-case scenario, their financial assets if confidentiality procedures are not followed. Employees are expected to:

- respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with individual students or staff.
- protect the privacy, confidentiality and security of all records.
- only access or disseminate student or staff information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of USD 507.
- discuss confidential information only in the context of support for individuals at the site of the crisis and to not discuss such information outside of the crisis site or within hearing of other people who do not have a need to know about the information.

In the event of a breach or threatened breach of the above confidentiality statements, as applicable and as it deems appropriate, USD 507 may pursue disciplinary action.

5. Social Networking Websites

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook. All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Such conduct shall include but not be limited to:

- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- improper use of district computers and technology for social networking
- use of the school's name and logo on a teacher's personal website
- failure to exercise good judgment in on-line conduct

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the

attention of the appropriate employees. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

6. Chain of Command – Resolving Problems

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action. In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

7. First Aid and Injury Reporting

Any student requiring first aid during the school day should be brought to the nurse’s office or principal’s office, if possible, for treatment and/or determination of the extent of the injury. The principal is required to report all injuries. Strict adherence to this policy is for the protection of the teacher, pupil and school. Employees and/or the school could possibly be held liable for a mishandled injury. A school accident report should be filled out after the injury has been treated.

8. Administer Epinephrine

K.S.A. 65-2872b authorizes any person to administer epinephrine in emergency situations to a student or member of a school staff.

9. Blood Borne Pathology Policy

For the protection of students and employees alike, USD 507 has developed policies and procedures regarding the handling of blood and body fluids. The Blood Borne Pathology Policy and procedure handbook can be found in the nursing offices. Hepatitis B vaccine is available to employees at their expense upon request. The vaccine is the employee’s choice.

10. Workers Compensation

• **Notice of Accident**

An employee injured while on duty or on school property shall notify their supervisor in writing within 10 calendar days of the injury. Failure to provide notice may prohibit payment of workers compensation benefits.

• **Choice of Physician**

In case of injury and the need to seek medical care covered by workers compensation, the injured employee shall contact the following medical provider: Satanta Hospital/Clinic. If the employee is not satisfied with the designated health care provider, a request for a different health care provider may be made to the director of workers compensation. The director will provide a list of three health care providers. If the employee is still not satisfied with the health care provider, the employee may pursue further assistance as allowed by Kansas Law.

• **Injuries Occurring When an Employee is “Under the Influence”**

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

- **Recreational and Social Activities**

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

- **Injuries Suffered While Traveling to and From Work**

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

- **Horseplay**

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

7. Physical Examination Requirements

Teachers and staff are required to have a physical examination pursuant to 72- 5213 and USD 507 board policy. Bus drivers are required to have a physical examination every two years. The employee is responsible for the cost of the physical examination.

8. Staff Responsibilities

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with internal or external departments and agencies as appropriate.

9. Attending School Activities

Faculty and staff should attend school functions and activities. Attendance at activities promotes a positive image of our staff to the students and patrons of our community.

10. School Trips & Vehicles

- **Mileage**

Employees who have received prior approval from the superintendent for driving their personal vehicle will be reimbursed at the rate set by the board of education, when conducting school business; however, school vehicles should be used whenever possible.

- **Trip Requests**

From time to time employees will need to make trips to represent the district. All paperwork prior and upon return, need to be completed by employee and turned into the central office.

- **School Vehicles**

The school has vehicles for staff to use when on official business with the district. If the vehicle needs to be filled up outside of Satanta, a gas card will need to be checked out from the district office. A copy of the charge slip/receipt should be returned to the central office when returning the credit card. In order to obtain a vehicle after proper approval, an employee must pick up a trip sheet and a bus barn key from the transportation secretary. Upon returning from the trip, the vehicle should be returned to the proper stall, the key and trip sheet returned to the transportation secretary, all receipts and credit cards turned into the central office. If an

employee returns after hours, he/she should return the trip sheet, key, credit cards, and receipts the next working day.

- **Seat Belts/Phone Texting**

Driver and passengers must buckle seat belts at all times in school vehicles. Texting is against the law and not permitted while driving.

11. Fire, Tornado, and Other Emergency Drills

By law, a fire drill is required each month for each building and tornado drills are required three times a year. The principal will be responsible for scheduling these drills. Classified employees should follow proper procedures by participating during emergency drills.

12. School Owned Equipment

- **Care of Equipment and Buildings**

Needed repairs to equipment and buildings should be reported to the maintenance department as soon as possible.

- **After Hours or Summer Use of School Equipment**

If equipment is to be taken from the building for personal use, school personnel must obtain prior written approval from the building level principal or superintendent.

13. Keys

Building security is a major concern. Keys are issued to the staff for their areas of concern. They are not to be duplicated or loaned under any circumstances. If keys are lost or stolen, the building principal is to be notified immediately. Each staff member that is issued keys will sign a key agreement and could be responsible for the cost of key replacement or of re-keying an area.

14. Telephone Calls

It is permissible to make a long distance telephone call for school business. If the telephone is used for long distance personal calls, the charges should be made to a home phone number, credit card or have the charges reversed.

15. Cellular Phones

Staff members shall not use a cellular phone/paging device while on duty on or off school property, unless the staff member is serving as an active member of a volunteer firefighting organization, volunteer emergency medical service organization, or a school sponsored activity.

16. Expense Report

The expense report should be completed and turned in to the district office for such instances as expenses for meals while attending out-of-district meetings, mileage, and miscellaneous expenses. Employees are responsible for obtaining an itemized receipt for all charges and reimbursements. Failure to obtain an itemized receipt could result in the employee paying for the expense. Expenses will be paid only on trips that have a request form on file and prior approval from the superintendent. Employees will not be able to expend personal funds and expect reimbursement from the district without administrative approval. Employees will not be reimbursed for taxes paid when proper tax exempt forms have not been acquired from district office.

17. Hazing/Harassment/Intimidation/Bullying/Menacing

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by staff is strictly prohibited and shall not be tolerated in the district. Staff whose behavior is found to be in

violation of this policy will be subject to discipline, up to and including dismissal. Individuals may also be referred to law enforcement officials.

18. Computer Network

We have an excellent computer network. All classrooms, schools and offices are networked. The Powerschool Student Management System will be used by all teachers to record attendance, grades and other information.

Each teacher has e-mail access and is expected to use it to communicate with each other. Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration. Any e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

There are several procedures that the staff should be aware:

- Don't allow students to access hard drives. They should only be on the network! This is for security of the file server.
- Don't allow students to log in under your name and password or another student's name and password. Don't give a student your password.

Make sure you log out!

- Don't leave your password the same for more than one semester. It has been recommended that passwords be changed every nine weeks.
- If something goes wrong, try to re-boot the computer (CTRL/ALT/DEL). If you still have problems, drop a note to the building principal.
- Personal laptops or computers will not be permitted. Use of the district network must be protected and filtered and used to benefit the education of our students.

19. Copyright Regulations & "Fair Use" Rules for Educators

In accordance with school board policy, ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

- **The Nature of the Copyrighted Work**

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

- **The Amount and Substantiality of the Portion Used**

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

- **The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work**

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

- **Prohibited Practice**

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

- **Permitted Practice**

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

- **Guidelines for Off-Air Recording Broadcast Programming for Education Purposes**

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recording must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination periods or other scheduled interruptions—within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the

end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

20. Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful. When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted program shall not be made or used on school equipment.

21. Television

The use of television should be carefully monitored. Viewing is essentially a passive activity and not usually the best strategy to meet learning needs. The use of television programs and videos should be minimal. The selection of programs should always be in support of academics. Videos and feature length movies generally do not fit in this category. If in doubt, please visit with the principal. Videos to reward appropriate behaviors of children are discouraged. There are many other ways to reward students for proper school behavior, the main one being increased academic success.

22. School Closing

In case of inclement weather and/or other emergency situations, the following radio and television stations will be notified at the earliest possible time:

RADIO	TV	SCHOOL HOTLINE
KBUF -- 97.3 FM	KWCH -- CBS	649-1237
KSLS -- 101.5 FM	KUPK -- ABC	
KIUL -- 99.9 FM	KSNG -- NBC	
KULY -- 105.7 FM		
KSCB -- 107.5 FM		
KJIL -- 99.1 FM		

USD 507 School Calendar

2011-2012

Aug 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep 2011						
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25	26	27	28	29	30	

Oct 2011						
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30	31					

Nov 2011						
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Dec 2011						
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30	31					

Jan 2012						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August
 16 Teacher In-Service
 17 Teacher In-service
 18 .5 Student Day/.5 New Teacher In-service

September
 5 Labor Day - No School
October
 14 End 1st Qtr. (42.5 days)
 20 P/T Conferences (5-9 PM)
 21 P/T Conferences (8-11 AM)

November
 23 Thanksgiving Break - No School (Nov 23-25)
 24 Thanksgiving Day

December
 15 End 2nd Qtr. (41 days)
 16 .5 Teacher Work Day (Total Semester + .5 Work Day = 84 days)
 18 Holiday Break - No School (Dec 18-Jan 2)
 25 Christmas Day

January
 2 Holiday Break - No School
 3 School Resumes

February
 20 President's Day - No School

March
 2 End of 3rd Qtr. (43 days/127 days)
 8 P/T Conferences (5-9 PM)

9 P/T Conferences (8-11 AM)
 11
 12 Spring Break - No School (Mar 12-16)

April
 6 Good Friday - No School
 8 Easter
 9 Easter Break - No School
May
 13 Mother's Day
 20 Graduation 3:00 PM

24 .5 Student Day/End of 4th Qtr. (51.5 days)/.5 Work Day
Total Semester + .5 Workday = 52 days (95/179 days)

Feb 2012						
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26	27	28	29			

Mar 2012						
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31						

Apr 2012						
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30	31					

May 2012						
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23	24	25	26	27	28	29
30	31					

Jun 2012						
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23	24	25	26	27	28	29
30	31					

Jul 2012						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

179 Contracted Days (2-half day Teacher Work Days at the end of each semester), New Teachers are required an additional day of in-service

Calendar is also located on the web page
(www.usd507.org)

CLASSIFIED STAFF

1. **Work day**

Employees will work hours specified on contract or as assigned by immediate supervisor. If you are late due to an unforeseen circumstance, contact supervisor immediately. Any overtime hours must be pre-approved by your supervisor.

2. **Paydays**

All employees will be paid by electronic fund transfer or deposit. Payday will be on the 15th of each month. All employees will keep electronic timecards which will be exported at the end of each month. Overtime will be paid only if the employee's supervisor authorizes the overtime. Working times assigned to employee cannot be changed unless approved by supervisor.

3. **Re-Issued Checks**

Should an employee lose a check, (i.e., paycheck, expense check, etc.), a replacement check may be issued. The employee will be responsible for any bank charges.

4. **Leaves**

Leave requests must be requested by the employee and approved by their supervisor prior to taking any type of leave. It is the responsibility of each employee to notify your supervisor if he/she is ill and unable to report for work. Leave without pay may be used only after all other options have been exhausted. Types and amount of leave are addressed in each individual's contract.

Leave without pay may be used only after all other options have been exhausted unless approved by the superintendent.

5. **Employee's Lounge**

Each building has an employee's lounge. The lounge has been provided as a place for employees to relax.

6. **Evaluations**

Classified evaluations will be done annually by each employee's supervisor. The "Classified Personnel Evaluation Report" will be used for annual evaluations.

7. **Purchases for the District**

Any items purchased for the district must be through e-requisitions/purchase orders. Employees will not be able to use personal funds and expect reimbursement. Bills presented without proper purchase orders or administrative permission will not be paid.

Staff use of a district credit card shall be confined to necessary school business. Staff seeking information about credit card use should visit with their supervisor. A district credit card may be checked out to a staff member if there is a legitimate need. Employees are responsible for obtaining an itemized receipt for all credit card charges. The employee may be responsible to reimburse purchases that have no receipt. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

The expense report should be completed and turned in to the district office for such instances as: expenses for meals while attending out-of-district meetings, mileage, hotel expenses, and other miscellaneous expenses. Failure to obtain an itemized receipt could result in the employee paying for the expense. Expenses will be paid only on trips that have a request form on file and prior approval from the superintendent.

8. Transportation Conduct Notice

This form is to be turned in to the transportation supervisor or building level principal by the bus driver for discipline reasons. The infraction should be discussed with the transportation supervisor or the building administrator to correct the problem.

Certified Staff

1. Work day

Certified employees will assume responsibilities no later than 7:35 AM and will continue until 3:45 PM with the exception of Fridays when their duty day will end at 3:30 PM. On days preceding holidays or vacations, employees will be permitted to leave the building at 3:30 PM.

2. Leaving the Building

Employees who must leave the building during their workday must sign-out through the office before leaving. Upon returning to the building, employees must sign-in through the office. Personal business should be conducted outside the working day if possible.

3. Faculty Meetings

Building level faculty meetings will be held throughout the year and all faculty members are expected to attend. Frequency and times will be set by the principals.

4. Supervisory Duty

All teachers, secondary and elementary, will be expected to have supervisory duties. This will be assigned during the school year by the building principals.

5. Working Late

Many times teachers work late or come back in the evening for meetings. Teachers are expected to see that their rooms and the building are properly locked and lights turned off when leaving the building.

6. Lesson Plans

Planning is necessary for quality instruction and education. Each teacher is required to develop lesson plans and submit them to the principal on a weekly basis. Principals will determine when and how the weekly plans are due in their office.

7. Weekly Eligibility Reports

Each teacher (mainly in the 7-12 building) will file a weekly report with the principal on Thursday of each week prior to leaving the building. Beginning with the second week of each semester, this weekly report will include a list of students who are failing (F) or near failing (D). This list will be figured on cumulative grades through Thursday of each week and will be used to determine eligibility for activities.

8. Paydays Certified Employees

All employees will be paid by electronic fund transfer or deposit. Payday will be on the 15th of each month. Employees will be expected to turn in time cards for monthly payments for committee work. These time cards will be due the end of each month.

9. Re-Issued Checks

Should an employee lose a check (paycheck, expense check, etc.), a replacement may be issued. The employee will be responsible for any bank charges.

10. Employee's Lounge

Each building has an employees' lounge and each employee will have a period of time during the day (planning period) when he/she will not be directly responsible for students. The lounge has been provided as a place for employees to relax in a friendly atmosphere. "**Lounge talk**" should be a reflection of a teacher's professional attitude.

11. Leave

Leave for certified personnel are addressed in the Teacher Negotiated Agreement. Leave requests need to be completed and approved by the building level principal prior to taking any type of leave. It is the responsibility of each employee to notify the building principal or designated person either the night before or prior to 7:30 a.m. if he/she is ill and unable to report for work. It continues to be the responsibility of the absent teacher to notify the school before 2:15 p.m. each day so that the substitute can be notified whether or not they need to return.

12. Teacher Evaluations

Teacher evaluations will be performed as law required or as needed. The teacher evaluation instrument will be filled out by the building level principals pursuant to the guidelines established in the evaluation instrument. Evaluations will become a record in each individual's permanent file located in the district office.

13. Purchases for the District

Any items purchased for the district must be on an E-req that follows the proper approval tree. Employees will not be able to use personal funds and expect reimbursement. Bills presented without proper purchase orders will not be paid. E-reqs must be completed online and approved prior to a purchase order being issued.

- **Petty Cash**

Petty Cash funds may be used on smaller purchases that require a check. Supervisor approval is still necessary for this type of purchase.

- **Ordering by Telephone/Fax**

Ordering by telephone or fax requires an approved E-req. The central office will place the order unless other arrangements have been made with the building principal and cleared through the central office.

- **Budgets**

Before the purchase order is approved, the building level principal will check the balance of the employee's budget to be sure it is not over spent.

- **Other Purchase Order Information**

When attending approved conferences/workshops, the central office will arrange payment for registration and motel. It is the responsibility of the individual or group sponsor to inform the building level principal of the requested motel arrangements.

- **Credit Cards**

Staff use of a district credit card shall be confined to necessary school business. Staff seeking information about credit card use should visit with their building level principal. A district credit card may be checked out to a staff member if there is a legitimate need and approved by administration. Employees are responsible for returning credit cards to district office with receipts for purchases. If receipts are not received, the employee may be responsible for to reimburse for the amount of the purchase. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

14. Student Handbook

Each building has a student handbook (approved by the board of education), with rules that certified staff are expected to implement. Please read carefully.

15. Discipline

Discipline and teaching go hand-in-hand. Teachers should manage their classrooms in such a manner that enhances purposeful activity. An orderly classroom is not necessarily quiet, but is one in which each child has the opportunity to contribute and be heard. It also is a room in which there is sufficient calm to enable a child to think without confusion.

16. Grading and Retention

The professional staff and administration will make decisions regarding student progress. However, the board considers it very important that parents be consulted and well informed at an early date where retention is advisable. Grades will be kept with the electronic grading system and submitted quarterly to be sent home with the students or mailed each nine week period. Parent teacher conferences will be held twice a year, once each semester.

17. Testing Integrity

In the administration of standardized tests, licensed staff (teachers, administrators and others) shall not:

- Provide inappropriate test preparation
- Modify test administration procedures.
- Provide inappropriate assistance to students during test administration.
- Change or fill in answers on student answer sheets.
- Provide inaccurate data on student information sheets.
- Discourage or exclude certain students from taking the test.
- Engage in any other practice to artificially raise student scores without actually improving underlying student achievement.

Failure by staff to follow district guidelines and/or state testing directions is grounds for termination.

18. Absentee Student Assignments

Parents may call the school requesting assignments for a student who is absent. When this occurs, teachers will be notified and expected to bring homework to the office for pick-up by the parent.

19. Sponsorships and Scheduling Meetings

Each school organization is required to have at least one faculty sponsor. Such sponsor(s) are appointed by the administration and are to act as general advisors and chaperons. The sponsor(s) must be present during all meetings of a class or an organization.

Activities that take students and teachers out of regular classes must be scheduled, approved by the principal, and put on the school calendar as far in advance as possible. Lists of the students involved in the activity must be emailed to the office for distribution to faculty prior to the scheduled activity. Activities should be scheduled to prevent students from being out of class any more than necessary.

20. Activity Record Information Sheets

Sponsors or coaches are responsible for completing a summary of the activities for the sport they sponsored or coached during the school year. This form should be completed with a roster attached at the end of the season.

21. Assemblies

All teachers are expected to attend all assemblies, pep rallies, etc. Teachers should sit with the students and help maintain order.

22. Activity/Field Trip Bus Requests

Requests must be filled out for all activities requiring a bus/school vehicle and then turned in to the principal's office in advance of the trip. Vehicles will be scheduled through the transportation department. A list of all students riding the bus/vehicle must be filed with the attendance center office and the district office prior to departure.

Requests for field trips must be made through the principal's office and placed on the school calendar at least two weeks in advance. Field trips, which are correlated to the curriculum, are valuable and are encouraged, but consideration to the school calendar should be given. Try to avoid scheduling field trips during May.

23. Fund Raising Requests

Organizations or teachers requesting a fund raising activity must first secure permission from the building administrator before planning a fund raising activity. The fund raising request form must be completed and turned in to the principal.

24. Library and Audiovisual Equipment

Teachers and students are encouraged to use the library. Teachers needing to use the library for a group activity should coordinate the activity with the librarian. Audiovisual equipment and computer laptops are available to be checked out in the library.

25. Check-Out Procedures

Teachers are requested to complete closing procedures according to the check-out form and as per the building level principal's directions. It is very important that teachers complete all documents, leave a summer address and phone number, and store materials and equipment properly for the summer.

26. Classroom Inventory

The classroom inventory is to be completed at the end of every school year by the teacher for his/her classroom. Inventories are to be put on the computer network and one hard copy filed with the principal's office. At the beginning of each new school year, inventories should be checked and new items should be added.

27. E-REQ Guidelines

E-REQ is an internet based program for requisitions. It is compatible with the accounting software used in the district office. It will help expedite the entire purchasing process and eliminate some "lost requisition" problems. Follow the following guidelines to login to E-REQs and create a requisition:

1. Got the internet at : <http://ereqs.datateam.com> (make sure and mark as a "favorite")
2. Login name: (last name)(first initial)F

For example: Ardith Dunn would login as dunna

Unified School District 507
SCHOOL ACCIDENT REPORT

Verbal notification should be made immediately to the administration, but remember THIS WRITTEN REPORT MUST BE SUBMITTED TO THE ADMINISTRATION WITHIN 24 HOURS FOLLOWING THE ACCIDENT.

NAME OF PERSON INJURED _____ DATE OF ACCIDENT _____

EXACT TIME OF ACCIDENT: _____ A.M. _____ P.M.

EXACT PLACE ACCIDENT OCCURRED: _____

NATURE OF ACCIDENT _____

ACTIVITY ENGAGED IN _____

TEACHER/SPONSOR OF ACTIVITY _____

DISPOSITION OF STUDENT:
(BE SPECIFIC)

TO DOCTOR _____ PARENT CAME FOR CHILD

TO NURSE _____ RETURNED TO ACTIVITY _____

TAKEN HOME _____ OTHER _____

PERSON FILING REPORT: _____

DATE OF FILING THIS REPORT: _____

COMMENT: _____

SCHOOL NAME _____

Unified School District 507
HEPATITIS B VACCINE

Name _____

Date



I do **NOT** want the Hepatitis B vaccine and understand the risks.

Signature

Name _____

Date

I do want the Hepatitis B vaccine and understand the benefits.

Initial titer (if positive, no shots needed)

In 3 to 4 weeks – 1st shot

In 30 days – 2nd shot

6 mo. From 1st shot – 3rd shot

In 30 days repeat titer

Signature

Unified School District 507
USD 507 ACTIVITY TRIP SHEET

(Located on Clip Board in Assigned Vehicle)

Departure Time: _____ Date: _____
 Vehicle Used: _____ Activity: _____
 Ending Mileage: _____ Time Left: _____
 Starting Mileage: _____ Time Returned: _____
 TOTAL MILES: _____ TOTAL HOURS: _____

Approximate No. of Students: _____
(Driver's Signature)

Gas Usage	For Transportation Director's Use	For District Use Only
	Driver Assigned:	Comments:
	Destination:	Hours:
		Rate:
	Signature:	Total Wage:

Unified School District 507
KEY AGREEMENT

LAST NAME _____
 FIRST NAME _____
 TITLE _____
 KEY NUMBERS _____
 DATE ISSUED _____ DATE RETURNED _____

I, the undersigned, acknowledge receipt of the key(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify, or alter the above key(s). I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above key(s).

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected area(s), and that any keys lost are subject to a \$25.00 fine.

Signature _____ Date _____

Unified School District 507
PERSONAL USE OF SCHOOL EQUIPMENT

Date _____

I am taking the following school-owned equipment from the

(Name of Building)

to be used by me at

(Location)

I accept the responsibility for any or all changes to this equipment while in my possession.

(Name)

Equipment Taken

Date Taken

Approved By:

(Building Administrator)

OFFICE USE

Date Returned: _____

Approved By: _____
(Building Administrator)

EXPENSE REPORT

(Receipts are necessary for reimbursement)

Lodging Reimbursement

(Submit direct bill or credit card receipt)

Miscellaneous Expenses

*(Meals – Must have **detailed receipt**, Submit receipts for all other expenses)*

Date	Location/Purpose	Description	Amount

Registration Expenses

(Submit receipt of registration)

Date	Location/Purpose	Activity Attended	Cost

Mileage Reimbursement

(Do not fill out if a school car was used)

Date	Location/Purpose	# of Miles	Rate	Total Reimbursement
			x \$0.47	

Total Expenses by Individual (to be reimbursed)	\$	
Total Expenses by USD #507:	\$	
Signature of Attendee _____	Date	
Building Principal Approval _____	Date	
Superintendent Approval _____	Date	

Return this form with all receipts, including fuel receipts, to supervisor when you return.

Unified School District 507
CLASSIFIED PERSONNEL EVALUATION REPORT
AIDES/PARAPROFESSIONALS

NAME: _____

POSITION: _____

JOB LOCATION: _____

SUPERVISOR: _____

PERIOD COVERED BY THIS EVALUATION: _____

EVALUATOR: _____

DATE: _____

Place a check in the MET or NOT MET box which most accurately the performance of this employee for each skill area evaluated.

WORK RELATED SKILL	MET	NOT MET
Job Knowledge		
Quality of Work		
Quantity of Work		
Work Organization		
Care of Equipment		
Follows Direction		
Judgment & Common Sense		
In-Service Growth		
COMMITMENT TO DUTY		
Loyalty		
Morale		
Attitude Toward Job		
Initiative		
Attendance		
Job Assignment Responsibility		
PERSONAL JOB SKILLS		
Gets along with co-workers		
Dependability		
Cooperativeness		
Appearance		
Physical Health		
Attitude (General)		
Relations with Public		
Relations with Staff		
Relations with Students		
Punctuality		
Uses time wisely		
Conduct		

AIDES/PARAPROFESSIONAL PERSONNEL EVALUATION REPORT *(cont.)*

EVALUATOR COMMENTS: (This space may be used by the evaluator to comment in regard to the evaluation given above or to comment on other aspects of the employee's performance as needed.)

EMPLOYEE COMMENTS: (This space may be used by the employee to comment in regard to the evaluation given above or to other aspects of performance as needed.)

The employee signature on this report does not represent either acceptance or approval of the evaluation. Signatures indicate only that the employee has reviewed this form in conference with the evaluator.

EVALUATOR

DATE

SIGNATURE OF EMPLOYEE

DATE

Copies To: Evaluator Employee

Unified School District 507
CONDUCT NOTICE
(K-12 Transportation)

Last Name

First Name

Date

Time

The above named student is cited for the behavior checked or listed below. Please discuss this matter with your son/daughter and sign below to indicate the receipt of this notice. The student must present this notice with your signature in order to get on the bus tomorrow. (After three such notices, the student loses riding privileges for one week. Repeated failure to correct unacceptable behavior may result in permanent loss of the riding privilege.)

OUR PRIMARY CONCERN IS THE SAFE TRANSPORTATION OF YOUR CHILD.

_____ Talking too loudly

_____ Arms, legs or head out of the window

_____ Not facing front while bus is moving

_____ Moving around or standing while bus is in motion

_____ Pushing or shoving while getting on or off

_____ Throwing objects of any kind

_____ Disobeying order from driver

_____ Dangerous horseplay

_____ Profane language

_____ Fighting

_____ Other Description: _____

Driver's Signature

Date

Bus Number

Parent's Signature

Date

Unified School District 507

LEAVE REQUEST FORM

(Comp Time/Leave Without Pay/ Transfer of Days)

THIS LEAVE REQUEST IS FOR ONE OF THE FOLLOWING REASONS:

Instructor Name _____ Date _____

_____	<u>COMP. TIME</u>		
	Leave Dates Requested	Reason	Minutes Utilized
	_____	_____	_____

_____	<u>LEAVE WITHOUT PAY</u> I understand that I will not be paid for the time I am absent.		
	Leave Dates Requested	Reason	
	_____	_____	

_____	<u>TRANSFER OF DAYS</u> Leave can be transferred from certified to certified or classified to classified employees with the permission of both parties within a pay period. All other types of leave must be exhausted before days can be transferred. This form must be submitted to and approved by your supervisor prior to the leave and within the monthly pay period.		
	Leave Date Requested	Reason	Signature of Recipient
	_____	_____	_____
	Number of Days Transferred		Signature of Donor
	_____		_____
	Administration: All other types of leave have been utilized?		Signature: Building Principal

Approved by Building Principal/supervisor:	_____	Date: _____
Disapproved by Building Principal/Supervisor:	_____	Date: _____

PLEASE ATTACH A COPY OF THIS TO THE MONTHLY ABSENTEE LISTING

Unified School District 507
TEACHER EVALUATION REPORT

Teacher: _____

Position: _____

School: _____

Date: _____

INSTRUCTIONAL SKILLS:

1. Has effective knowledge of teaching area.
2. Uses well organized classroom plans.
3. Follows through with instruction of course objectives and goals.
4. Is willing to try new or different educational techniques for the improvement of instruction.
5. Encourages students to use their own initiative in achieving their maximum educational level.
6. Maintains a fair and impartial evaluation of student progress.
7. Encourages creativity and critical thinking.

PERSONAL QUALITIES:

1. Is reliable, punctual, and completes duties promptly and accurately.
2. Exhibits self-control and is able to cope with the unexpected.
3. Expresses self-confidence and respects the ideas of others.
4. Demonstrates a positive attitude toward the teaching profession.

CLASSROOM MANAGEMENT:

1. Effectively organizes and directs classroom activities while maintaining control.
2. Handles discipline problems appropriately, fairly and consistently.
3. Maintains a good classroom appearance.
4. Appropriately cares for materials and equipment.
5. Strives to create a classroom atmosphere that is warm and friendly.

Unified School District 507
TEACHER EVALUATION REPORT
(cont.)

PROFESSIONAL GROWTH AND IMPROVEMENT:

1. Continuously grows professionally through study, experimentation, and participation in professional activities.
2. Self-evaluates performance and strives to improve instruction.
3. Strives for a good working relationship with school personnel.
4. Works cooperatively with students and parents to help solve student problems and encourage student growth.
5. Follows administrative and board guidelines.

FURTHER COMMENTS BY APPRAISER:

COMMENTS BY THE TEACHER: (response is optional)

The certified staff member shall sign the evaluation report immediately following the conference, which shall acknowledge that the report has been received and that the contents of the report are clearly understood. The teacher's signature on the report does not represent either acceptance or non-acceptance of the appraiser's evaluation. It indicates only that the teacher has reviewed the Teacher Evaluation Report in conference with the appraiser. The employee that feels a re-evaluation should be made or that the report is incomplete or improper shall have two weeks following the date of the evaluation conference to respond in writing to the appraisal report.

Signed _____
(Appraisee)

Date

Signed _____
(Appraiser)

Date

Unified School District 507

Retention Form

Dear Parent,

It is the recommendation of your child's teacher that _____ (student name) _____
is not academically prepared in some areas to be promoted to the _____ grade.
The teacher recommends the following:

_____ Retained in the _____ grade.

_____ Attend Summer School

_____ Placement in the _____ grade because retention is not
the solution.

I/we, the undersigned parent(s) or guardian(s) of _____ (student name) _____
understand the above.

We further agree that this is my/our decision and will not hold the school responsible if
(student name) _____ cannot perform the expectations at the assigned
grade level. We further agree not to hold the school district or teacher(s) responsible for
any future implications this may have with _____ (student name) _____
educational progress.

_____ I/We agree with the above recommendation.

_____ Disagree with the above recommendation.

Teacher

Parent or Guardian

Administrator

Date



Parent/Teacher Conference Dates: _____

The Parents were informed of problems and possible recommendations at the above conference.

SCHOOL ACTIVITY RECORD INFORMATION

Date: _____

School Year: _____
Activity: _____
Sponsor/Coach: _____

Each sponsor or coach is to complete this after the season or activity is completed. If the activity is year long, complete at the end of the school year. One copy is to be filed with the Superintendent's office and one copy with attendance center principal (also one copy with the athletic director if the activity is a sport). Seasonal activities should be completed within **TWO WEEKS** after the activity has been completed. Yearly activity needs to be completed by June 1 of school year.

Overall Record Won: _____ Lost: _____

League Record Won: _____ Lost: _____

List activities, awards won, special recognition received (individual or group).

Summarize year's activities i.e. such as things entered, projects completed, and general activities of club, organization, or team.

Comments: Please make any comments that might be pertinent to activity or recommendations for changes that you feel would be helpful.

Unified School District 507
School Activity Record Information

Special note for coaches include the following.

- Completed inventory
 - Names of **all** students who participated listed below
(Please note if they began the activity, came in late, or
dropped out.)
 - Indicate of those, who have lettered*
-

Unified School District 507
Teacher Travel Request

 Name Building/Subject Date

 _____ Workshop _____ Conference _____ Convention _____ Special Meeting
 Name of Activity _____
 Time Span _____ Date _____ Location _____
 Hours/Days

A copy of the meeting agenda and registration form are to accompany this request.
 If the registration form is not attached, the district will be unable to process the registration.

College Credit Granted _____ YES _____ NO
 PDC Points Granted _____ YES _____ NO
 Substitute Needed? _____ YES _____ NO
 If Yes How Many Days _____ YES _____ NO

State the goal listed on your Individual Development Plan (IDP) that qualifies this activity to be approved by the district.

 Signature Date

Anticipated Expenses

Mileage (only if school vehicle is not available) _____

Meals _____

*Registration Fee _____

*Lodging _____

Other _____

Total Estimated Cost _____

*Registration Fee and Room accommodations are to be made by the district office.

	YES	NO
Approved		

Principal Signature		Date

	YES	NO
Approved		

Superintendent Signature		Date

Conditions of Approval (optional):

Unified School District 507

Field Trip Request

Teacher _____

Building/Grade _____ Today's Date _____

Field Trip Destination _____

This trip is planned in conjunction with a unit of study in _____

Planned follow-up activities _____

Preferred Date of Trip _____ Time of Day _____

Bus Pickup Time _____ Approved _____ Yes _____ No

Principal Signature _____ Date _____

Unified School District 507

Petty Cash Request

Requested by: _____ Today's Date: _____

Pay to the order of: _____

Reason for request: _____

Date check is needed: _____ Amount Requested: \$ _____

Signature of Person Requesting

Signature of Principal

Unified School District 507

Unified School district 507

Certified Comp Time Agreement

DATE _____

I, _____, agree to substitute in USD 507 during my planning period. I will do so under the terms adopted in the Teachers' Employment Agreement, under Article 26.

I will be responsible for checking with the secretary on the day that I have substituted to make certain that I sign and date the record each time I substitute.

Signature

Unified School district 507

Summer Payment (Lump Sum) Request

I hereby request to receive my summer checks for June, July and August in a lump sum no later than two (2) working days after the District receives the funds. See Article 17 of the Negotiated Agreement. If you are leaving the district and will not return the next school year, you are required to take you final payments as a lump sum in June.

Teacher Signature

Date

THIS REQUEST FOR PAYMENT MUST BE IN WRITING AND FILED IN THE DISTRICT OFFICE NO LATER THAN APRIL 1ST, OF THE CURRENT SCHOOL YEAR. ONCE THIS REQUEST IS ON FILE IN THE DISTRICT OFFICE, IT REMAINS IN EFFECT UNTIL RE-

For District Office Use:

The above request was received in the District Office on _____
Date

Superintendent Signature

ESL Certification Agreement

Name: _____

ESOL Endorsement Completed: _____
Term/Year

I hereby agree to the following in regard to ESL Certification:

- 1) Completion of the endorsement within five years
- 2) "Advanced Professional Work" document filled out and turned into superintendent prior to course.
- 3) Verification of annual progress in the form of course enrollment form and a copy of your final grade card submitted to superintendent.
- 4) Payment of stipend will not be made if all documentation is not submitted before June 1 of the current school year.

ESOL Courses	Term/Year Planned	Term/Year Completed
Cultural Diversity	_____	_____
Applied Linguists	_____	_____
ESL Assessment	_____	_____
Teaching ESL	_____	_____
Practicum in ESL Education	_____	_____

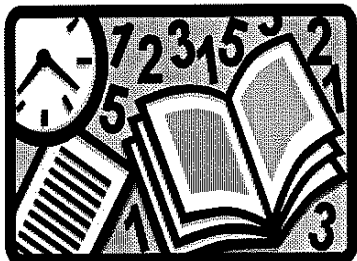
Teacher's Signature

Date

Superintendent's Signature

Date

Unified School District 507
Activity Fund Request



Activity Fund Request

Organization: _____

Amount of Money Requested: \$ _____

Reason for Money Requested: _____

Sponsor Signature: _____

Principal Signature: _____

Attach:
Receipt
or
Proof of
Purchase

Unified School District 507
Transportation Request

Current Date: _____ Total Number of People: _____

Event: _____

Destination: _____

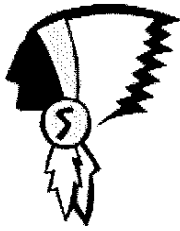
Departure Time: _____ Estimated Return Time: _____

Date(s) Transportation Needed: _____

Staff Member making request: _____

Authorized Signature: _____

Vehicle Assigned: _____



Unified School District 507

Professional Development Points Request Form

Section 1:

Name: _____ Date Submitted to Local PDC: _____

District Name & Number: USD 507 – Satanta Schools Building: _____

Phone Number (620) 649-_____ Email: _____

Section 2:

Activity Title: _____ Activity Date(s): _____

Points Requested:

_____ Knowledge (single points)

_____ Application (double points) Date of original training: _____

_____ Impact (triple points) Date of original training: _____
and _____

_____ Service to the Profession (single points) Date of Application Points _____

_____ College Credit Name of College/University _____

(20 points per credit hour) (Please attach appropriate documentation)

Section 3:

Circle the appropriate box on the matrix below.

91-1-206 Professional Development Plans for Licensure Renewal	Content	Professional Education	Service to the Profession
Knowledge What do you know now that you did not know before?	1 contact hour = 1 pt	1 contact hour = 1 pt	1 contact hour = 1 pt
Application What are you doing now that you could / did not do before?	2x Knowledge Points	2x Knowledge Points	No points at this level
Impact How has student performance im- proved? What has changed about the program?	3x Knowledge Points	3x Knowledge Points	No points at this level

Date Denied: _____ Reason: _____

Approval Pending: _____ Reason _____

Return Due Date _____

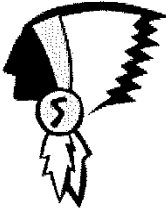
Teacher Signature: _____

PDC Committee Use Only

Local PDC:
Number of Points Approved: _____ Date Approved: _____ Approved by: _____

USD 507 PDC:
Date Received: _____ Date Posted: _____ Posted by: _____

This form must be submitted first to your local PDC within 30 days of the activity (Summer activities by Sept. 1) Forms will be returned without local approval. Approved forms will be processed and added to transcript at least once per nine weeks.



Unified School District 507

Professional Development Points Request Form

Section 4:

In the space below, describe the following two items:

How this activity meets the goals of your Individual Development Plan.

How could you implement this in your classroom?

Section 5:

If you have an agenda for the activity, please attach it to this form. Otherwise, please re-create a schedule for the day in the space below. Be sure to include (or the form shows) beginning time, ending time, and total hours of activity (not counting lunch breaks).

Section 6:

Other documentation as required by your district (for example: documentation for movement on salary schedule or application or impact points.)



Unified School District 507

Elementary Individual Development Plan

Name:		Dist & Bldg. USD 507/Elementary		Position:	
Date Filed:		Degree:		Lic. Exp. Date:	
				S.S.#:	
School Improvement Plan Goals:					
Possible Activities:					
1. All teachers will learn and implement various reading strategies into their curriculum and monitor students' independent reading. Teachers will learn and implement the Kansas State Reading Standards.		In-services, Workshops, Study Groups, Classes		Date Completed:	
2. All teachers will learn and implement the Kansas State Math Standards using USD 507 Math vocabulary.		In-services, Workshops, Study Groups, Classes			
3. NCA/QPA process & State Standards		In-services, Workshops, Study Groups, Classes			
Personal Professional Development Goals:					
1.		Possible Activities:		Date Completed:	
2.					
Service to the Profession Commitments:					
1.		Possible Activities:		Date Completed:	
2.					
3.					
Teacher Signature & Date		Building Principal Signature & Date		PDC Chair Signature & Date	
Amendment to IDP:				Date Approved:	

Notes:
 If you have a Master's or other advanced degree, your license may be renewed with 120 in-service points.
 If your highest degree is a Baccalaureate degree, at least 80 of your necessary 160 points for re-licensure must be college or university credit.
 One (1) college credit is equal to 20 professional development points.



Unified School District 507

Secondary Individual Development Plan

Name:		Dist. & Bldg. USD 507 Secondary		Position:	
Date Filed:		Degree:		Lic. Exp. Date:	
				S.S.#:	
School Improvement Plan Goals:					
Possible Activities:					
1. All teachers will learn, adapt, and implement reading strategies into their curriculum.					
2. All teachers will learn and integrate critical thinking strategies and the critical thinking rubric in their classrooms.					
3. NCA/QPA process & State Standards					
Personal Professional Development Goals:					
1.					
2.					
Service to the Profession Commitments:					
1.					
2.					
3.					
				Date Completed:	
				Date Completed:	
				Date Completed:	
				Date Completed:	

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Teacher Signature & Date	Building Principal Signature & Date	PDC Chair Signature & Date
Amendment to IDP:		Date Approved:

Teacher Signature & Date	Building Principal Signature & Date	PDC Chair Signature & Date
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Notes:
 If you have a Master's or other advanced degree, your license may be renewed with 120 in-service points.
 If your highest degree is a Baccalaureate degree, at least 80 of your necessary 160 points for re-licensure must be college or university credit.
 One (1) college credit is equal to 20 professional development points.



Unified School District 507

Elementary/Secondary Individual Development Plan

Name:		Dist & Bldg. USD 507/Elementary & Secondary		Position:	
Date Filled:		Degree:		Lic. Exp. Date:	
				S.S.#:	
School Improvement Plan Goals:		Possible Activities:			
1. All teachers will learn, adapt, and implement reading strategies into their curriculum. Know Kansas State Reading Standards.		In-services, Workshops, Study Groups, Classes			
2. All teachers will learn and integrate critical thinking strategies and the critical thinking rubric in their classrooms.		In-services, Workshops, Study Groups, Classes			
3. NCA/QPA process & State Standards		In-services, Workshops, Study Groups, Classes			
Personal Professional Development Goals:		Possible Activities:			
1.		Date Completed:			
2.					
Service to the Profession Commitments:		Possible Activities:			
1.		Date Completed:			
2.					
3.					

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Teacher Signature & Date	Building Principal Signature & Date	PDC Chair Signature & Date
Amendment to IDP:		Date Approved:

Teacher Signature & Date	Building Principal Signature & Date	PDC Chair Signature & Date
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Notes:
 If you have a Master's or other advanced degree, your license may be renewed with 120 in-service points.
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Unified School District 507

Individual Development Plan

Name:		Dist. & Bldg. USD 507/Elementary		Position:	
Date Filed:		Degree:		Lic. Exp. Date:	
School Improvement Plan Goals:		Possible Activities:		S.S.#:	
1. All teachers will learn and implement various reading strategies into their curriculum and monitor students' independent reading. Teachers will learn and implement the Kansas State Reading Standards.		In-services, Workshops, Study Groups, Classes		Date Completed:	
2. All teachers will learn and implement the Kansas State Math Standards using USD 507 Math vocabulary.		In-services, Workshops, Study Groups, Classes			
3. NCA/QPA process & State Standards		In-services, Workshops, Study Groups, Classes			
Personal Professional Development Goals:		Possible Activities:		Date Completed:	
1.					
2.					
Service to the Profession Commitments:		Possible Activities:		Date Completed:	
1.					
2.					
3.					

Teacher Signature & Date _____ Supervisor Signature & Date _____ PDC Chair Signature & Date _____

Amendment to IDP:	Date Approved:
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Teacher Signature & Date _____ Supervisor Signature & Date _____ PDC Chair Signature & Date _____

Notes:
 If you have a Master's or other advanced degree, your license may be renewed with 120 in-service points.
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Unified School District 507
Transcript Request Form

Date: _____

Name: _____
Last First Middle

Social Security #: _____ Date of Birth: _____

Number of Transcripts: _____

Signature: _____

Central Office Instructions:

Email to: _____

Mail to: _____

Fax to: _____

Other: _____
