

Elba Public School Staff Handbook

2018-2019 School Year

Section 1 Staff Duty Hours

Normal teachers' duty time is 7:45 am to 4:10 pm on Mondays, Tuesdays, Thursdays, and in-session Fridays and from 7:45 am to 4:30 pm on Wednesdays during the school week with 30 minutes for lunch. Occasionally, there may be a need for a conference, student staffing, or meetings that may require teacher's attendance outside the times listed above. Non-certified staff's duty hours will be set by the Principal. Each full time non-certified staff member will have two 15-minute breaks and a 30-minute lunch.

Section 2 Staff Meetings

Building level staff meetings will be held at the Superintendent's/Principal's discretion. Teachers are expected to attend. Attendance will be taken at the faculty meetings and will be recorded. Non-certified staff will meet with the Superintendent every Tuesday afternoon after Board Meeting nights at 3:00 PM.

Section 3 Additional Duties as Assigned

Within the contracted day, the Superintendent may assign teachers additional duties.

Section 4 Supervision

Classroom: Students are not to be left without adult supervision. In case of an emergency requiring a teacher to be absent from the classroom, arrangements for temporary supervision must be made before the teacher leaves the room. **At NO time should students leave the campus to run errands.**

Hall Duty: Secondary teachers are to be on duty outside their classroom at the first bell. Teachers will also supervise students in the halls between class periods.

Elementary teachers are to be with her or his class while in the hallway at all times to monitor and prevent misbehavior. Please encourage quiet and orderly passing in the halls.

If misbehavior or improper conduct is observed, all staff members have the responsibility and authority to intervene.

Staff Workroom: The workroom is for employees only. This is a space for employees to socialize with each other, to make copies, check mailboxes, eat lunch, and to just hang out. This is not a place for students. There is no reason for students to be in the workroom during school hours. Students will not be allowed to make copies or retrieve copies from the workroom. Teachers will need to make arrangements in advance to avoid this situation.

Trips: Students will not leave school property without approval by the school principal and signed permission slips for each student leaving the school.

Section 5 Activities and Meetings

All activities will be scheduled through the office. Student clubs and organizations may schedule meetings from 7:15 am until school starts in the mornings or after the dismissal time or with administrative approval. School activities will not be scheduled on Wednesday evenings or Sundays without administrative permission and students should be released early enough from all school activities/athletics to be off school grounds by 6:30 pm on Wednesdays. When organizations or classes sponsor an activity (party, dances, car washes, etc.) the sponsor must be present or the activity will be canceled. All school related activities, meetings, and/or practices must be held at school unless otherwise approved by administration.

Section 6 Absent from School

Staff who are unable to make it to work need to call Diane Spilinek the night before or before 6:00 am that school day. Her cell number is 308-750-0074 and home number is 308-754-5660. If there is no answer, please leave a voicemail. Diane will do everything she can to obtain a substitute teacher, however, if a substitute is unavailable teachers will be asked to substitute during their prep periods or some classes may be combined to free up a teacher. If a teacher subs during their prep period, he or she may fill out a compensation form.

Section 7 Lesson Plans

All teachers will submit lesson plans by noon on Mondays every week. Lesson plans will detail each day's objective, assignments, and standards. Lesson plans may be submitted electronically by email or placed in the Principal's mailbox.

Section 8 Grading and Marking System

All teachers, elementary and secondary, are to set high academic expectations of their students and to challenge them academically. At a minimum, teachers will update student grades by 8:30 AM every Monday morning in PowerSchool. All teachers are required to enter a minimum of two (2) grades every week. Some teachers may be exempt from grading or the set minimum by the Principal. Students will be issued grade reports eight (8) times during the school year, midterm and at the end of each nine weeks. If a student fails to turn in an assignment a grade of Incomplete will be entered by the teacher. If a student receives multiple incompletes parent contact should be made by the teacher to determine how missing work will be made up by the student. If at the mid-term or quarter the assignment is still missing, a failing grade of "50" will be entered into PowerSchool by the teacher. If the assignment is not made up by the end of the quarter the final grade for the assignment will be a failing grade of 50.

Section 9 Staff Dress Code

The Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Clothes that may be appropriate for shop instructors or gym teachers or some non-certified personnel may not be appropriate for classroom teachers.

Employees shall not dress or groom themselves inappropriately if the manner of dress or grooming has an adverse effect on the District's ability to deliver educational services, and its education programs, or endangers the health and safety of employees or students.

This policy shall apply to all certified, paraprofessionals, and office employees in the same manner, unless safety concerns or their assignments provides for modified dress, as approved by the Principal. Such modifications may be approved on a temporary or on-going basis, depending upon the circumstances, such as a field trip activity, themed days, or Principal approved jean days. Special exceptions may also be made for religious or medical reasons. Physician verification of modifications for a fixed period of time shall be accepted.

Non-certified employees such as transportation drivers, custodians, cooks, and the school nurse will have their own set of dress codes.

Appropriate attire will demonstrate a high regard for education and for the education profession and will present an image consistent with job responsibilities and community values and expectation.

The following is the District's expected dress attire:

Females: Pantsuits, suits
 Slacks with shirt, blouse or sweater, coat or jacket
 Dresses or skirts (including culottes, skorts, or capris) in a length no higher than top of knee with shirt,
 blouse or sweater, coat or jacket
 Dress shoes

Males: Suits
 Dress pants or casual (Dockers type) dress pants with shirt and tie or collared shirt or polo or sweater, coat or
 jacket
 Dress shoes

Employees are required to follow the below-listed guidelines for inappropriate attire:

Inappropriate attire for ALL employees:

- Unprofessional tight-fitting or body-contoured clothing. No skin tight shirts. No tights or leggings unless hips and buttocks are completely covered.
- Inappropriately revealing clothing such as: See-through or transparent apparel, bare midriffs, plunging necklines (no visible cleavage), backless tops
- No tank tops, No jeans, No shorts (except for PE)
- No T-shirts or shirts without collars unless it is an Elba t-shirt and administrator assigned (except for PE)
- No Casual sweatshirts, sweat pants, sweat suits (except for PE)
- No Casual flip flops, sandals, construction boots or dirty, strained, worn, torn or unrepaired shoes
- No Hats inside the building (excluding professional looking dress hats or hats that are worn for health purposes)
- No Clothing with inappropriate or distracting non-school logos or language, No other school name's or logos
Sports teams, Advertising, Vulgar language

Section 10 Staff Telephone Calls, Mailboxes, And Messages

Staff members will only be called to the telephone in case of emergency. Messages will be placed in the staff member's mailbox or emailed. Staff members are asked to check mailboxes and emails at least in the morning, lunch, and before their evening departure. Emergency messages will be delivered to the employee immediately.

Personal cell phones and/or electronic devices will not be used during school hours except during your lunch time or prep period as long as no students are present. All phone messages should be ran through the office. If it is an emergency, you will be notified immediately. At that time someone will watch your class while you're dealing with the situation.

Section 11 Bulletin-Announcements-Calendar

Staff is strongly encouraged to submit articles of interest to the school's web page or Facebook page. In addition, pictures of events of special interest programs are encouraged to be uploaded to showcase the accomplishments of the students at Elba.

Only special announcements from the office will be read over the intercom system with approval of the superintendent.

Announcements will be made at such a time as to not interrupt classroom instruction.

Items for any elementary, middle, or high school facilities usage should be submitted to the Superintendent. All calendar items should be submitted to the Principal for approval to place on master calendar. Facilities usage will be identified on the school's master activity calendar located in the Main Office.

Section 12 Communications from the School to the Home

Establishing a positive communication network between the home and school is very important. Teachers can enhance the home-school communications network through the use of telephone calls, emails and written notes. All written communications to the home from the school should be made on district letterhead with dates included. All communications between staff members and students should be professional in nature and directly related to classwork or school sponsored activities. Phone contacts should be made through the parent not directly to the student. It is not appropriate to contact or communicate with students via texting or any type of social media including, but not limited to : Facebook, Instagram, Snap Chat etc.

Section 13 School Closing Information

School closing information will be broadcast on the major television and radio stations. Information will also be sent through the ADT Phone Alert system.

Section 14 Accidents

Any accident that happens at school should be reported to the office as soon as is safely possible. This will be necessary if there is insurance or liability claims. If there is a major injury, a written report should be turned into the office within 24 hours.

Section 15 Activities-Admission and Work

The Activities Director will provide sign-up sheets to work at Elba home games and activities. All staff members will be admitted free of charge to Elba athletic contests, which are held in Elba and are not conference, district, state or NSAA activities or tournaments as part of working events. It means a great deal to the students when staff make their presence known at school events. Secondary teachers will be asked to help supervise non-athletic events, (i.e. Quiz Bowl).

Section 16 Child Abuse

All adults in an educational setting are required by law to report any suspected case of child abuse or neglect to the office. Abuse or neglect includes placing the child in a situation that endangers his/her life or physical or mental health, cruel confinement or punishment, deprivation of food, clothing, shelter, care, sexual abuse, or being left unattended. The hotline number to report cases of abuse of children and disabled adults is: 1-800-572-1999.

Section 17 Bullying Prevention

The Elba Public Schools recognizes the negative impact that bullying has on student health, welfare, safety, and learning environment and therefore prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle (owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee), or at school sponsored activities or athletic events.

Bullying may constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the Superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention. Administration shall develop Administrative Policy and annual bullying prevention. This policy shall be reviewed annually.

Section 18 Corporal Punishment

During the 1988 legislative session, LB 316 was passed. This bill prohibits corporal punishment in public schools. Corporal punishment is defined as striking, spanking, or rough handling students even if the punishment is not done in anger.

Section 19 Discipline & Classroom Management

A safe and orderly environment that is conducive to learning is the ultimate goal of any reasonable discipline and classroom management plan. Identifying every possible occurrence that may require intervention and resolution would be impossible. However, a program that involves an interactive dialogue between the student and staff member and is consistent will facilitate the effective resolution of most disciplinary situations. The following guidelines are intended to provide the foundations for a fair, consistent, and workable discipline plan for Elba Public School:

1. Teachers should handle most of their own discipline problems. Non-certified staff will report the discipline issue to the classroom teacher but will be required to provide written documentation of the situation. Since most problems develop gradually, we would expect staff to take the opportunity to work with students and parents to improve or correct a potential problem. Communication early with students and the parents will generally help the situation.
2. **Be firm, fair, and consistent.** Establish fair rules of expected behavior and then enforce the rules firmly and consistently.
3. **Don't back a student into a corner!** As a trained professional, you should develop skills in enforcing your rules without causing students to "lose face" among their peer group. It is unacceptable to publicly ridicule or use **sarcasm** when correcting students.
4. Do not tell a student to leave your classroom and not come back, or that he/she will be suspended for this action. Only the administration may remove a student from your class or suspend from school.
5. Control your temper; a soft, firm voice and calm attitude are normally more effective than shouting and displaying anger or loss of self-control. **Remember**, in each classroom situation there are three variables, which interact: the teacher, the individual student and the students as a class. As a professional teacher, you must always have control over the key variable, yourself.
6. Rather than consistently calling attention to negative or disruptive behavior, teachers should exhibit a positive, appreciative attitude about good behavior.
7. An entire class is not to be punished for the actions of a few students.
8. Staff members are not to use profane/vulgar or suggestive language. Additionally, regardless of possible provocation, staff members are not to: (a) call any student something other than their name; (b) physically handle a student except to protect self, other persons, prevent the destruction of property, or prevent any illegal overt act on the part of the pupil.
9. Do not do anything, which shifts the focus from the student behavior to the teacher behavior. Yelling at the student, arguing with the student, and using sarcasm towards a student are examples of behaviors, which will shift the focus.

Section 20 Fund Raising

Fund raising projects must be approved, in advance, through the Superintendent.

Section 21 Keys

Keys to the building and to the classroom may be obtained and checked out from the Head of Maintenance and/or your Superintendent. Additional keys for different parts of the building may be needed at various times. These keys may be checked out for use. *The loaning of keys to students or non-staff members is strictly forbidden.* There may be a charge for lost keys if locks need to be replaced or re-keyed.

Section 22 Leaving The Building

Staff may leave the building during working hours with administrative approval. Teachers may also leave the building during their lunchtime without approval. You must sign out in the office at the time of departure and sign in at the time of return.

Section 23 Smoking

There will be no smoking on school premises at any time including electronic/vapor devices.

Section 24 Student Use of the Telephone

The telephone in the office is a business telephone. Students will be allowed to use it only in emergency situations (i.e. illness, etc.). Students should use the phone in the office rather than in the classroom. No cell phones are allowed to be used by students in the building during school hours.

Section 25 Supplies and Purchase Orders

Purchase orders must be obtained prior to ordering or purchasing any supplies or equipment. Purchase orders must be submitted to the Superintendent for approval. Teachers will be personally responsible for purchases with no previous purchase order.

Supplies and equipment are requisitioned at the end of each year for the following year. Should other supplies be needed they may be obtained from the office.

Section 26 Money Collections

Any staff member that is responsible for collecting money under the pretense of Elba Public School must adhere to the following guidelines:

- The receipt of all money is to be recorded on a spreadsheet or notebook indicating the source.
- All money is to be counted with a ticket, indicating how much money is contained in the bag or box.
- No staff person should hold money for more than one week and if the sum is over \$100, it should be counted and turned in immediately.
- All school activity with gate receipts or door collections will have TWO PEOPLE count the money and will turn in a ticket indicating the amount. This includes ball games, soup suppers, and similar activities. It should be turned into an administrator immediately following a game.

Section 27 Visitors to the Building

All visitors to the building are to report to the office. Class visitors, without written approval from the Principal or Superintendent, should be directed to the office immediately.

Section 28 Teacher Evaluation

The Board recognizes that the teaching process is complex and the appraisal of this process is a difficult and technical function. Appraisal of teaching service should serve three purposes:

1. To aid the individual teacher to grow professionally.
2. To raise the standards of the teaching profession as a whole.
3. To raise the quality of instruction and educational services to the children of the community.
4. Each teacher shall be evaluated on criteria, which may include:
 - a. Instruction
 - b. Environment
 - c. Professional Practices
 - d. Professional Growth
5. Criteria for teacher evaluation shall be consistent with the school district's instructional policies and goals.
6. Certificated teachers on probation shall be evaluated at least once each semester during the school year.
7. Certificated teachers on permanent status shall be evaluated at least once during the school year.
8. The duration of each classroom observation to be used for the evaluation shall be one class period or a minimum of 45 minutes.

9. The evaluation report shall be prepared by the evaluator. A section of the evaluation/observation record shall contain space to clearly describe noted deficiencies, and provide an adequate time line for the teacher to implement the specific suggestions for improvement.
10. A conference shall be scheduled with the teacher following the observation visit to present and explain the written evaluation report.
11. The evaluator and the teacher being evaluated shall both sign the evaluation report to document that the evaluation has been conducted. The evaluation report form shall provide a space for the teacher's written response to the evaluation.
12. Evaluators shall possess a valid Nebraska Administrative Certificate.
13. The school district will approve administrative requests to attend workshops, seminars, etc., that center on teacher evaluation. This will enhance administrative professional growth in this area.
14. During the first three weeks of a teacher's official employment with the district, the teacher shall be given a copy of the teacher evaluation instrument to be used during the school year and an opportunity to ask questions regarding that instrument. Individual teachers will receive a copy in their Teachers Binder.

Section 29 Transcripts and Certificates

All certified staff members should have official updated transcripts of all hours for placement on the salary schedule on file in the Superintendent's office. Teacher certificates must be registered with the Superintendent prior to a teacher receiving a paycheck.

Section 30 Addressing the Board

The board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the superintendent. The superintendent will develop and recommend to the board processes for communications between the Board and district employees.

Communication or reports to the Board or Board committee from any staff member or members should be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district.

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will communicate as appropriate to keep staff fully informed

Section 31 Public Complaints About Employees

The Board recognizes situations may arise in the operation of the school district, which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

While speakers may during public meetings offer objective criticism of school operations and programs, the board will not hear personal complaints concerning district personnel nor against any person connected with the school system unless that complaint is an agenda item having followed the process described below. To do so could expose the board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The board president will direct the patron to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the board. The board will not hear charges against employees in open session unless an employee requests an open session.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board consideration however, the following should be completed:

- Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- Unsettled matters from above should be addressed to the principal for certificated employees and the superintendent for support staff.
- If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president for inclusion on the board agenda of a regularly scheduled board meeting in accordance with board policy.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only do so if they are in writing, signed, and the complainant has complied with this policy.

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

Elba Public Schools
Staff Handbook
2018-2019

As a staff member of the Elba Public Schools, my signature indicates that I have read and understand the teacher handbook in its entirety. Furthermore, my signature indicates that I agree to be in compliance with all items presented.

Signature

Date

COMPUTER AND INTERNET USE

This Staff Computer/iPad Policy is a supplement to the Elba Public School's Computer Acceptable Use Policy. The school's Computer Acceptable Use Policy and Staff Computer/iPad Policy apply to the use of all electronic devices inside and outside the school premises and staff members are expected to follow these policies when using the school's electronic devices.

The Elba Public School has decided to allow staff to use the school's electronic devices inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The school's electronic devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communication. Staff members may use the school's electronic devices for limited personal purposes subject to this policy and the school's Acceptable Use Policy. Staff members also shall exercise appropriate professional judgment and common sense when using the school's electronic devices.

All electronic devices and related equipment and accessories are the property of the Elba Public School and are provided to the staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use of the school's electronic devices, staff members must comply with and agree to all of the following:

1. Prior to being issued one of the school's electronic devices, staff members will sign the Acceptance Form and agree to all outlined policies.
2. Staff members may take their electronic devices home. However, the staff member must provide and use a properly padded bag or case. Electronic devices are required to be at school each in-session day.
3. Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the Technology Coordinator.
4. It is the staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your electronic devices. The staff member will be responsible for the costs to repair or replace the electronic devices if the damage or loss is due to negligence or intentional misconduct. The administration will determine the financial responsibility of the staff member in the event of damage or loss.
5. Staff members will provide access to any electronic devices, equipment, and/or accessories they have been assigned upon request of the Technology Coordinator or the school's administration.

General Use Rules

If you have important data on the electronic devices you must sync to your network folder as a safety precaution against hard drive failure. The seconds that it takes to sync your network home are well worth the frustration if/when the hard disk fails. Since the keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the electronic devices. It is costly to change a keyboard and/or touch pad that has been damaged by excessive dirt.

Do not place drinks or food in close proximity to your electronic devices.

Extreme temperatures or sudden changes in temperature can damage an electronic devices. You should NEVER leave electronic devices in an unattended vehicle.

When using an electronic device, keep it on a flat, solid surface so that air can circulate through it. For example, using the electronic device while it is directly on a bed can cause damage due to overheating.

How to Avoid Electronic Device Theft

Due to size and portability, electronic devices are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any school electronic devices, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your electronic device from being stolen.

1. Do not leave an electronic device in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your electronic device in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Carry your electronic device in a nondescript carrying case or bag when traveling.
3. Do not leave a meeting or conference room without your electronic device. Take it with you.
4. Never check an electronic device as luggage at the airport.
5. Lock the electronic device in your office or classroom when you are out of the room or during off-hours or store it in a locked cabinet or desk when possible.

If a theft does occur, immediately notify the administration and the Technology Coordinator.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

EMPLOYEE AGREEMENT

In order to make sure that all members of Elba Public School community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Elba Public School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Elba Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Elba Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. If I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Elba Public School, any of its employees, or any institution providing network access to the Elba Public School responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____