

School Vision

Passionate staff providing a positive, engaging environment with high expectations.

District Goals

...with strategies to improve results, objectives to realize goals and key indicators to measure performance.

1. Learning/Achievement (for students and staff)
 - a. UHS diploma
 - b. College and Career Ready students
 - c. Accountability for instruction
 - d. Professional growth opportunities for staff
 - e. Technology
2. Learning Opportunities
 - a. Safe and orderly schools
 - b. Alternative schedules or alternative delivery models
3. Community Involvement
 - a. Improve parent involvement
 - b. Improve communication with the homes
 - c. School and business partnerships
4. Accountability
 - a. Fiscal responsibility
 - b. Facility, maintenance, and transportation plan
 - c. Advocacy for public education

District Contact List

Dave Younger	dyounger@ulysses.org	Superintendent
Chad Krug	ckrug@ulysses.org	Assistant Superintendent
Sam Hayden	shayden@ulysses.org	Facilities Director
Stacy Figgins	sfiggins@ulysses.org	Business Manager
Shan Meile	smeile@ulysses.org	Food Services Director
Dennis Gonzales	dgonzales@ulysses.org	District Technology Coordinator
Mark Paul	mpaul@ulysses.org	UHS Principal
Jesse Janssen	jjanssen@ulysses.org	UHS Assistant Principal
		UHS Activities Director
Juan Perez	jperez@ulysses.org	KMS Principal
Stacey Gee	sgee@ulysses.org	KMS Assistant Principal/AD
Scott Meitler	smeitler@ulysses.org	Hickok/Sullivan Principal
Nikki Garcia	ngarcia@ulysses.org	Sullivan Assistant Principal
Marcia Raines	mraines@ulysses.org	Hickok Assistant Principal

Absences and Tardiness

Student absences need to be recorded on PowerSchool by 8:30 A.M. and again by 1:30 P.M. The main office will be responsible for changing a student from absent to tardy if the student comes in after 8:15 A.M. If a student comes in after 10:15 A.M., it is considered absent A.M. If he/she leaves before 1:45 P.M. it is considered absent P.M. Please have students check in and out of school in the office.

Certified staff of USD 214 shall receive 10 days of sick leave at the beginning of each contract year. Unused sick leave can be accumulated from previous years of employment to a maximum of 60 days.

Each employee may be allowed three days of leave with full pay per school year, accumulative to a maximum of four days, for personal business/legal reasons and/or non-family bereavement within the guidelines established by the Board of Education. All personal leave should be done a week in advance. Personal leave is allowed providing a substitute teacher can be obtained. Personal leave shall not be approved for days immediately preceding or immediately following any vacation period except in emergency situations. If you need to leave the building early for a doctor appointment, dentist appointment, child's school event, etc., please ask the Principal and let him/her know who is covering your classroom. If you need to leave before 2:30 P.M., please fill out an absence form for a substitute.

See Articles 15 – 17 of the negotiated agreement for further assistance.

In order to request leave, complete online form at aesoponline.com using the username and password given by the district. In order to secure a substitute for sick leave, make a request before 6:30 A.M. If you are requesting sick leave after 6:30 A.M., contact the school secretary in charge of teacher absences. Our office number is 620-356-1742 or contact Scott Meitler on his cell phone at 620-428-5152 or Nikki Garcia on her cell phone at 620-353-4966.

Alarm

The building alarm is turned off from 7:00 A.M. - 6:45 P.M. on school days. If you enter or remain in the building outside these times, you are responsible for writing your name on the board to let others know you are in the building. Ask the building Principal for the alarm code.

Building

Teachers are responsible for closing their windows at the end of the day and locking classroom doors. Outside doors should be checked for proper closure and locked at all times.

Teachers should conduct all class activities to ensure the building remains clean and inviting. Extra care should be taken with art, experiments or other activities that invite mess. Protective covering, detailed instructions and other precautions should be used when appropriate. Teachers should train students to help keep the building clean by not creating messes. When necessary, the custodians should be asked for proper cleaning supplies.

The building custodians maintain a regular cleaning schedule but are available for emergency situations. Problems or major suggestions should be referred to the Principal.

Teachers should feel free to arrange furniture in the room in any convenient order. Care should be taken to avoid scratching floors, walls, or furniture when items are moved. DO NOT drill any holes in any walls or doors. When students are placed near walls, they should be cautioned to keep feet, pencils, etc. off the walls. Teachers should be aware that custodians couldn't properly clean a cluttered room in the time they have available.

Bullying

Bullying behavior is not an acceptable behavior in USD 214 or Sullivan Elementary School. Bullying infringes on the right to have a safe and healthy school environment. Please refer to the USD 214 Bullying Prevention Plan for any questions and information.

Calendar

All Sullivan Staff will have access to view a Sullivan Calendar on Google. All changes must go through the Principal or secretary.

The official district calendar is located at www.ulysses.org. Please watch this calendar for important dates and events. Keep the Principal informed of dates and items that need to be placed on the district calendar.

Classroom maintenance

This is a shared responsibility. Have students pick up papers and trash and deposit them in the trash containers. Make this a ritual at the end of each day. If you have tables and chairs in your room, have the students place chairs on top of tables at the end the day. Do not leave excessive clutter in your room. It is the teacher's responsibility to make sure desks are kept clean. Treat your room like a home away from home. Expect the best. Demonstrate the best. Be positive.

Communication

Communicate with parents often by phone, through home visits, notes, or any means you find available. Communicate the good news as well as the bad news. Make at least one extra effort to arrange a conference that could not be kept by a parent.

Committees

Leadership Team - Contact Scott Meitler if you have any questions.

Student Intervention Team (SIT) - Contact Keri Ochoa if you have questions.

Family Engagement Committee (FEC) - Contact Katelynn Johnson if you have any questions.

Positive Behavior Intervention System - Contact Nikki Garcia if you have any questions.

Professional Development Committee (PDC) - Contact Cherie Long if you have any questions.

Professional Learning Community (PLC) - Contact grade-level chair if you have any questions.

Site Council - Contact Jen Hittle if you have any questions.

Social Committee - Contact Susan Alexander or Brenda Babcock if you have any questions.

Collecting Money from Students

Any fund raising projects must have the approval from the Principal before such project is initiated.

It is our policy not to leave cash in the building overnight. If you have funds which should be protected, consult with the secretary to make arrangements for such necessary protection. In handling sums of money, each teacher is cautioned to protect himself/herself by turning it into the office secretaries. Lunch money-checks should be made out to Activity Fund #214 and taken to the office

Conduct/ Discipline

Good conduct of students should be enforced from the first day of school and continued throughout the year. Consideration for other classes should be shown in regard to classroom or hallway noises. Teachers should accompany their students during class exchanges to ensure good hallway conduct.

Punishment of students must always be reasonable and appropriate. All discipline situations should be entered into a SWIS form online at www.pbisapps.org/Pages/Default.aspx. Contact Tammi Mitchell to get a username and password.

Teachers are expected to handle discipline within their classrooms. Behavior problems that cause another individual harm are to be directed to the Principal. If there are non threatening behaviors that have persisted over a period of time, and the teacher has exhausted her/his resources for correcting the behavior – including parental contact and conferences, then these too should be referred to the Principal. Please note that once a discipline issue has been referred to the Principal, the teacher will accept the decision made by the Principal.

When sending a student to the Principal for disciplinary purposes, be sure to notify the office so that they might expect the student's arrival (if at all possible).

Placement in ISS can only be made by the Principal. Teachers will be notified when a student has been placed in ISS. The teacher will need to prepare work for the student to complete in ISS. The ISS supervisor reports to the building Principal and takes direction from the building Principal.

[Click here for the Behavior Protocol.](#)

Copy Machine

Copy machines are the school's biggest expense; please help keep this expense down by using the risograph machine at Central Office. If you need more than 25 copies of anything it should be done at Central Office.

When making copies on the machines at Sullivan, please take time to make sure you have the right paper, it is facing the right direction, etc. This will help save paper and copying expenses. Entire textbooks are not to be copied on the school copier. Also books and items for personal use should not be run on the school copier. Students should not use the copiers and not sent to the copier to retrieve documents.

Counselor

Keri Ochoa is the school counselor. Her responsibilities are shared with Hickok. Keri will produce a schedule to share with the staff. On days when she is not at Sullivan she can be contacted by email or asking the office to contact her.

Cumulative Records

All student cumulative records are filed in the office. If you wish to review or add information to a student's file, do so in the office. Files should not leave the office. The cabinet is locked after the secretaries leave for the day.

Documentation

Student data and PowerSchool information need to be updated continuously. Documentation of interventions must be completed prior to a SIT (Student Intervention Team) referral.

Dress

It is recommended that all staff should dress in a professional manner. Blue jeans may be worn on Fridays and to promote school pride.

Duties

It is each teacher's responsibility to keep informed of assigned duties and be on time for them. This is especially important from a legal standpoint. Never place yourself in a position of negligence whether in the classroom, hallway, or outside. Please, never leave your assigned duty or your students unattended at any time. In case of an emergency, arrange for a neighboring teacher to supervise for you during your absence. Teachers will rotate on the supervision of morning duties, noon duties, and after-school duties. Recess duty coverage-It is the responsibility of the teachers on duty to position yourselves to be able to monitor the entire playground. Teachers should not be sitting, standing, talking, or walking together. You should be separated and able to monitor student activities in all areas of the playground.

Emergency Drills

[Click here for the Emergency Drills](#)

Faculty Meetings

Faculty meetings are scheduled for the first Tuesday of every month from 7:30-8:00 A.M. Because these meetings are pre-planned for the year, all certified staff are expected to be in attendance. Please plan accordingly.

Fees

Teachers are expected to make payment for lunches, etc. in a timely fashion. The district does not allow charging for school lunches.

Each certified staff member should pay a yearly fee of \$30 to the Social Fund. Non-certified staff should pay a yearly fee of \$15. This is a voluntary fee.

Field Trips

There are many opportunities outside the classroom for instruction. Careful planning, close supervision, and proper atmosphere for learning are essential for a productive field trip. Responsibility rests with the instructor for such trips. Follow the procedures list below to help you with such plans:

1. Obtain a preliminary approval from the Principal before announcing any plans.
2. Submit your plan for the trip. This should include: time and location of the trip, transportation plans, and financial needs and parent information.
3. Obtain final approval from the Principal

When arrangements are made, it is expected that all students will travel to and from the event with the group as assigned. Students may be released from this arrangement to parents only with the prior administrative approval.

[Click here for End-of-Year Field Trip Procedures.](#)

First Aid

Basic supplies are in each classroom. Please handle those small incidents in the classroom. If a cut is too big for a band-aid, please send them to the office.

Medications can only be given with written permission from a doctor and/or parent, and can only be administered by office staff. Over the counter medicines will be kept in the office if the parent comes in and fills out a form. Medicines must be in the original bottle.

Students who become ill at school will be allowed to go home only if there is a responsible person there. USD #214 Board Policy states the school will send a child home if they are

running a temp of 100.4 degrees or above. Students can return to school after 24 hours without a fever without fever-reducing medication.

Office staff are the 1st responders to an emergency. Involved staff need to hand off a situation to a 1st responder.

Grades

Grades are used to report student performance to parents and should never be given as a reward or punishment. Grades need to be updated into PowerSchool in a timely manner. Quarterly, final grades are due at the end of the work day at the end of the respective quarter.

Handbook

The student handbook should be reviewed in a timely manner in the classroom to remind students of school policies.

Homework

It is the Principal's expectation that all core content teachers will assign homework for a research-based amount of time. The research is less conclusive at 3rd grade but for 4th and 5th grades meaningful homework increases student achievement. The Principal expects that each student will have the following amount of homework every night. This is a combined total, not per subject. 3rd grade- 15-30 minutes, 4th grade-20-40 minutes, and 5th grade-25-50 minutes.

Hours

Teachers' contract hours are from 8:00 A.M - 4:05 P.M. With the exception of free time provided when not having regularly scheduled lunch supervision duties, all USD 214 faculty members are to utilize professional duty time in service at respective buildings. In the event of an emergency, a professional staff member may obtain leave from the building through the Principal. Personal business for monetary gain shall not be conducted on school time. (Negotiated Agreement Article 20a)

Keys

Each instructor is issued inside keys which allow you to perform your assigned duties. These keys are entrusted to you for a very specific purpose. UNDER NO CIRCUMSTANCES ARE SCHOOL KEYS TO BE GIVEN TO STUDENTS OR ANY OTHER PERSONS. UNDER NO CIRCUMSTANCES ARE KEYS TO BE REPRODUCED WITHOUT THE PERMISSION OF THE PRINCIPAL. Access to the building during normal school hours is through your district ID.

Report the loss of any keys to the Principal at once.

Lesson Plans

Lesson plans are a tool to help with the delivery of curriculum, and will be prepared and available for tuning protocols. A sub folder should be filled out at the beginning of the year and left in case of an emergency. If you know you are going to be gone, please put lesson plans in the sub folder. www.planbook.com can be used for classroom lesson planning.

Library

Individual student needs need to be considered when making decisions such as library checkout. All student and student check-out information is retained in the library. If staff need to check-out materials in the evening or weekend, there is an available sign out sheet.

Mailboxes & E-mail

Mailboxes should be checked on a regular basis for important messages or materials that may need to be sent home with students. Do not store items in it. Please check your email daily for memos from the Principal. Refer to the board handbook about email/technology policies.

Maintenance

There is an online form to complete any maintenance requests. You can find the link at www.ulysses.org. Click on "Maintenance Request" under the "Joyce" heading.

Map of School

[Click here for the map.](#)

Nurse

The school nurse, Ilda Perez, is scheduled at Sullivan on Monday-Friday and is available by phone, 620-353-9698, any time.

Office

Supplies will be kept in the office storeroom. Please do not go through the desk or cabinets in the office. If you need something please ask before taking.

Find the following Forms in the office:

1. Transportation - To be completed two week prior to when transportation is needed, and approved by the Principal
2. Requisition - Complete and approved by the Principal
3. PD - Professional development points are handled by Southwest Plains Regional Service Center. Contact Cherie Long if you have any questions.
4. Accident - Complete for staff and/or student accidents, no matter how small the injury. Be detailed and specific. Turn into the Principal.

When sending students to the office, they should use a Phone or Nurse Pass.

Parties

Treats should be kept simple. Simple birthday treats and treats to reward students performance are to be handled in such a way so as not to disturb other classes. The teacher should inform the parents of any students in the class with food allergies.

Parents

Select two or three room parents to help you with parties and other class activities such as field trips. Ask a parent to help you with some of your class activities. Parents can add a great deal of information and interest to your class activities because of their jobs, travels, hobbies, or other experiences. Ask a parent to listen to a child read! Use your students parents often, make them a friend of education.

Phone

Long distance telephone calls must be made from the office. Teachers should utilize their cell phone for personal use during lunch, planning time, and other non-contact times. Students should not be allowed to use the classroom or personal cell phone to call home because of sickness.

Student Teachers

Student Teachers - Occasionally student teachers are placed under the supervision of cooperating teachers. They are in the school strictly in a learning capacity and to gain experience in actual classroom situations. They are not to be used as "substitutes" for classes.

School policies

Policies of the school, such as those listed in the Board of Education policy manual (available online at www.ulysses.org) The Student Handbook, and this handbook should be known and practiced by all faculty members.

Student Intervention Team

[Request for Intervention](#)

[Teacher Expectations](#)

[Parent Letter](#)

[Parent Communication](#)

[Intervention Ideas](#)

Supervision of Students

Proper supervision of students is essential to classroom management and overall student management. If you have to leave your classroom when students are present make sure another adult is present. When students are transitioning between classes please be in the

hallway monitoring student behavior. As students dismiss for the day, proper supervision of the hallways by all teachers is expected.

Substitute Lessons

When preparing lessons for a substitute make sure to include seating charts, attendance sheets, routine procedures, emergency procedures, adequate and comprehensive daily lessons, special notes, and assigned duties.

Technology Questions and Issues

Technology issues or questions should be directed to Dennis Gonzales, dgonzales@ulysses.org or the tech department tech@ulysses.org

Textbooks and Agendas

Students will be held responsible for the care and return of all non-consumable textbooks. A list of book prices are available in the office. Agendas are \$3.00.

Transportation

Requests for student transportation can be made by filling out the Transportation Request form located in the main office. Best practice would be to contact the Transportation Director at Central Office before submitting a written request. Requests for staff transportation can be made to the athletic director at Ulysses High School.

Visitors

ALL visitors must sign in at the office and wear a pass. Do not let anyone in any door during school time hours. All visitors must enter through the main office. If you see someone without a pass, send them back to the office. If they do not go, inform the office.