

UNIFIED SCHOOL DISTRICT #1

VERDIGRE PUBLIC SCHOOLS

STAFF HANDBOOK

2016-2017

MISSION STATEMENT

The mission of the Unified School District #1 is to provide students with progressive educational opportunities in a safe, positive environment to develop the mental, physical and emotional skills necessary to reach their individual educational potential. Through a cooperative venture between home, school and community, we will empower students to become responsible, productive workers, and prepare students to become informed and active citizens with the ability to establish and maintain healthy interpersonal relationships. Graduates will be prepared to function responsibly in a changing society and to become lifelong learners.



INTRODUCTION

The information contained in this handbook is presented to each staff member of the Verdigre Attendance Center as a means of communicating school procedures, rules, and regulations pertinent to the operation of our school system.

Should any staff member wish to add an item or items which will enhance these procedures they are encouraged to visit with the Site-Based Administrator about their inclusion.

Should any part or portion of this handbook be found to be inconsistent or in conflict with any Nebraska Unified District #1 Board of Education's policy, the Unified Board of Education's policy shall take precedence.

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THE SCHOOL DAY

Certificated teaching staff hours will be from 8:00 A.M. to 4:00 P.M. each day school is in session. Non-certified staff hours will be arranged as their required duties may demand and be subject to work agreements as assigned by the Unified Board of Education.

The school day will begin with all students K-12 in their assigned rooms at 8:15. Instruction will begin for all students at 8:15 and conclude with a 3:45 dismissal. Elementary students will be dismissed at 3:40 in order to provide them safe passage to buses and give those who may be walking home a head start on traffic. Students who arrive at school before 8:10 will be asked to wait in the lunchroom or high school hallway (grades 7-12 can wait by their lockers; K-6 can wait in the elementary lunchroom). Students who have made prior arrangements to see a teacher will be asked to report to that teacher. A bell will ring at 8:10 to send students to their first period classes.

Staff members may leave early on Fridays after 8th period (3:45) and on calendar days designated as early outs. Should any staff member need to leave work early on regular school days, they must have prior approval from the site-based administrator. Staff members leaving campus during the school day will sign-out in the office and sign-in upon their return. All leave will be contingent upon Unified negotiated agreements.

The school office will be open from 8:00 A.M. to 4:00 P.M.

PERIOD SCHEDULE

	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8 TH
start	8:15	9:08	10:01	10:54	11:47	1:08	2:01	2:54
end	9:06	9:59	10:52	11:45	12:38	1:59	2:52	3:45

Please note: Teachers dismiss classes - not the tone system.

LUNCH SCHEDULE

Gr. K-6 11:45-12:15 **Gr. 7-12** Lunch 12:38-1:08

PLANNING TIME

All certificated teaching staff will be assigned planning time. This time is to be used by staff to plan lessons, correct papers, do reports and assist students who may need help on campus. If it is necessary to leave the building during this time, please sign-out on the clipboard in the office so that messages for you can be handled in a professional manner. Some circumstances may require that staff be assigned a duty during planning time. Examples may be: subbing for another teacher, attending special school activities, attending to school issues and professional meetings.

ATTENDANCE - PUPILS

Admission of Students 7-12

Students who enter the Verdigre Attendance Center prior to the 10th grade will be placed in the appropriate grade level according to age and/or achievement. Grade placement for those who enter the 10th grade or subsequent grade will be determined by having passed course work commensurate with Nebraska Unified District #1 requirements. Proof of satisfactory course completion must be from a state approved institution otherwise, the student must display academic competency with testing generated by the Nebraska Unified District #1. Unified Regulations and Nebraska State Rules and Regulations will apply.

Admission of Students K-6

Elementary students will be placed according to age and/or achievement. Recommendations from previous teachers and their class records will be taken into consideration. Proof of promotion and/or grade placement from a state approved institution will be necessary, otherwise, the student must display academic competency with testing generated by the Nebraska Unified District #1. Unified Regulations and Nebraska State Rules and Regulations will apply.

The Board may admit a child who will reach the age of five between October 16 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year, (b) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of carrying the work of kindergarten or the beginner grade.

All students entering school for the first time shall present their birth certificate or a bona fide copy thereof. Students also will be required to show evidence of a completed physical and submit updated health records. Immunization Statute 79-221 & Physical Exam Statute 79-220 will be enforced.

The cost of such physical examination shall be borne by the parent or guardian of each child who is examined. Students enrolling in Kindergarten or transferring from out of state must have a visual evaluation. The cost of the visual evaluation shall be borne by the parent or guardian of each child who is examined.

Student Absences 7-12

Perfect attendance: A student who has no recorded absences or tardies for any class during a particular grading period, e.g. 1st quarter, 1st semester.

Tardy: Students will be counted tardy if not present and in class when the tardy bell rings. Tardies can be excused with a pass from the student's previous supervising teacher or from the office.

Guidelines for Parents and Students:

1. On the day that an illness or an emergency will cause a student to be absent, the parent or guardian should call the school before 9:00 a.m. If the school receives no call by 9:00, the student will be considered unexcused until the parent verifies otherwise with the school.
2. If it is known that a student will be absent in advance, it should be handled in advance. Parents should notify the school prior to the day the student will be absent. Make up slips will be issued. Students are responsible for completing all assignments. One day for each day missed will be allowed to make up work. Teachers may extend this limit for special assignments.
3. If it is necessary for a student to leave school during the day without prior permission from parents, the student must notify the office. If possible, the office will contact the parent or guardian to receive permission to send the student home.
4. If a student arrives at school sometime other than at the beginning of the day, they must report to the office prior to going to class.
5. Unless pre-arranged, students cannot be marked absent for any period if they wish to participate in a school activity that day or evening.
6. The district requests that students do not schedule doctor or other appointments during the last week of a semester. Final tests and checkouts are difficult to do if students are absent.

Attending School Activities:

Students will be excused to attend school activities held during the school day when school is in session if the following conditions are met:

1. The student has a brother or a sister participating in the activity and a note of request signed and dated by the parent/guardian is submitted to the office one school day prior to the activity.
2. The student is not on the current ineligible list.
3. The student is not under any disciplinary action.
4. The student will be under the direct supervision of his or her parent/guardian at all times during the activity whether the activity is at home or away.
5. The parent/guardian must pick the student up at school and take him/her to the activity unless the time of the activity will not allow for this. In this instance, the Site-Based Administrator may allow other arrangements.
6. A make up slip/signed planner covering missed assignments has been picked up, has been completed, and has been turned in to the office before the student leaves.
7. The leave will be recorded towards one of the allowable days, as the Unified Attendance Policy requires. (See Unified Attendance Policy)

The administration reserves the right to deny any student from going to any school activity. K-12 classes will not be excused to observe these activities. Regular classes will be held. Students will not be allowed to drive to any school activity held during the day whether it is at home or away.

Nebraska Unified School District #1 7-12 Attendance Policy:

1. Absentees will be kept by period. Any student who is absent from any one period will be considered either excused or unexcused by the Site-Based-Administrator. Unexcused absences may require time to be made up after school.
2. Absences from class for school related reasons such as athletic participation, field trips, job shadows, etc., etc., will not be recorded as absences. In-school or out-of-school suspensions will not be counted as an absence they will be counted as “suspensions”.
3. During the last two years of high school Juniors/Seniors may be allowed up to 4 days cumulative to visit college campuses. These days will not be counted as absences but they must be cleared with the counselor and scheduled with the college in advance. These days are to be used to tour the college, meet with an advisor, visit with professors, and register for classes, etc.
4. Any student who misses more than nine (9) periods in one class per semester may be required to submit a licensed Medical Doctor’s note for any periods missed after they have reached the nine (9) period limit. Absences after reaching the nine (9) period limit may have to be made up minute for minute. In certain circumstances when verification of illness or absences may be deemed necessary, the Site-based Administrator may require the student to be examined by a fully licensed Medical Doctor or Psychologist selected by and for the District. The cost of the examination may be borne by the District.
5. Following each absence, the student must report to the office with a written excuse signed by his/her parent or guardian. The excuse should be dated and state when and why the student was absent.

The school requests that students do not schedule doctor or dentist appointments during the last week of a semester. Final tests and checkout is almost impossible if students are absent.

Teachers shall not dismiss any student from school or class, or early from school, without prior administrative approval or notice from the office.

The Site-based Administrator will decide all other aspects of an attendance center’s attendance policy. The attendance centers of Nebraska Unified School District #1 will abide by Nebraska statute regarding Article 2 - Compulsory Education beginning with section 79-201.

STUDENT TARDINESS

Student tardiness is defined as any unexcused absence of a student beyond the scheduled time that a class or homeroom begins. Excessive tardies to classes will be handled by the Site-Based-Administrator. However, a student detained by another teacher will NOT be considered tardy provided that teacher gives the student a written pass to enter his/her next class.

There are 2 minutes between classes so it will be necessary for students to plan their movements from one class to another.

DETENTIONS

Any school employee at their discretion can issue detention to any student. One day's notice is required so students can arrange transportation. All detentions will be served after school. A minimum of 30 minutes time is mandatory. Staff members issuing detentions will keep students

in their room after notifying the Site-Based-Administrator. Students serving detentions are required to bring homework and use the time assigned for study.

Any student tardy to class more than three (3) times in any nine (9) week period will be given a 30 minute detention for each excess tardy. Excessive absences will be dealt with in a separate manner.

EXCESSIVE ABSENTEEISM

A student who is absent from school for five (5) consecutive days without a doctor's permission or absent from school for more than 20 days per school year will be considered Habitually Truant.

The administration, upon notification of Truancy Violation, will cause an investigation by an attendance officer. The Truant Officer will be responsible to conduct such service, but not limited to: (1) One or more meetings between a school attendance officer, school social worker or other person designated by the school administration if such school does not have a school social worker, the child's parent or guardian, and the child, if necessary, to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in the meetings; (2) Educational counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child, would help solve the truancy problem; (3) Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and (4) Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, by another person designated by the administration, to identify conditions which may be contributing to the truancy problem. If such services for the child and his or her family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating section 79-201, warning him or her to comply with its provisions. If within one week after the time such notice is given such person is still violating the section, the attendance officer shall file a report with the county attorney of the county in which such person resides. All school districts shall have a written policy describing notification of habitual truancy to the county attorney. The number of absences in the policy shall not exceed twenty days cumulative per year or the hourly equivalent. School districts may use excused and unexcused absences for the purposes of the policy. The county attorney may file a complaint against such person before the judge of the county of the county in which such person resides charging such person with violation of section 79-201. If after such notice has been sent to any person violating such section such person again violates the same section, no written notice shall be required but a complaint may be filed at once.

Student Assignments K-12

Assignments will be provided for students who are absent from school. Students who have been or will be absent over an extended period of time may or may not be provided assignments. These situations will be handled on a case-by-case basis. Consideration for student ability, past records and attendance will be taken under advisement. Please note, that a student may not be promoted if excessive absences have accrued and the teacher or teachers deem promotion not to be in the best interests of the student.

If a student (7 - 12) has an excused absence, he/she will be required to make up the work missed and credit will be given. One day for each day missed will be allowed to make up the work. In the case of an unexcused absence, the student is required to make up the work and no credit will be given for the work.

Elementary assignments will be made up on a schedule approved by the instructor. Assignments for abnormally lengthy absences may or may not be issued. Please refer to your student handbook regarding student absences.

Reporting Attendance

7-12th During 1st period and each consecutive class, teachers should check and record attendance in your grade books. Tardy and absent students will be reported via the lunch count document on Google Drive and shared with Karen Sonder (karensunder@neunified1.org) and Shelly Hamilton (shellyhamilton@neunified1.org) by the end of first Period and shortly after 8th Period begins for Periods 2 through 8.

Elementary Grade teachers will be responsible for keeping their own register in their grade books. Entries will be made by office staff on SchoolMaster.

MAKE UP SLIPS AND STUDENT ADMIT SLIPS

Students in grades 7-12 must obtain a make-up slip/planner stamp from the office for any absence from class they may incur. These stamps are furnished following advance notice or upon the student's return to school following other absences. Teachers should not admit a student to class without an admit or make up slip/signed planner when they have missed your previous class; send them to the office.

When presented a make-up slip/signed planner, the teacher will fill in the assignment to be made up. Your signature tells the office that the missed work was completed. Sign this planner only when you have accepted the assigned work. There should be few occasions when a student misses school that an assignment is not made by the instructor of the class or classes missed. Students will be required to turn the stamped planners back into the office as per the deadline noted.

STUDENT PASSES

At no time must students be in any part of the buildings without a pass from his/her supervising teacher. Passes should be given only in an emergency. Student travel during class time must be held to an absolute minimum. Teachers are asked to use a student check out sheet.

VISITORS IN THE BUILDING

All visitors must gain entrance to the building through the main office. Pupils who visit from other schools are not permitted in the buildings without a pass from the school office. Any such pupil found in the building should be escorted or reported to the front office immediately.

NOON HOUR

Following lunch, 7-12th grade students are to report to the bleachers in the gym. Re-entry to the high school addition should not be until dismissal from the gym by the staff member(s) on duty. Elementary students will either report back to their room or be dismissed to recess as their schedule demands. Students who do not eat at school and who remain on campus over the noon hour will go to the lunch room until supervision is provided in their room, at recess, or in the gym.

TEACHER DUTIES AND INFORMATION

CERTIFICATION AND SALARY CREDIT

Teachers must register their teaching certificate with the Superintendent of schools before school begins and no later than prior to their first pay check for the term. The district cannot legally pay you if your certificate is not registered.

The Site-based Administrator must approve courses and classes for salary credit and movement on the salary schedule. Forms are available in the office. Any teacher wishing to advance on the salary schedule with additional hours must file an "Official College Transcript" with the Site-based Administrator. (Subject to Unified policies and procedures)

STAFF LIST AND ADDRESSES

A list of staff addresses will be available shortly after the opening of school. This is a confidential list for teachers' use only.

STUDENT INFORMATION

A database relative to the release of student information is on file in the office, which has been approved by parents. Under no circumstances should any staff member release student

information to a third party without consulting with the Site-based Administrator first.

TEACHER EVALUATION

The Site-based Administrator will evaluate each teacher during the year. Unified District procedures will be followed. Evaluative processes are designed to improve teaching. (See Unified Board of Education policy for details)

ABSENCE NOTIFICATION

If you know in advance that you will need to be absent from school, you must notify the Site-based Administrator at least three (3) days preceding the absence. Otherwise, you must notify the Site-based Administrator or his designee at home no later than 6:30 A.M. on the morning of the absence. If your absence is extended, please call the school office before 3:00 P.M. so that the substitute already employed may be notified for the following day. Teachers will not be allowed to hire his/her sub or make arrangements for another teacher to supervise his/her class/s unless special circumstances prevail and the teacher has prior approval of the Site-based Administrator. Otherwise, the Site-based Administrator or designee will make all arrangements for substitutes in your absence. All certificated leave will be subject to Unified agreements. Forms for absences will be available through the office.

PREPARATION FOR SUBSTITUTE TEACHERS

In consideration of your substitute, please provide the following:

1. An up-to-date seating chart of all students in all classes
2. Attendance forms - admit slips, roll call, & lunch count forms
3. Detailed lesson plans for each class in their progressive order
4. Any special instructions you feel may be needed
5. Rules for study hall, passes, elementary schedules

All teachers need to discuss any special arrangements that may be required due to their absence with the Site-based Administrator. This will help your substitute fulfill your needs.

BULLETINS, MAIL, AND SPECIAL ANNOUNCEMENTS

Bulletins and announcements may be placed in mailboxes or sent to you via email or GoogleDrive. Please check your mailboxes and email each morning and each afternoon as the majority of correspondence takes place through these channels. If you need information please phone the office.

INFORMATION FROM TEACHERS

Should you feel it necessary to send special announcements home with students or provide a news article for the local paper, please provide a copy to the Site-base Administrator for prior approval. This will enhance internal communication and eliminate calendar conflicts. Please note: All surveys involving staff, students, and or parents and patrons require prior approval.

ASSEMBLIES

Teachers will be notified in advance should the office schedule assemblies. Assemblies will not always be scheduled to include both the high school and the elementary. All teachers are required to attend the assembly, sit with their class, and will be responsible for the conduct of their class passing to, during, and passing from the assembly. Teachers who may have a planning period during the assembly are also required to attend the assembly.

STAFF TRAVEL

All staff travel requires prior approval from the Site-based Administrator. Registration fees and other expected expenses will be prepaid whenever possible. Hotel/Motel reservations will be made by the office following approval and will be direct billed to the district. Forms for staff travel are in the office and must be completed in a timely fashion. Forms will include district allowances for per diem and will require dated receipts for all expenses you may incur. Last minute needs may not be met. Unified District policies will be followed. Please plan ahead.

EDUCATIONAL TRIPS / FIELD TRIPS

Each class, K-12, may be allowed one field trip per year, pending prior approval from the Site-Based Administrator. Under no circumstance shall any teacher inform students of the field trip without prior approval of the Site-Based Administrator.

All field trips and their subsequent itineraries must be directly related to the class curriculum. Field trips which do not relate to your curriculum will be denied. Field trips will be discouraged during track and golf seasons due to transportation schedules. Contracted events and bus routes will take precedence over field trip requests.

High school classes will be limited in the number of field trips taken due to the fact that student absences in one class effect performance requirements in all other classes.

EDUCATIONAL / FIELD TRIP PROCEDURE

1. Visit with the Site-based Administrator for tentative approval
2. Make plans, check calendar dates, and arrange for transportation
3. Complete form - "We're Taking a Field Trip" and check with Site-based Administrator for final approval
4. Inform your students and send the completed form (3 above) home to parents at least three (3) days in advance.

Please Note:

All requests for field trips must be made on the forms provided. Some field trips may require special parental permission.

And -- all field trips will return home by bus time unless otherwise approved.

EXCURSIONS

Should you need to take your class downtown, to Alpine, or another business on class related activities you must have prior approval from the Site-based Administrator.

VOLUNTEERS / SPEAKERS

When volunteer help, special presenters, or external personnel need to be brought into our schools, before commitments are made, approval from the Site-Based-Administrator is required.

VOLUNTEERS

The purpose of volunteers in the school is to augment the educational, support resources, and activity programs of the school through the use of diverse talents and skills of community members.

The Board supports the use of parents, community members, and others as volunteers to assist and supplement regular District staff. A volunteer is not considered an employee of the District. The volunteer position is not a right, but rather a privilege, which is conferred by Board and the Administration. As such, any volunteer may be terminated at any time at the sole discretion of the Board and or District Administrator(s).

All services are to be performed under the direction of a District employee. They are not to administer disciplinary measures to regulate student behavior. At all times, volunteers are to perform only those duties and/or functions assigned to them by the supervising District employee.

Volunteers are expected to:

1. Check in at the main office
2. Keep confidential information in the school
3. To follow directions of the supervisor
4. Follow District policy and rules
5. Refrain from using tobacco, alcohol, or other controlled substances, or being under the influence of alcohol or controlled substances when they interact with students during school activities, including those that take place outside of the school building - at home or away.

VOLUNTEER COACHES

When in the opinion of the school Administrator and the Activities Director, the addition of a volunteer coach will enhance the support and training which the regular coaching staff is providing to students participating in the activity, a Volunteer coach may be utilized. The Board hereby sets forth the terms and conditions by which a Volunteer coach may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. The Head coach must forward to the school Administrator and the Activities Director, a request for permission to use a volunteer coach. This request must include the name of the volunteer, the name of the extracurricular activity, a rationale statement, and a statement of need.
2. The school Administrator and the Activities Director will jointly make a decision to recommend or deny the request. The recommendation will be sent to the Advisory Board.
3. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.
4. Permission to utilize a Volunteer coach may be revoked at any time by the school Administrator and/or the Activities Director.
5. The Head coach will assume the responsibility for the actions and training of a Volunteer coach.
6. A Volunteer coach, with the exception of a volunteer who is a certified school District employee, may not solely direct or supervise a team, a group of students, or an individual student belonging to a team. A Head coach and/or Assistant coach and/or a Volunteer who is a school District employee shall be present during all training, practices and/or competitions to supervise the Volunteer who is not properly certified.

GRADES AND REPORT CARDS

Students receive a grade in each subject each nine weeks, with at least two assignments/grades given and graded each week by the classroom teacher. This grade is a mark of scholastic achievement arrived at in as objective a manner as possible.

Students are not to be graded by comparison to other students, but rather according to their subject matter achievement in relation to the achievement of all the students in the class.

Please see the appropriate handbook for the grading system to use.

INCOMPLETES

An incomplete grade is only to be given to a student who has missed much work due to prolonged illness. The incomplete must be removed within five (5) school days from the end of the quarter or semester unless you have been given prior approval for an extension from the Site-Based Administrator.

PERMANENT RECORDS

Permanent records are located in the High School records office and may be examined there with permission. (Elementary records are kept by each grade teacher and passed on at the beginning of each year. Records from the sixth (6th) grade class are forwarded to the records office.) Should it be necessary to take records from this office, prior approval will be needed from the administration or guidance counselor.

HEALTH EXAMINATIONS

Report student health notes in student files; make reports to Site-based Administrator and to parents as needed. Be aware of (read it) the District's contagious disease policy and follow procedures it may require.

ACCIDENT REPORTS

The teacher or supervisor in charge must report all school accidents, both major and minor, on the appropriate form to the school office at the time of the accident. Any staff member who is injured on the job must also fill out this report as soon as possible. Forms will be kept on file in the office.

For major accidents, you may call 911 or call a doctor. Then contact the office. Parents and or Guardians will be notified as soon as possible.

The Coach and Assistant Coach will deal with all athletic injuries. Coaches must also file the accident reports and notify the office.

DRESS CODE

Staff Members -

All staff members should dress as professionals in accordance to required duties. Set an example our patrons and parents can be proud of.

Students -

During school and school-sponsored activities, whether at home or away, students will dress and be groomed in an appropriate manner for the event or activity that is taking place. Under no circumstances will students be allowed to wear clothing that advertises drugs of any kind, or exhibit messages, pictures or graphics which may be offensive or deemed to be inappropriate for the school environment.

COFFEE BREAKS

Drinking coffee, pop, and eating etc., is allowed in the teacher's lounge. Teachers may drink coffee or soda in their room. Bottled water (lid) is appropriate for students and teachers to bring to the classroom and consume during class time.

SUPERVISION OF STUDENTS

Students must never be left unattended by teachers. You are responsible for the conduct and safety of those students in your charge and you must insure that safety rules are followed at all times. If an emergency arises and it is necessary for you to leave your class, you must make every effort possible to provide adequate supervision in your absence. During passing times in the high school and grade school, every teacher is required to monitor the halls and the passage of their students.

TELEPHONE MESSAGES

Please inform all who may wish to contact you of your planning times. The office will forward EMERGENCY calls to you. Otherwise, messages will be taken or the caller will be forwarded to your voice mail and notified of the best time to contact you. Students may use the phone during school time if it is an EMERGENCY, otherwise, they will be limited to using it over the noon hour, during study halls, and after school hours.

LESSON PLANS AND PLAN BOOKS

Teachers will prepare detailed weekly lesson plans and submit a copy of them to the Site-Based Administrator upon request. It is imperative that such plans are completed each week to facilitate coverage in the event of a staff absence.

CONDITION OF CLASSROOM, OFFICE, AND EQUIPMENT

All staff members and teachers K-12 will be held responsible for the condition of their classroom and school equipment at all times.

Please make sure fire and tornado drills and procedures are posted in your room. Drills are required by law. You will need to supervise your students during all drills held. Be familiar with your route to safety.

All staff members and teachers K-12 will hold students responsible for leaving the room free of papers, pencils, colors, clutter, etc., etc., each time the class is dismissed from the room. Immediately prior to your dismissing them from your room, have them police the floor. This will encourage appropriate behavior and assist our custodial staff in fulfilling their responsibilities. At all times, be conscious of your floors and carpet. Tape of any kind is not allowed on carpets or floors for any reason. Do not put tape on floors or carpets. Tape of any kind is also not permitted on black boards, white boards, or painted walls. Use bulletin boards as provided and do not use tacks or nails in room trim or walls.

Food, pop, candy, gum, and other confections are not allowed in 7-12 classrooms. Elementary classes may allow food when celebrating birthdays and special holidays. Foods that could stain carpets are never allowed. When possible, elementary should use the lunchroom for activities, which include food and/or activities which could ruin the carpet.

Upon leaving your room for the day, please close all windows, adjust your shades, turn out the lights and lock your door. Take care of your school keys. Do not give them to anyone and never give them to students. Students must never be in a room or a building alone without teacher supervision. Should someone need a key to the building or to your room please contact the office. A key can be checked out to them under certain circumstances. The office needs to know who is in our buildings and the reason for their being there.

Sponsors of after school activities are responsible for locking all doors and the turning off of all lights to the building/s they may be using.

All staff members are to report concerns of safety to the Site-based Administrator. These concerns may be something relevant to your classroom, building, playground, or any school function or process.

ISSUING TEXTBOOKS

Teachers must keep a record of the identification number and condition of each textbook issued to students. If a student drops a course, he/she must return the book to the teacher. Students will be charged for damage beyond normal wear that has been done to the book.

The Site-Based Administrator will set the charge for the damage. Report any shortage of textbooks, workbooks or supplies to the Site-Based Administrator as soon as possible. Your textbook inventory sheets will have all necessary information relative to purchasing textbooks and workbooks. Under no circumstance are teachers to give away books or any other school equipment purchased by the school.

CHANGING CLASSROOMS

Teachers must inform the Site-Based Administrator if you need to take your class or send part of your class from its regularly assigned classroom to another classroom or location. Prior approval is required before plans are made. We must know where you and your class are at all times.

COOPERATION WITH NON-TEACHING PERSONNEL

Cooperation with other staff members is encouraged. Suggestions relative to their duties should be referred to the Site-Based Administrator.

OBSERVANCE OF BOARD OF EDUCATION POLICIES SCHOOL RULES AND REGULATIONS:

All staff members will be responsible to know and understand all Board policies, school rules and regulations and to follow and enforce them carry as they relate to the function of the District, the Verdigre Attendance Center, your classroom, and as they may relate to your students, parents, and patrons of the district. Teachers will be expected to furnish such after-school time as needed for assisting students, conferring with parents, and doing other necessary out-of school work.

REQUESTS FOR PURCHASE

All general fund orders placed by teachers must be made on purchase orders provided by the office and are subject to prior approval by the Site-Based Administrator. When filling out requests please take time to clearly describe your order. This will speed the process. Incomplete purchase orders will be returned for completion. No phone orders will be allowed and charges made without approval will be paid by those incurring the charge.

Orders will be requested each spring for the following year. During the year, orders will not be approved unless it is an emergency. When orders arrive, please check them for damage and report any damage to the office immediately.

EXTRA-CURRICULAR ASSIGNMENTS

Assignments may be made to teachers and staff for various school related duties. (example: ticket taking) Every effort will be made to make extra-curricular assignments on an equitable basis. The Site-Based Administrator or his designee will make assignments. If you should require a substitute to fill in for these assigned activities it will be your responsibility to find a suitable replacement. You must then inform the Site-Based Administrator or his designee of the change.

SPECIAL ASSIGNMENTS AND MEETINGS

Special assignments and or duties may be assigned as may be deemed necessary by the Site-Based Administrator. Some of these assignments may include Parent / Teacher Conferences, curriculum work, in-service, and other committee work relative to the needs of the district. When such activities are scheduled which require staff attendance, all staff members will be required to attend them. Faculty meetings will be scheduled and called by the Site-Based Administrator. Staff members may request special meetings if needed.

CLASS ACTIVITIES

Wednesday of each week is church night and we will not schedule school activities on this night without prior approval of the Site-Based Administrator. No activities will be scheduled or permitted on Sunday without the approval of the Unified Board of Education. Saturday activities may be held with prior approval of the Site-Based Administrator.

SCHOOL SPONSORED ACTIVITIES

All school-sponsored activities will have at least one (1) faculty sponsor present at the activity who will be in charge of sponsoring students. School activities will end promptly at 12:00 midnight except for Prom and Homecoming dances, which must end by 1:00 a.m. Each class or organization may sponsor one activity per year. Activities must be approved by the Site-Based Administrator and be scheduled on the "Official School Calendar" at least two (2) weeks in advance. Students will not be allowed to leave the school building during social activities and then allowed to re-enter. Social activities include but are not limited to dances, banquets, parties,

etc. This closed-door policy should be discussed with the Site-Based Administrator during the approval process. The Site-Based Administrator may approve special hours if circumstances demand them.

COLLECTING MONEY FROM STUDENTS

At no time should staff members keep money in their rooms which has been collected from students in an amount so great that the staff member could not afford to replace it should it disappear or be stolen. It is also a requirement that you issue receipts to students for the money you collect. Make sure the student signs the receipt. Money collected should be deposited with the school office. It can also be kept in the school safe.

Change required for music classes must be kept in a locked, secure place. Keep the amount held to a minimum for your own protection.

STUDENT ACTIVITY ACCOUNT

All money raised by, for, or in the name of the school must be deposited in the School Activity Fund. Any school sponsored activity that deals with money through dues, or fund raising must be deposited in this account and withdrawn by check. The office secretary will receive deposits and withdrawal requests, issue receipts and pay due bills approved by sponsors. Sponsors are reminded to issue receipts signed and dated by the student when money is collected.

GIFTS

There is to be no exchange of gifts between students and teachers of great dollar value. Elementary teachers can give presents at given times.

LOST AND FOUND

Turn these articles into the office. Announcements concerning lost items will be made as need requires.

YEARLY SCHOOL CALENDAR

A yearly calendar for the Unified School District will be developed by Site-Based Administrators and calendar committee and presented to the Unified Board of Education for approval. Copies of the calendar will be made available to all staff members.

OFFICIAL ATTENDANCE CENTER SCHOOL CALENDAR

The Site-Based Administrator's office will keep the "Official School Calendar". All dates, places, and times must be entered on this calendar at least two (2) weeks in advance of the activity. The school office will print a tentative monthly school calendar for your inspection prior to its distribution. It is the teacher's responsibility to check it to ensure your activity is

listed. Please see the Site-Based Administrator for prior approval of all calendar dates. All yearly activities should be placed on the calendar, as early in the year as possible so conflicts do not arise.

STUDY HALL REGULATIONS

Teachers who are assigned to study hall will follow the following regulations:

1. Take roll just as you would for a regular class. Students are to be seated for roll. Record all absences and tardies. Assign seating and keep your seating chart available for subs.
2. Excuse students from study hall if they present a signed slip from another staff member or are called to the office.
3. Allow no talking without your permission. Allow up to three minutes for each permission.
4. Passes to rest rooms are limited to one student at a time. Allow up to five (5) minutes.
5. Passes to lockers are permitted at the discretion of the teacher.
6. Students must sign a register to use computers. You have the right to take this privilege away or remove a student so that another student can complete class assignments.
7. Allow passes to the office and/or Guidance Counselor if s/he is available.
8. Allow students to sign out to see a teacher only if the teacher has given them a pass, or if that teacher has a planning period during the study hall.
9. Allow passes to teachers who are teaching with discretion.
10. Check all passes for return to study hall from other teachers. Everyone should enter the return time and sign the pass.
11. Enforce all gum, pop, beverages, food and candy rules.
12. Allow only one student at a time to use the reference room.

STUDENT DISCIPLINE CODE

Students will be expected to act at all times in a manner which encourages the best learning situation. This includes all aspects of school, including the school day, school-sponsored activities (at home and away) and at any time in the school building or upon school grounds. By board policy, the following regulations will be instituted:

1. **Fighting:** Both or all Parties
 - a. First offense - 1-day suspension
 - b. Second offense - 5-day suspension
 - c. Third offense - Recommend expulsion

2. **Removal from class**
 - a. First offense - Teacher, student, parent, Site-Based-Administrator conference, and 1-day suspension
 - b. Second offense - Teacher, student, parent, Site-Based-Administrator conference, and 3-day suspension
 - c. Third offense - Recommend expulsion

3. **Vandalism**

- a. First offense - 5-day suspension, pay for the damage
- b. Second offense - Recommend expulsion, pay for the damage

If the cost of repair or replacement is more than \$100.00, suspension is automatic, less than \$100.00, punishment is to be administered by the administration.

4. Use of tobacco and alcoholic products

Students are not permitted to possess or use any tobacco or alcoholic products on school grounds, on the busses, or in the buildings. This applies to school sponsored activities at home and away.

Tobacco

- a. 1st Offense - 3-day suspension
- b. 2nd Offense - 5-day suspension
- c. 3rd Offense - Recommend expulsion

Alcohol

- a. 1st Offense - 3-day suspension
- b. 2nd Offense - 5-day suspension
- c. 3rd Offense - Recommend expulsion

A suspendable offense is left to the discretion of the Site-Based-Administrator and may include but is not limited to:

- 1. Uncontrollable behavior within the classroom
- 2. Refusal to follow rules set forth by the classroom teacher
- 3. Verbal abuse used or applied to a staff member or another student
- 4. Physical abuse of a staff member or another student

UNIFIED SCHOOL DISTRICT NEGOTIATED AGREEMENTS

Unified agreements as approved by the Nebraska Unified District #1 Board of Education will be followed at all times. Each Attendance Center will promulgate procedures for these agreements. (CURRENT AGREEMENT IS ON FILE IN THE PRINCIPAL'S OFFICE.)