

Doniphan West Staff Handbook

2025- 2026



Doniphan West Elementary

642 Hwy 20 East
Denton, KS 66017
785-359-6526

Doniphan West JrSr High

402 E Main , PO Box 308
Highland, KS 66035
785-442-3286

www.usd111.org

DISTRICT MISSION STATEMENT

The Mission of Doniphan West USD #111 is to provide a safe and nurturing environment where students are empowered with essential life-long learning skills through innovative educational opportunities delivered by a highly qualified staff giving our students the opportunity to reach their full potential to be productive, creative, responsible contributing members of an ever-changing global society.

Welcome!

Welcome to the Doniphan West School District!

We are excited to have you as part of our Mustang community. This handbook is designed to give you clear, helpful guidance on school procedures, expectations, and resources so you can confidently support our students and work smoothly with colleagues.

This handbook serves as a unified guide for all PK–12 staff, ensuring consistent practices, clear expectations, and a shared commitment to student success across all grade levels.

It combines the key policies and procedures from both the Elementary and Junior/Senior High handbooks into one streamlined document, making it easier for you to reference, apply, and follow district expectations.

We value your dedication, professionalism, and daily work to provide a safe, respectful, and engaging learning environment for all students.

Remember — we are stronger together. Our success depends on teamwork, open communication, and shared commitment to helping every student thrive.

Thank you for being part of our team!

Policy Summaries

This section provides summaries of key district policies to help staff quickly understand important expectations.

Full details can be found in the Board Policy Books (see Section 8).

- **Non-Discrimination:** The district prohibits discrimination based on race, color, national origin, sex, disability, or age in its programs and activities.
- **Harassment Policy:** All staff are expected to maintain a work environment free of harassment and report any concerns promptly.
- **Confidentiality:** Staff must respect and protect student confidentiality in all situations, following FERPA guidelines.
- **Mandatory Reporting:** All staff are mandatory reporters of suspected child abuse or neglect.
- **Technology Use:** Staff should use district technology and internet services responsibly and in accordance with district policy. [An Acceptable Use Policy for Staff document will be signed annually.](#)

District Staff Handbook

Table of Contents

| | |
|---|----------|
| DISTRICT MISSION STATEMENT | 1 |
| Welcome!..... | 2 |
| Policy Summaries..... | 2 |
| District Staff Handbook | 3 |
| Table of Contents..... | 3 |
| ACCIDENT REPORTS..... | 4 |
| ACTIVITY AND FIELD TRIPS..... | 4 |
| ASSIGNMENTS..... | 5 |
| ATTENDANCE..... | 5 |
| BOARD POLICY BOOKS..... | 5 |
| BUILDING AND ROOMS..... | 6 |
| CHILD ABUSE REPORTING..... | 6 |
| CLUBS, CLASSES & ORGANIZATIONS..... | 6 |
| COMMUNICATION WITH PARENTS..... | 6 |
| COMMUNITY RESOURCES / VOLUNTEERS..... | 6 |
| COMPLAINTS..... | 6 |
| CONFIDENTIALITY..... | 7 |
| CRISIS PLAN..... | 7 |
| CURRICULUM..... | 7 |
| CUSTODIAL SERVICES..... | 7 |
| DAILY/WEEKLY ANNOUNCEMENTS..... | 7 |
| DISCIPLINE AND SUPERVISION..... | 7 |
| DRESS, APPEARANCE, AND ROLE MODEL..... | 8 |
| EMERGENCY PROCEDURES..... | 8 |
| ENROLLMENT..... | 9 |
| EQUIPMENT AND SUPPLIES..... | 9 |
| FACULTY MEETINGS..... | 9 |
| FIRE AND TORNADO DRILLS..... | 9 |
| GRADING / GRADE CLASSIFICATION..... | 9 |
| HALL PASSES..... | 9 |
| HAZARDOUS WASTE..... | 9 |
| HOMEWORK AND PROJECTS..... | 9 |
| HYDRATION..... | 10 |
| INSTRUCTIONAL MATERIALS..... | 10 |
| INVENTORIES..... | 10 |
| MEDICATIONS..... | 10 |
| NEGOTIATED AGREEMENT..... | 10 |

| | |
|---|----|
| NON-DISCRIMINATION STATEMENT..... | 10 |
| POSTING GRADES / PROGRESS REPORTS..... | 10 |
| PURCHASES AND REQUISITIONS..... | 11 |
| SEARCH PROCEDURES..... | 11 |
| SEXUAL HARASSMENT..... | 11 |
| SOLICITORS..... | 12 |
| STUDENT HANDBOOK..... | 12 |
| STUDENT IMPROVEMENT TEAM (SIT)..... | 12 |
| STUDENT LEARNING OBJECTIVES..... | 12 |
| STUDENT / TEACHER CONNECTIONS..... | 13 |
| SUPERVISION BETWEEN AND DURING CLASSES PREVENTS BULLYING..... | 13 |
| TEACHER ABSENCES..... | 13 |
| TEACHER LESSON PLANS..... | 13 |
| TEACHER OBSERVATION AND EVALUATION..... | 13 |
| TELEPHONE USE..... | 13 |
| TOBACCO-FREE SCHOOL POLICY..... | 14 |
| VIOLENT ACTS REPORTING..... | 14 |
| WORK DAY EXPECTATIONS..... | 14 |
| CLASSROOM MANAGEMENT EXPECTATIONS..... | 14 |
| The Professional Teacher..... | 15 |
| Additional Reminders & Professional Tips..... | 15 |
| Closing Note..... | 15 |

ACCIDENT REPORTS

All staff (elementary and secondary) must notify the school nurse and the principal of **any accident** that occurs in their classes or under their supervision.

A written report is required for future reference. Please use the district-provided accident report form. This form should be completed as soon as possible by the staff member and turned in to the office.

ACTIVITY AND FIELD TRIPS

The sponsor (teacher or staff member) of any activity or school group is responsible for arranging transportation.

- The sponsor must submit a transportation request to the principal at least two weeks in advance.
- Once approved, the transportation request form (via Google Drive) must be completed.
- Out-of-state trips require school board approval, so these requests must be made well in advance.
- Sponsors must assist the bus driver to ensure a safe and well-organized trip. Student behavior is primarily the sponsor’s responsibility, though the bus driver has ultimate authority over the bus. Students are expected to follow all safety regulations.

Staff Responsibilities on Field Trips:

- Be at the bus at least 10 minutes before departure.

- Provide the driver with clear directions for drop-off and pick-up points (check this ahead of time if unsure).
- Supervise boarding and take attendance as students board the bus.
- Once students are seated, review bus rules (refer to the student handbook).
- Maintain supervision throughout the trip. If there's more than one sponsor, do not sit together; cover both the front and back of the bus.
- Field trips must align with the curriculum and serve an educational purpose.

Buses should avoid unscheduled stops whenever possible. If parents arrange alternative pick-up or drop-off locations, they must communicate this directly to the head coach or sponsor, who will then inform the bus driver.

ASSIGNMENTS

Students are expected to complete and submit assignments on time.

If a student consistently turns in missing, late, or incomplete work, the Student Improvement Team (or similar support team) may create a plan to address the issue.

- Late Work Policy: Late work may receive no more than a 25% grade reduction.
- End-of-quarter policy: Work not submitted by the midterm (secondary) or quarter's end (elementary) may receive no credit.
- At-Risk / IEP Students: Extended deadlines without penalty may apply, as determined by collaboration between the general education teacher and the At-Risk or SPED staff, or as written in the student's plan.
- Make-Up Work for Absences: Students have one day for each day absent to complete and turn in make-up work.

ATTENDANCE

Daily attendance records must be maintained for all students.

Recording and Reporting Procedures (All Levels):

- Teachers are responsible for maintaining accurate attendance in Infinite Campus.
- Elementary: Attendance should be entered by 8:15 a.m..
- Junior/Senior High: Attendance should be entered at the start of each class hour; students should scan in.
- Unexcused tardiness must be reported for each class or period.

General Notes:

- Students should not be removed from class or activities without the scheduled teacher's approval.
- Students should not visit other teachers during their class time, except during designated periods (e.g., TSS or Guided Studies).

BOARD POLICY BOOKS

Copies of the Board Policy books are available:

- In the board office.
- On the district website

Note: School board policies take precedence over anything outlined in this staff handbook or the student handbooks.

BUILDING AND ROOMS

All staff are responsible for helping care for district property. Before leaving classrooms or work areas at the end of the day, please ensure:

- All lights and electrical equipment are turned off, including computers, Prometheans, Smartboards, printers, and other devices, to conserve energy.
- Students clean up around their desks or workspaces after each class or activity.
- Teachers are responsible for supervising students to prevent damage or misuse of furniture, equipment, apparatus, buildings, or other school property.
- Form the habit of regularly inspecting your room and equipment to detect any abuse or misuse.

CHILD ABUSE REPORTING

Any district employee who suspects or has reason to believe a child has been subjected to physical, mental, emotional abuse, neglect, sexual abuse, or is at imminent risk of serious harm must promptly report the concern to the Kansas Department for Children and Families (DCF) or local law enforcement if DCF is not available.

- DCF Contact: 1-800-922-5330 www.dcf.ks.gov
- Inform the building administrator of your concern and the report made.
- At the elementary level, also notify the counselor/social worker by email, phone, or in person.
- Do not contact the child's family or others to investigate. It is not the employee's responsibility to prove abuse or neglect.
- If marks or injuries are visible on the child's body, do not ask the child to show them; instead, refer the child to the nurse or counselor for documentation.

CLUBS, CLASSES & ORGANIZATIONS

Meeting times and dates must be approved by the principal. Sponsors must attend all meetings.

COMMUNICATION WITH PARENTS

Parents and guardians are important partners in their child's education, and positive, proactive communication is encouraged at all times.

- Don't wait for problems to arise to engage with parents.
- If academic or behavioral concerns develop, contact parents/guardians as soon as possible.
- Teachers must contact parents before referring a student to the Student Improvement Team. The building principal can assist with communication if needed.
- Please inform the principal if any communication (written or oral) might require future Board of Education (BOE) action.

COMMUNITY RESOURCES / VOLUNTEERS

Parents, community members, and outside speakers are valuable assets to our schools. Please:

- Inform the school office when scheduling outside speakers.
- Utilize community volunteers to build positive school-community relationships.
- Encourage the involvement of community resources to support student learning and engagement.

COMPLAINTS

The district aims to resolve complaints at the lowest possible administrative level.

- Please discuss any concerns first with your building principal.
Complaints made directly to the Board or board members will be referred back to administration

for study and resolution.

Principals will report unresolved complaints about curriculum or instructional materials to the superintendent immediately.

The superintendent or building principal will report unresolved personnel complaints to the Board at the next regular meeting.

Personnel-related complaints will follow the procedures outlined in the Master Agreement.

CONFIDENTIALITY

Student Information:

All confidential student information, whether written or oral, must be handled discreetly and shared only with the student's parents/guardians and authorized school personnel. Violations may lead to disciplinary action, including termination.

Personnel Information:

Confidential personnel information must also be handled with discretion and discussed only among appropriate school personnel. Breaches of confidentiality can result in disciplinary actions, up to and including termination.

CRISIS PLAN

In the event of a crisis or emergency, please refer to the district crisis plan and follow the procedures listed.

Crisis drills will be held annually.

Lockdown Information:

Occasionally, there may be a reason for a lockdown in the building. An announcement will be made to follow procedures on the [USD 111 Safety Response Procedures](#) posted in your room. Office personnel will announce steps to be followed. Regardless of the reason, the safety and well-being of staff and students is the foremost priority. Drills will be held throughout the year so students are aware of procedures.

CURRICULUM

Only board-approved curriculum will be taught. All teachers are responsible for teaching the state standards in their respective classes.

CUSTODIAL SERVICES

Requests for custodial or maintenance work must be submitted through the principal's office, who will coordinate with custodial staff.

DAILY/WEEKLY ANNOUNCEMENTS

Weekly announcements and schedules will be sent via email. Daily announcements will be read over the intercom. Any changes to the master calendar or activities require approval from the building principal.

DISCIPLINE AND SUPERVISION

Teachers are responsible for maintaining an orderly learning environment with clear rules and expectations posted in each classroom. When a situation cannot be managed by the teacher, the student should be referred to the office.

Supervision in hallways during passing periods and common areas, such as near water fountains and bathrooms, is essential to prevent bullying, horseplay, and unsafe behavior. Unattended classrooms are not permitted; if a teacher must leave, arrangements for supervision must be made. The district's Discipline Plan, including any point systems, will be administered by building administrators; teachers do not assign points themselves.

DRESS, APPEARANCE, AND ROLE MODEL

Staff members are expected to dress professionally to maintain a positive influence and authority.

Be a Consistent Role Model

Staff are expected to model the same behaviors and expectations we set for students.

- **Avoid using cell phones in front of students for personal purposes during instructional time, only for emergencies, and job-related communications.**
- Do not consume food at your desk unless students are permitted to do the same.
- Hold yourself to the same punctuality standards you expect from students — avoid marking students tardy while engaging in hallway conversations.
- Ensure your materials and lessons are fully prepared if you expect students to come ready to learn.
- Encourage students to keep classrooms and hallways clean by maintaining a tidy, clutter-free environment yourself.
- Remember: Respect is mutual. Treat students with respect, and you will foster a respectful atmosphere in return.

EMERGENCY PROCEDURES

In case of an emergency, school personnel will make every effort to protect students and ensure safety. Civil defense authorities generally discourage parents from coming to the school building during an emergency due to the confusion it may cause. If students cannot safely return to the building, they will walk to an alternate location:

- Junior/Senior High: Highland Christian Church or Doniphan Darlings building
- Elementary: St Pats Church or the Jr/Sr High School

Emergency Procedures for Students with Special Needs

- Students with special needs assigned to a para-educator attending regular classrooms will follow the exit procedures of that classroom. The para-educator will ensure the student exits safely.
- The resource room instructor will designate a meeting place for these students. Procedures will be included in their Individualized Education Plans (IEP) and made available in school offices.
- Classroom teachers are responsible for students with special needs who do not have an assigned paraeducator.
- Students with mobility needs shall have access in compliance with the Americans with Disabilities Act (ADA).
- The classroom teacher is responsible for the safe exit of individual students with mobility or temporary impairments. Temporarily impaired students should remain with their teacher and report to the designated area for the class.
- Faculty and support personnel will be informed of students with mobility needs at faculty meetings or via e-mail as changes occur. All personnel will receive copies of the procedures.

ENROLLMENT

All students will be enrolled through the main office with assistance from the principal, counselor, and secretary. Teachers will be notified of any changes or late enrollments. No student should be added or dropped from any class unless notified by the principal, counselor, or secretary.

EQUIPMENT AND SUPPLIES

District equipment and supplies are for official and approved assignments only. Personal use of district resources requires prior supervisor approval.

Requests to use facilities such as the gym or classrooms for community or club events require a building use form completed and approved by the building principal before the event.

FACULTY MEETINGS

- Junior/Senior High: Faculty meetings are held on the 2nd or 3rd Wednesday of each month, or as designated by the principal. Attendance is expected unless excused by the principal.
- Elementary: Faculty meetings will be held at times designated by the principal, typically beginning at 3:45. Attendance is expected unless excused by the principal.

FIRE AND TORNADO DRILLS

Fire drills are held at least once every quarter, and a minimum of two tornado drills are held each year. Exit maps are posted in every room. Teachers are responsible for the safety of their students during drills and emergencies. Please refer to the student handbook for additional information. Elementary teachers must carry their orange backpacks during all drills.

GRADING / GRADE CLASSIFICATION

Please refer to the student handbook for the board-approved grading scale. Grades are calculated using total points.

HALL PASSES

Junior/Senior High: Students must scan out when leaving the classroom during class and scan back in upon return. Students leaving should be minimized, but must not be denied restroom access or penalized.

Elementary: Students leaving the room should be kept to a minimum, but must not be denied restroom access or penalized in any way.

HAZARDOUS WASTE

Hazardous waste disposal must follow all state and federal laws. No employee may bring hazardous materials without prior approval. Such materials must be properly labeled and stored until disposed of. Notify supervisors immediately if hazardous waste is found. Unlabeled or unknown substances must not be disposed of in the trash or sewers.

HOMEWORK AND PROJECTS

Homework should reinforce and extend classroom learning, not serve as busywork. Students must clearly understand the purpose and expectations of each assignment before leaving class.

When homework is rushed, unclear, or left unchecked, it often leads to incomplete work, late submissions, academic dishonesty, and frustration for both students and parents.

Teachers should consistently emphasize the value of homework as meaningful practice (similar to practicing for a game or performance) and regularly communicate the importance of honest effort and learning over simply earning a grade.

HYDRATION

Encourage students to drink water during class to improve performance. Students may carry water bottles that are sealable and leak-proof. Open cups are not allowed.

INSTRUCTIONAL MATERIALS

All instructional materials (textbooks, videos, software) must support district goals and comply with copyright and fair use guidelines. Crossword puzzles and word finds are not to be assigned. Videos may not be used solely for recreation and must be approved by the administration. Requests to show movies must include title, year, rating, relevance, and length (full or segment).

Communicate any specific book or novel study to parents before instruction.

INVENTORIES

Inventories should be revised and updated at the end of each school year. Copies must be submitted to the building principal before teachers check out for summer.

MEDICATIONS

School personnel are not required to be custodians of medications. Administration of aspirin or other non-prescription drugs by school staff, including nurses, is not allowed. See the student handbook for further details.

NEGOTIATED AGREEMENT

The terms and conditions of the USD 111 negotiated agreement apply to all employees. The principal ensures compliance.

NON-DISCRIMINATION STATEMENT

USD 111 maintains a learning and working environment free from discrimination, insult, intimidation, or harassment based on race, color, religion, sex, age, national origin, or disability.

Complaints may be filed with the principal or compliance coordinator. The Regional Office for Civil Rights, 324 E. Eleventh, Kansas City, MO 64106, oversees compliance with Title VI, Title IX, Section 504, and the ADA.

Any staff member engaging in discrimination will face disciplinary action, up to dismissal.

POSTING GRADES / PROGRESS REPORTS

Grades are to be updated weekly in Infinite Campus. Parents have access to check grades online, so maintaining up-to-date records is essential.

Posting grades:

Elementary at the end of each quarter
JrSr High at the end of each semester

PURCHASES AND REQUISITIONS

- All purchases require a pre-approved requisition.
- Purchases made without approval will not be reimbursed.
- Requisitions should be submitted well in advance.
- Do not leave money in the desk overnight; turn it into the office for safekeeping.

SEARCH PROCEDURES

Teachers, paraprofessionals, and staff must never conduct searches of students, their belongings (e.g., purses, backpacks), or lockers. If you believe a search is necessary, immediately contact the principal or another administrator.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated in the school districts. Sexual harassment of employees or students of the districts by board members, administrators, certificated, and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Always maintain a professional working relationship with students, staff, and parents.

Sexual harassment is any non-verbal, verbal, or physical behavior that is of a sexual nature. Any student who believes that he/she has been subject to sexual harassment should discuss the alleged harassment with the principal, counselor, or other certified staff member. Actions will be taken to see that the harassment is stopped. If the matter is not resolved satisfactorily, the student may initiate a complaint under the district's discrimination complaint procedure. It shall be a violation of this policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or staff member when: (1) submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with an individual's academic or professional performance, or creating an intimidating, hostile, or offensive academic environment. Sexual harassment may include, but are not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc..

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual. The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect

grades, future employment, or assignments. Confidentiality will be maintained throughout the complaint procedure.

Specific examples of sexual harassment include (but are not limited to):

- *making sexual comments or jokes
- *touching, grabbing, pinching in a sexual way
- *lashing or mooning
- *pulling clothing in a sexual manner
- *forcing a kiss on someone
- *spying while someone is showering or dressing
- *forcing someone to do something sexual other than kissing;
- *writing sexual messages or graffiti on walls, locker rooms, etc.
- *showing or giving sexual pictures, messages, or notes
- *looking or gesturing in a sexual manner;
- *brushing up against;
- *spreading sexual rumors about an individual;
- *blocking passage in a sexual way
- *calling someone gay or lesbian

SOLICITORS

Salespersons, agents, or solicitors are not allowed to contact students, teachers, or staff without the principal's permission.

STUDENT HANDBOOK

Each teacher and paraprofessional will receive a copy of the student handbook. Please read and familiarize yourself with the rules, requirements, and student discipline plan outlined within.

STUDENT IMPROVEMENT TEAM (SIT)

The vision of the Student Improvement Team is to ensure all students succeed by designing intervention plans, developing and expanding resources, providing building-wide support, and making sure every student has the opportunity to learn.

The SIT is made up of staff members and related service providers who meet regularly to coordinate resources and provide interventions for students experiencing academic or behavioral difficulties.

Referrals to SIT can come from classroom teachers, parents, administrators, bus drivers, or other school personnel.

Elementary Note: If there is any possibility that a student may face retention, a SIT referral with documented interventions is required. Parent conferences should happen far in advance, and retention should never come as a surprise to students, parents, or administration. Teachers are expected to work closely with parents, holding conferences (not just emails) if a student is failing or struggling. Retention is considered a last resort.

STUDENT LEARNING OBJECTIVES

All teachers must maintain student learning objectives that align with state standards and the board-approved curriculum. The objective should be posted clearly in the classroom and communicated to students during lessons. Jr/Sr High Teachers will share the weekly objectives with the building administrator by Friday prior to each week.

Any visitor should be able to ask a student what they're supposed to learn that day and receive a clear answer.

STUDENT / TEACHER CONNECTIONS

Building positive relationships with students is essential. The students most in need of a positive adult role model are often the toughest to connect with, but they are the ones who need it the most. Investing in these relationships is increasingly important each year.

SUPERVISION BETWEEN AND DURING CLASSES PREVENTS BULLYING

To maintain a safe and orderly environment, all staff must supervise halls during passing periods. Teachers should be posted outside their classroom doors, greet students as they arrive, and supervise near water fountains, drinks, and bathroom entrances. Classrooms must never be left unattended. If a teacher must leave or is detained, they must ensure someone else supervises their students.

TEACHER ABSENCES

If you know in advance you will need a substitute:

- Complete an absence request/report form and email it to the principal (cc the building secretary). The principal will notify the secretary to arrange a substitute.
- Make arrangements as early as possible.
- For unplanned absences (illness, emergency), call the secretary by 6:00 A.M. and notify the principal.
- Shared staff: Notify the building where you begin your day.

Regardless of the length of absence, it's the teacher's responsibility to ensure the substitute has adequate lesson plans so that learning continues smoothly. Always leave your room organized and prepared at the end of the day — illnesses are rarely planned!

TEACHER LESSON PLANS

- Jr/Sr High: Submit weekly lesson objectives to the building administrator by Friday before the coming week.
- Elementary: Upload weekly lesson plans to the DWES Staff – Lesson Plan Drive by Monday morning. A provided template or a personal template may be used.

TEACHER OBSERVATION AND EVALUATION

The principal will conduct evaluations following the Master Agreement. Regular classroom “walk-throughs” and extended observations will occur so the principal stays informed about instructional activities.

TELEPHONE USE

District telephones are for school business only. Personal use should be avoided except in emergencies, and no personal long-distance calls should be made on district phones.

Teachers are asked to refrain from using cell phones during class time. If a call is received during class, a message will be taken, and you can return the call during lunch or planning periods. Only emergency calls will be put through directly.

Avoid using cell phones in front of students for personal purposes during instructional time, only for emergencies, and job-related communications.

TOBACCO-FREE SCHOOL POLICY

In accordance with K.S.A. 72-53,107 and the USD 111 Tobacco-Free School Grounds Policy (adopted August 2007), the use of tobacco products in any form is strictly prohibited in or on all district-owned, leased, or rented property.

- Non-students violating this policy will be asked to leave campus.
- Students violating this policy will face disciplinary action, which may include: guardian notification, immediate notification of law enforcement, suspension or expulsion, and/or exclusion from future extracurricular activities.
- Signage and public announcements will regularly remind visitors and spectators of this policy at school activities.

VIOLENT ACTS REPORTING

Any district employee who knows or has reason to believe that a felony, misdemeanor, or any act involving the possession, use, or disposal of explosives, firearms, or other weapons (as defined by current law) has occurred at school, on school grounds, or during a school-sponsored activity must immediately report this information to the building principal and local law enforcement.

WORK DAY EXPECTATIONS

The standard contract day is eight hours, beginning no later than
JrSr High - 7:45 a.m. and ending no earlier than 3:30 p.m.
Elementary - 7:45 a.m. and ending no earlier than 3:45 p.m.

- If you need to arrive late or leave early, please contact the principal in advance and sign in/out at the office.
If you leave the building for personal reasons during the workday, you must log this time as leave time. If the total logged time equals a half or full day, submit a leave form.

CLASSROOM MANAGEMENT EXPECTATIONS

- Be present at your door when class begins to greet students and supervise.
- Never leave your classroom unattended — request coverage if needed.
- Take time at the start of the year to clearly explain classroom policies, expectations, and why they matter.
- Communicate daily learning objectives both verbally and in writing.
- Prepare well-planned, engaging lessons. Reflect daily on what worked, what didn't, and how to improve.
- Maximize instructional time; minimize downtime to prevent misbehavior.
- Regularly review assignments to ensure they are meaningful, relevant, and realistic.
- Stay positive, enthusiastic, and approachable — enjoy your work and your students!
- Seek support from colleagues, administration, or counselors when challenges arise. Remember, we are a team.

The Professional Teacher

Management Responsibilities

- Be on time; notify the office if you will be late or need to leave.
- Submit all required documentation (progress reports, purchase orders, etc.) on time.
- Maintain a clean, organized, and welcoming classroom environment.
- Take roll daily.
- Supervise all students, not just those assigned to you.
- Maintain a positive, respectful classroom atmosphere.
- Keep the administration informed of major issues or irregular events.
- Dress professionally — jeans on Fridays are fine, but remember that a professional appearance impacts a professional mindset.
- Follow the chain of command.

Social Responsibilities

- Build trust and fairness in your classroom.
- Foster a sense of belonging and teamwork, especially for students who may be harder to reach.
- Communicate frequently with students and parents.
- De-escalate problems when they arise; be proactive rather than reactive.
- Work cooperatively with all school personnel.
- Show school spirit by attending extracurricular events — it matters to your students!
- Always think before you speak or act. Avoid saying anything you wouldn't want repeated.

Additional Reminders & Professional Tips

- Reflect often and strive for continuous improvement — be a lifelong learner.
- Take care of your emotional and physical health; lean on colleagues when needed.
- Never deny a student access to the restroom; if it's becoming a pattern, manage it proactively.
- Monitor student computer use closely.
- Never lend your keys.
- PLAN thoroughly — most classroom issues stem from a lack of planning.
- Stay familiar with crisis plans.
- Supervise actively — “eyeballs in the halls” matter!
- Serve as a role model: punctual, prepared, respectful.
- Get principal approval for all guest speakers or visitors.
- Stay professional, even in difficult situations — avoid public confrontations or embarrassing discipline tactics.
- Stay involved beyond the classroom — attending student events builds connections and shows you care.

Closing Note

Thank you for your dedication to our students, school, and community at Doniphan West.

We know that working in education comes with both challenges and incredible rewards. Together, we are creating a safe, supportive, and inspiring place for students to learn and grow.

Let's approach each day with purpose, kindness, and a shared belief in the difference we can make.
We're so grateful to have you on the team.
Here's to a great year ahead!