



2010-2011

TEACHER HANDBOOK

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STAFF MEETINGS 2010-2011

All staff meetings for 5-12 are at 7:40 a.m. in the library.

August 16-Start of Fall Practice
August 23-Pre-Opening New Staff
September 7-7:40 a.m. 5-12 Staff Meeting
September 6-No School, Labor Day
September 10-Homecoming
September 17-Curriculum Review/School Improvement Elementary-No School, 7-12 11:35 Dismissal
October 4-7:40 a.m. Staff Meeting
October 5-P/T Conferences K-12 (4:30-8:00 p.m.) 2:40 p.m. Dismissal
October 7-P/T Conferences Grades K-12 (4:30 p.m.-8:00 p.m.) 2:40 p.m. Dismissal
October 8-No School –Fall Break-(P/T Comp Day)
October 15-Curriculum Review/School Improvement K-6 No School, 7-12 11:35 a.m. Dismissal
October 28-1st Quarter Ends=45 Days
October 19-Teacher In-Service (Grades) 11:35 a.m. Dismissal
November 5-Curriculum Review/School Improvement No School Grades K-6, 11:35 a.m. Dismissal Grades 7-12
November 8-7:40 a.m. Staff Meeting
November 12-Honor Roll Breakfast
November 24-1:20 p.m. dismissal
November 25-Thanksgiving
November 26-Thanksgiving
December 6-7:40 a.m. 5-12 Staff Meeting
December 22-1:20 Dismissal
December 23—January 2, 2011-Christmas Break
January 3, 2011-School Reconvenes, 5-12 Staff Meeting 7:40 a.m.
January 28, 2011-Honor Roll Breakfast
January 12, 2011-2nd Quarter Ends, 1st Semester Ends
January 14, 2011-Teacher Inservice (Grades) No School
January 28, 2011-Honor Roll Breakfast
February 7, 2011-5-12 Staff Meeting
February 11, 2011-Curriculum Review/School Improvement Elementary- No School, 7-12-11:35 a.m. Dismissal
March 7-7:40 a.m. Staff Meeting
March 1-P/T Conference (4:30-8:00)-2:40 p.m. dismissal
March 3-P/T Conference (4:30-8:00)-2:45 p.m. dismissal
March 4-No School (P/T Comp Day)
March 11-No School-Spring Break
March 21-3rd Quarter Ends=45 Days
March 18-Curriculum Review/School Improvement Elementary-No School, 7-12 11:35 a.m. dismissal
March 25-Teacher Inservice (Grades)-11:35 a.m. Dismissal
April 4-7:40 a.m. Staff Meeting
April 15-Curriculum Review/School Improvement, Elementary-No School, 7-12-11:35 a.m. Dismissal
April 14-Honor Roll Breakfast
April 21-1:20 p.m. dismissal
April 22- No School-Good Friday
April 25-Easter Monday
May 9, 2011-7:40 a.m. Staff Meeting
May 11-Last Day for Seniors
May 12-Senior Breakfast
May 14-2:00 p.m. Graduation
May 25-11:35 a.m. Dismissal
May 25-4th Quarter Ends/2nd Semester Ends
May 26-Teacher Check-Out Day
May 30-Memorial Day

BELL SCHEDULE FOR FIRST DAY OF SCHOOL

Gym.....8:05-9:20
Homeroom.....9:20-9:45
1st Period.....9:45-10:00
2nd Period.....10:00-10:15
3rd Period.....10:15-10:30
4th Period.....10:30-10:45
5th Period.....10:45-11:00
6th Period.....11:00-11:15
7th Period.....11:15-11:35

NO LUNCH SERVED

LUNCH SCHEDULE 2010-2011

5th & 6th11:00- 11:30
7th and 8th Grade.....11:48-12:18
The following classes will eat during 1st Lunch (12:11:
12:41
Algebra I
Government 12
Speech
Introduction to Agriculture
Spanish II
The following classes will eat during 2nd Lunch: 12:35-
1:05
Leisure Times
Art
Drafting/Auto Cad
English 11

WELCOME NEW TEACHERS AND THOSE RETURNING! WE HOPE THIS WILL BE A HAPPY, SUCCESSFUL YEAR FOR EVERYONE, AND OUR COMBINED EFFORT SHOULD MAKE IT SO. PLEASE READ THIS HANDBOOK, AND KEEP IT FOR REFERENCE, AND DO FEEL FREE TO MAKE SUGGESTIONS TO THE ADMINISTRATION, WHICH MIGHT MEAN IMPROVEMENTS IN ANY AREA.

HOURS

LET'S BE PROMPT! Tardiness in reaching school or classrooms results in many problems. Teachers are to be in school by 7:40 a.m., one half hour before school starts. Most of this time should be spent in your room so students are able to see you.

All teachers are expected to be prompt to their classroom assignment and are to be in their assigned area when the bell rings. Teachers are expected to aid in controlling the congestion in the hall during the break between classes by stepping out the doorway. You need to be in your doorway to observe your own classroom. Please be in the doorway when 8:00 AM bell rings to greet your students.

All teachers are to remain until at least 3:50 p.m., unless they have coaching or other school assignments. Anyone leaving before this must sign out in the office. Punctuality is indicative of character and is considered when a recommendation is requested.

ADVISEE/ADVISOR SCHEDULE

The advisee/advisor program will be active Monday-Friday of each week school is in session. The schedule is as follows:

- ✓ Monday's-Class & Organizational meeting times
- ✓ Tuesday's & Thursday's-Advisor Group Meetings
- ✓ Wednesday's & Friday's-Reading Comprehension

CERTIFICATED EMPLOYEE WORK DAY

The work day for certificated employees shall begin each day of the school year at a time established by the superintendent. Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Certificated employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever certificated employees must leave the school building during the work day.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the superintendent.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding work day of such employees shall be followed.

LUNCH PERIODS

Teachers will usually eat during one lunch section during fifth period. Check the schedule to determine when you may eat.

Elementary Teachers will eat during the 30 minute time-frame they have when their students are eating lunch and participating in recess activities.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)-720-5964 (voice and TDD.) USDA is an equal opportunity provider and employer.

EQUAL OPPORTUNITY

Stanton Community Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district shall take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the districts' established equal employment opportunity and affirmative action policies. Employees shall be given notice of this policy annually.

EMPLOYEE GRIEVANCES

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal, or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in presence of other employees, students, or outside persons.

A formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

EMPLOYEE OUTSIDE EMPLOYMENT

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employments.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Dating Violence

Stanton Community Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

ATTENDANCE

Attendance is taken at the start of every class in grades 7-12. In grades 5 & 6, however, attendance is taken at the start of each day and after lunch. The first period teachers will make a list of students who are absent and post it immediately outside their doors. Any tardy students should be sent to the office. For an excused absence, a student will be given one more day than the number of absences in which to complete make up work. If not completed in this time, the student will receive a zero for the work. If a student is absent on the day of a quiz or test, the student will make it up the day he/she return to school if he/she had knowledge as to the day of the quiz or test.

When students return to school from an absence, they will report to the office before the first hour for a “make up slip” which the student will take to all teachers. On this slip, teachers will list ALL MAKEUP WORK, the date it is due, and initial the form. Teachers are expected to work with students when they return and not simply instruct the student to “get the assignment from a classmate.”

At the elementary school, attendance is taken at the start of each school day. The attendance slip will be taken to the elementary school secretary.

ANNOUNCEMENTS

Announcements must be read during second hour. Please have your announcement turned in by 3:30 the day prior to it appearing in the bulletin so it can be added to the announcements for the next morning. Announcements must be signed by a teacher, and be certain to note the dates that you want these on the announcements. If you have any questions about them, consult the office so there will be no misunderstanding. When writing a memo to the office, be sure that is legible and gives all necessary information.



Daily Schedule	11:35 a.m. Early Dismissal
7:40 a.m. Teachers arrive 08:00 a.m. Warning bell, halls to be cleared 8:05 a.m.-First period classes begin 3:35 p.m. Classes end 1 st Period..... 8:05-8:52 Advisory 8:55-9:15 2 nd Period..... 9:18-10:05 3 rd Period 10:08-10:55 4 th Period..... 10:58-11:45 5 th Period..... 11:48-1:05 6 th Period..... 1:08-1:55 7 th Period..... 1:58-2:45 8 th Period..... 2:45-3:35 <u>Lunch</u> 5-6 th 11:00-11:30 7-8 th 11:48-12:18 1 st High School 12:11-12:41 2 nd High School 12:35-1:05	1 st Period..... 8:05-8:33 2 nd Period..... 8:36-8:59 3 rd Period 9:02-9:25 4 th Period..... 9:28-9:51 5 th Period..... 9:54-10:17 6 th Period..... 10:20-10:43 7 th Period..... 10:46-11:09 8 th Period..... 11:12-11:35
1:20 p.m. Early Dismissal	10:00 a.m. Late Start
1 st Period..... 8:05-8:45 2 nd Period 8:45-9:20 3 rd Period 9:20-9:55 4 th Period..... 9:55-10:30 6 ^h Period 10:30-11:05 5 ^h Period 11:05-12:15 7 th Period..... 12:15-12:50 8 th Period..... 12:50-1:20 <u>Lunch</u> 5-6 th 10:30-11:00 7-8 th 11:05-11:35 1 st High School 11:35-12:05 (Class 11:05-11:35 and 12:05-12:15) 2 nd High School 11:45-12:15 (Class 11:05-11:45)	1 st Period..... 10:00-10:33 2 nd Period 10:36-11:10 3 rd Period 11:13-11:47 5 th Period..... 11:50-1:05 4 th Period..... 1:08-1:43 6 th Period..... 1:46-2:20 7 th Period..... 2:23-2:57 8 th Period..... 3:00-3:35 <u>Lunch</u> 5-6 th 11:00-11:30 7-8 th 11:48-12:18 1 st High School 12:11-12:41 2 nd High School 12:35-1:05

HOME ROOM & ADVISEE PERIOD

Home rooms and Advisor/Advisee rooms are assigned to students in grades 7-12 and should be treated with responsibility. These are for students to study, not for fun. Usually when home room gets out of hand, the problem can be traced to the teacher not starting out with a firm hand - - perhaps getting lax. YOU are in command. Make rules that you feel are necessary, make them known and make them stick. A teacher should NEVER leave the room except for a very important reason, and the home room should have the teacher's undivided attention. This is not your personal time for reading, doing your school work, etc.

You should assign home room seats as soon as you become acquainted with your home room and change them if the need arises. REMEMBER THAT ATTENDANCE IS TO BE TAKEN IN HOME ROOM JUST AS IN CLASSES. Please make a seating chart as soon as you have a definite seating arrangement, and keep it up-to-date. HAVE A SEATING CHART THAT A SUBSTITUTE CAN FOLLOW WITHOUT DIFFICULTY. In the matter of going to the restrooms, do not allow more than one boy and one girl to leave at the same time. Be sure to have every student sign out whenever he/she goes, and have him/her sign in upon returning.

PROBABLY EVERY STUDENT HAS AT LEAST TWO NAMES. Insist that he/she use his/her FULL NAME, legibly written, when writing on a pass. The sloppy habit of scribbling numerous nicknames on one pass can be very confusing. No home room teacher is to allow students to go to the library or anywhere else.

Home rooms are a challenge, and a teacher's success or failure there reveals a great deal. A well-managed home room commands the respect of the student and the gratitude of those who really want to study ... and who should have a right to do so. A well-managed home room is one of a teacher's finest recommendations.

Advisor/Advisee/Homeroom Guidelines/Rules

1. All students must report to their assigned homeroom for attendance at the beginning of advisor period. Students who do not report to their homeroom will be counted absent. Any student leaving the room for any reason must also report back to their room before the end of the period.
2. No students may leave homeroom before the first fifteen minutes of homeroom have elapsed unless they have a signed pass from another teacher or attending an organizational meeting.
3. No student may leave homeroom without a signed pass from their homeroom teacher or another teacher. Exceptions to this would be organizational meetings, college recruiters, and other special circumstances.
4. All students leaving homeroom must sign out, and they must sign back in before the end of homeroom. This includes those going to organizational meeting, committee meeting, college recruiters, etc.
5. If a conference is desired with the guidance counselor, the students must secure a pass to do so before homeroom. As an alternative, the homeroom teacher may call the guidance counselor to see if they want to see the student at that time.
6. Only one **student** is to be allowed to use the restroom at one time and they must have a pass and sign out.
7. There will be no passes to the locker room, drinking fountains, or to use the phone. If it is an emergency for phone use, the homeroom teacher may allow the student to use their phone, or refer them to the office. Long distance calls will be referred to the office. Certain bathroom/drink emergencies may be granted by the homeroom teacher.
8. No food or pop will be allowed in homeroom without prior approval from the administration.
9. Homeroom is to be a study environment. No card games, etc...Chess may be allowed at the individual homeroom teacher's discretion, but it is a privilege that may be taken away and not a right. Students on the about to fail or failing lists may not play chess.
10. Students on the about to fail or failing lists may not use the library or computer lab unless they have a pass from a teacher to work on a specific assignment.

Additional Notes:

All teachers are encouraged to question and ask for passes from those students found outside of their homeroom.

Homeroom teachers are encouraged to call other staff members if there is any question about a particular student going where they are supposed to go, or the need to go at all.



PASSES

Unless it is an emergency, no student is ever to leave the library or class without a pass. This pass shows the student's name, time of departure, destination, and purpose of his/her leaving. The teacher whose room he/she leaves must initial it, and when he/she is ready to return it is signed AND THE TIME NOTED by the teacher who he/she is leaving. There is rarely a reason for a student to leave your classroom, but if he/she has a legitimate reason, be sure to give him/her a pass. If you need to detain a student after class, be sure to give him/her a pass to assure admittance to the next class.

Students are not allowed in the teacher's lounge under any circumstances! Teachers are NOT to give a student permission to do so.

DISPENSING MEDICATION

Teachers are not permitted to give any medication to students. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff or the nurse and are to be stored in the office. Medical procedures are not to be administered in the classroom. These procedures are to be done in the office.

If students must take medication and/or perform medical procedures during school hours, which have been prescribed by a duly licensed physician, it is the responsibility of the parents or guardians to sign permission form to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. We will not administer medicine, including over the counter medicine, prescription medications, or any other medications without this signed permission slip. Any medication brought to school needs a proper label. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

**The Nebraska Department of Health recommends that students with a suspicious skin rash must be seen and diagnosed by a physician before being re-admitted to school.

LEAVES

No personal leaves, except in emergencies, will be granted immediately before or after vacations. In case of a teacher's illness, please call Dr. Stogdill (grades 5-12) at home between 6:00 a.m. and 6:45 a.m. at 439-2534 or Mrs. McKeon at 439-2439. If you know the night before that you cannot be in school the next day, a call in the evening is appreciated.

Any teacher who knows ahead of time that he/she will be gone due to personal or professional leave is to let the Principal know well in advance. The Principal will take care of finding substitutes or make other arrangements when illness or other emergencies occur. Teachers who take other teachers home room or classes (in school substitution) are paid by the period, if they have a full load of six periods or duty of their own. In-school substitution forms are available in the office.

HARRASSMENT BY EMPLOYEES

Harassment of employees, students, volunteers, or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability, and sexual harassment. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendents or board. This refers to board policy 4003.

CHILD ABUSE

School employees who have reasonable cause to suspect a child is the victim of abuse or neglect, or who observe conditions which reasonable would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report. The report will include all information required by law.

DISCIPLINE

Discipline concerns involve every one of us. As a teacher, you have authority over every student not just those in your class room. Don't ever hesitate to stop trouble in halls, lunch room, restrooms, etc. If you feel a nearby class room is too noisy and is disturbing your class, tell the Principal or talk with the teacher who is allowing the noise. Many times noise increases in a class room and we really aren't aware of it, so we must be sensitive to those in other rooms. A student who is interested in the work he is doing will seldom be a discipline problem. It is the teacher's responsibility to motivate the student. When the student does not show interest, it is up to the teacher to try and gain the student's interest. Learning can take place only when the teacher has the student's attention.

DRUG AND ALCOHOL POLICY

If suspected use of tobacco, narcotics, or liquor occurs, handle it IMMEDIATELY by:

- A. Approaching the individual or verification
- B. Contacting appropriate officials. (School administrator, and possibly law enforcement.)

DETENTION

Teachers who wish to use a "ninth period" to enforce discipline may feel free to do so. The teacher who assigns the eighth period is to stay with the student or, if that is impossible, arrange for someone else to stay. This period is to run for 30 minutes before or after school is out. Shorter detention is usually no punishment at all. A student who is given a 30 minute detention may elect to stay the following night (or one mutually satisfactory to student and teacher) in order to make arrangements for transportation. However, riding a bus does not excuse a student from serving detention. **Intervention with the student should take place at the time a detention is being served. You need to let the student know what they did wrong and how you want it corrected. A call home is necessary.**

SUSPENSION

All students are responsible for their own conduct. Every teacher is a disciplinarian and has every right to require good behavior anywhere in the school building and at school functions. If a student is considered to be a disruptive influence in his/her classroom, the offending student should be directed to leave the room and report to the office. The administration encourages each individual teacher to handle his/her own discipline problems if at all possible. Be responsible, fair and firm.

As you are aware, lawmakers and courts have become very strict in demanding students' rights, due process, etc. To suspend a student, we are expected to be able to document the cause(s) in writing. Sometimes a student is suspended not only for one incident but also because of a long series of incidents. If you have students who you feel may sometime deserve suspension, keep a written record of incidents, complete with dates. This

should give a brief sketch of the student's behavior. Please remember that only the Superintendent or Principal -- not a class room teacher - - is allowed to impose in-school suspension, except for a single class.

FOLLOW THIS DISCIPLINE GUIDELINE:

1. Teacher disciplinary measures are:
 - a. Verbal warnings
 - b. Contact parents
 - c. Seeing student after school
 - d. Other disciplinary measures
 - e. Make referral to student assistance team
2. Bring report to Principal.
3. The appropriate consequences will be dealt with by the principal.

ATTITUDES TOWARD STUDENTS

Every student should be treated with respect. The teacher should never lose sight of the fact that the school was created to help the student develop and grow into a capable person. Situations may develop that try our patience. There are ways to solve these problems. The student must still be treated with respect. All students deserve the same treatment and attention. A teacher should never show favoritism. Secondary students are not college students. They can not be given freedom or responsibility of college students. You cannot treat them as equals or pretend to be the same age as a student. Popularity is not the goal of teaching. Neither is it necessary to do things to make yourself disliked. You do not share your professional and personal problems with your students. This creates an image of the teacher that is not healthy for good learning. Share those problems with your colleagues and Principal.

TEACHERS' MEETINGS

Elementary Staff (K-4) will be held on the 1st & 3rd Monday of each month at 7:40 a.m. BE ON TIME so we will not have to waste the other teachers' time. **ALL** teachers are expected to be present for the meetings, unless they are absent from school or have made prior arrangements.

MAINTENANCE/CLEANING REQUESTS

We need to cooperate with the plant personnel at all times. Please fill out maintenance or custodial requests for any required repairs or cleaning needs and submit them to the appropriate Principal.



GRADES

Report cards are issued each quarter. It is up to the discretion of the teacher whether to give nine weeks tests, but tests are mandatory at the end of the semester for all students in grades 9-12, and a schedule for them will be issued. All students will be required to take semester examinations during the scheduled time. Semester tests are to be given without exception (including seniors) in all applicable classes. Any deviation must be discussed with the Principal. Students are expected to remain quietly in your classroom throughout the test period. Failure to conform with this results in noise, distraction, and hard feelings. At the end of the second semester, seniors have usually been dismissed one week early. If seniors are dismissed early, you will have to set up some deadlines of your own. All work must be completed and all bills paid before check out sheet are signed.

Always take enough grades each quarter so you can honestly evaluate students. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Try to be fair at all times, grading neither too high nor too low. **The grade book is very, very important. A sufficient number of grades must be recorded in the grade book to justify a final grade. Please keep consistent and complete records.** We must be able

to support and justify the grades that each individual student earns. This is also necessary so that the principal or the guidance counselor can figure a grade in question. The only grading scales used by teachers are the ones in this handbook or anything else approved by the board of education and administration of the Stanton Community Schools. Any deviation from this must be approved by the building principal. Grade books will be turned in to the building Principal's office at the end of each school year.

These records are property of the school and will be turned into the office at the close of the year. Keep your lesson plan and grade books in school on your desk so that they are available for substitutes in the event you are absent. A substitute packet will be provided at the beginning of each school year. Please have this packet completed in the event that you are in need of a substitute.

A word to the wise. Keep copies of down-slips, notifications, etc. Document events like poor study habits, attitudes, misbehavior, etc. For seniors, we must do the above and in addition send certified letters if seniors fail nine week classes or the semester.

Weekly Ineligibility List

Weekly failing and about to fail lists will be turned into the office by 12:00 p.m. every Monday morning for grades 7-12. The ineligibility week will run from Tuesday through Monday of following week at midnight. However, the middle school will not have an ineligible list such as the high school.

Report cards at the elementary level (K-4) are issued each quarter.

SUBMISSION OF REQUESTS

All requests such as field trips, bus requests, request for purchase, the teacher – not by the office personnel, submits calendar activity, absence forms, etc.

All Staff Members are required to post your ineligibility grades to the office by noon on every Monday. You complete this task by entering your grades every Monday in the ineligibility column of your schoolmaster grade book and then post them to the office. Also, grades from the schoolmaster grade book need to be posted by noon on Monday as well.

Our grading system for grades which a student earns is as follows:

A =	100-94
B =	93-87
C =	86-77
D =	76-70
F =	below 70 (failing)

In certain subjects, there will be a U for Unsatisfactory or S for Satisfactory.

PLEASE USE YOUR OWN GOOD JUDGMENT WHEN PASSING STUDENTS IN CERTAIN INSTANCES. A STUDENT WHO APPEARS TO BE DOING HIS/HER BEST WORK, BUT HAS AN AVERAGE BELOW 70, PROBABLY DESERVES ONE GENEROUS CONSIDERATION. Use A plus or minus with a letter grade when an average falls in that category. An incomplete may be given on a report card, if a student has not completed the work because of some unavoidable circumstance. **Please SET A TIME LIMIT for the work to be made up and then CHANGE THE GRADE TO THE CORRECT LETTER GRADE. Be certain to have this final grade recorded in the permanent records in the Principal's office or the INCOMPLETE WILL NEVER BE REMOVED FROM THE PERMANENT RECORDS.** This has happened, and it is unfair to the students because it causes confusion and trouble later. A student must finally be given a grade of some sort, even if it is an F.

USE OF BUILDING

The school has many of its activities in the gym, library, etc. Each teacher must schedule any activity on the school calendar in the Activity Director's office. This is done by filling out a calendar activity request. This slip must be signed by the Principal and then the activity will be recorded on the calendar. **After any event the sponsor is to see that all lights are out and doors closed and locked.** Coaches and physical education teachers are to make sure that the dressing rooms are not left in an untidy

state. Athletic and physical education equipment should not be left in the gym unless it can be locked up or otherwise secured. Physical education equipment, particularly, will probably have to be carried back and forth.

PARENT-TEACHER CONFERENCES

When we have parent-teacher conferences, the date will be announced well ahead of time. It is important to have some examples of your student's work at these conferences, both good and poor, and always have your grade book. Be prepared to explain the grade you have given.

CLASS DISMISSAL

TEACHERS DISMISS CLASSES; CLASS BELLS DO NOT. Classes should not be dismissed before the bell. The first day insist that students do not dash out of your room until YOU dismiss them. This will discourage stampedes, and your presence at the door will help to control behavior in the halls.

REQUISITION

Books and supplies, which are needed, should be requested through the Principal's office. We want teachers to have all necessary supplies and equipment that we can provide.

BUILDING APPEARANCES

Please take pride in the building and in your room in particular. This includes keeping the room neat and providing something of interest such as pictures, bulletin boards, plants, etc. Please make an extra effort to keep the teachers work area and lounge neat and tidy. Your room must be locked at night and any time that you will be out for more than a few minutes. **BE PARTICULARLY CAREFUL ABOUT SECURING TESTS, ANSWER BOOKS, GRADE BOOKS, ETC.** We need to cooperate with the custodians at all times. If something needs repaired, fill out maintenance requisition and turn it into the Principal.

BULLETIN BOARDS

There are several areas in the hallways and in the classrooms where bulletins may be placed. Please make good use of them.

ACTIVITIES

The master schedule for events will be kept in the Athletic/Activities Director's ((Mr. Stogdill's)) office. All sponsors should plan their events as far in advance as possible, and proceed no further until you have secured a date with the Activities Director well in advance.

A sponsor or coach should never schedule school activities on Wednesday's after 6:00 p.m. That time is reserved for church activities. The only exception is when district or conference activities require our participation on Wednesday's.

When a teacher plans to take students from school, he/she should make a complete list of students who will be absent at least **FIVE DAYS BEFORE** the event. Make enough copies of the list so one can be put in each teacher's mailbox. Leave **THREE** copies for the Principal, one will go to his secretary and one to the cooks. If names are added to or deleted from the roster, the teacher should give such a memo to all teachers and to the Principal's office. It is very important that we know **EXACTLY WHAT TIME** students are to leave and return. If they will be going about midday, be sure to make it known whether students will eat hot lunch here, and whether they need to be included in the lunch count.

Students are to make up their work **BEFORE** leaving to participate in school events. If a student has not made up such work, his/her teachers should demand that he/she be left at school.

We will not ask students to get make-up slips in advance for school events, which involve large numbers, such as music contests or choral clinic. This, however, places an extra responsibility on the sponsor. The sponsor must see to it that the list of students leaving gets out at least **FIVE** days prior to the event so teachers are able to give assignments and students can get the work done before they depart.

TEXTBOOK AND ROOM INVENTORY

ALL school purchased materials must be inventoried. This is for insurance purposes. Textbooks are numbered and either have cards in pockets or a form for writing the name of the student whom the book

is assigned. Be sure to keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the books show abuse (other than normal wear) assess a fine that you consider is fair. Grades will be withheld until the fine is paid. **INSIST THAT STUDENTS PUT COVERS ON THEIR BOOKS BY THE END OF THE FIRST WEEK AFTER RECEIVING THEM.**

SCHOOL RECORDS

The Guidance Counselor keeps cumulative folders on every student, and teachers are urged to consult with the counselor about such records any time it may help in understanding a student. Permanent records are kept in the Guidance Office. Should you need to look at such a record, ask the Counselor to get it out for you, and they will put it back. **TEACHERS ARE NOT ALLOWED TO TAKE RECORDS FROM THE FILE.**

MAIL



Each teacher has a mailbox. Please check for mail each morning and also later in the day if possible. If something requires an answer, it is to everyone's advantage if you answer promptly.

STUDENT PROPERTY

While the school is not directly responsible for loss of student property by theft, we do have a duty to protect students' belongings as much as possible. It is imperative that coaches and physical education teachers attempt to provide a foolproof system for protecting valuables. **SECURING VALUABLES IS YOUR RESPONSIBILITY.** For physical education, sports practice, and all activity contests, let's make this a priority.

SUPERVISION AFTER HOURS

A teacher is never to allow students to use any part of the school building or auditorium before or after school, unless the teacher is there to supervise. The teacher should be the last to leave the building following any activity, practice, or game. Whether it is a coach, class sponsor, drama club, etc., the sponsor is totally responsible for the group he/she is in charge of. The sponsor should remain with the group at all times. Be sure that guidelines are given prior to the activity. Be sure the group knows if it is a "school sponsored" activity and that all school rules apply.

ACTIVITY GUIDELINES

All rules enforced during school are applicable during activity trips. Students should remain together and in a group as much as possible. Sponsors of all activities and all coaches must be certain that students and their parents have received guideline information. This includes such activities as speech, drama, and music, as well as sports. This assures us that students and parents are aware of their responsibilities and requirements. Distribute these to your group and see to it that a signed receipt is returned to you. The person it is protecting **MAY BE YOU.**

PROPER DRESS

It is very important that all teachers dress in a way that separates them from students. Proper dress or attire will set you apart from students and usually commands proper respect.

EMPLOYEE CONDUCT AND APPEARANCE

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an effect on the educational process.

Certificated employees of the school district shall follow the code of ethics for their profession as established by the Nebraska Professional Practices Commission.

RESPECT

It will be to your disadvantage if you become a buddy to any student. Remember that your job is a business type commitment. Vince Lombardi once said, "The true measure of any person is their commitment to excellence." You will gain respect from all students if you keep this in mind. Working with students often becomes a big challenge. Don't let this get the best of you. You must have good discipline at all times. You, not the student, are in charge of your classroom.

LEAVING YOUR ROOM UNATTENDED

NO TEACHER IS TO LEAVE THEIR CLASS ROOM UNATTENDED WHILE STUDENTS ARE IN ATTENDANCE. Only in an extreme emergency is this an exception. Remember that you are liable if an altercation occurs while you are gone. If you must leave (emergency), have someone cover for you.

CLASSROOM CONDUCT

Good control in the classroom is vital to a good learning situation. However, that type of discipline is desired which develops responsible self control and direction on the part of the students. The immediate responsibility for the classroom control rests with the teacher. **Most cases of discipline and those of minor matter can and should be a classroom matter and a solution resolved at that level.** If a teacher finds it advisable to seek help in matters of discipline, they may be referred directly to the Principal. Post discipline rules for your classroom and make sure every student has a copy of them. Make sure substitute teachers have access to your rules. A copy of your classroom rules must be on file in the principal's office by the end of the first week of each school year.

GENERAL SUPERVISION

Teacher responsibilities extend beyond the confines of the classroom. Teachers should be at their class room door to supervise halls during each passing period. Attention should be focused on students who are inclined to deface or destroy school property or equipment, such as walls, woodwork, carpet, desks, and tables. Smoking in and around the building or at other activities on the part of the student should be detected and reported immediately. We ask that staff members be aware of their responsibilities for the conduct and well-being of students during school hours, before and after school in the building, and in the area around the building.

SUPERVISION OF ACTIVITIES RESPONSIBILITIES OF ALL COACHES OR PEOPLE IN CHARGE OF EXTRA DUTY ACTIVITIES

Students in the school building or participating in school sponsored activities outside the building must at all times be under the supervision of a certified staff member. This includes regular school days, before school, during activities and after the close of the regular school day at every function.

1. Teacher in charge of the extra duty activities must stay with their people until the building is empty. Make sure that all lights are out and doors are locked if the extra activity occurs before or after school.
2. If it is a coaching activity where the showers or locker rooms are used, the coach is in charge and responsible for the activities in the shower and locker rooms. Don't allow the shower room to become a mess. Soap, food, and food wrappers have no place on the floor of the shower room. When the student/athletes are done with the shower, it is your responsibility to check to see that the shower room and locker room are left clean.
3. It is necessary that all coaches and sponsors of extra duty activities maintain an equipment supply inventory and an inventory of all supplies and materials that they have available. Also, they should note or keep track of

what happens to every item on their inventory (such as sold, missing, used, etc.).

4. It is the coach's responsibility to see that proper medical facilities are available and if any type of accident occurs, it is the coach's responsibility to maintain and care for that person until such time as properly trained individuals or the parents take over this responsibility.
5. The coaches are to be sure that all facilities, buses, and equipment needed for particular activities have been properly secured whether by request from the activity director, building Principal or Superintendent.
6. Coaches and other sponsors of activities are to remember the basic philosophies of our school system - - those being that athletics are an integral part of our educational process and should be made available to as many students as possible with the maximum amount of success attained from each group. At the 7th, 8th, 9th, and junior varsity level, the philosophy of the school system is that the more people involved, and the more people integrated in to an activity, the better job the individual is doing. These are exploratory type activities and every child that has a desire to participate in this should be given an opportunity to do so.

LEAVING THE BUILDING

Teachers who wish to leave the building during school hours, or who wish to leave early after school, are asked to let the Principal know and sign out on the sign out sheet.

SALESMEN, SOLICITORS, AND VISITORS

Teachers are not to be disturbed during class time unless the Principal gives prior approval. Visitors must pick up a pass in the office to be in the building.

SCHOOL PUBLICITY

If you are concerned about giving recognition for work and activities involved in, feel free to share this information with the school newsletter or local city newspaper. We should be willing to furnish the community with many positive things accomplished at our school everyday. All material to be submitted to the paper for publishing should be approved by the administration.

NORTH CENTRAL REQUIREMENTS

Stanton Elementary, Stanton Middle School, and Stanton Senior High are members of the North Central Association of Colleges and Secondary Schools. The membership gives a definite advantage to our graduates who seek admittance to colleges and universities, because it indicates a high standard of scholastic accomplishment. The criteria or standards adopted by the North Central Association are constant reminders to all of us of the necessary features for developing and maintaining a quality program.

STUDENT REFERRAL

The school district's mission is to provide a positive learning environment for all students to succeed. As part of the school district's effort to fulfill this mission, a Student Assistant Team (SAT) has been developed. The Team provides teachers and parents with the means necessary to resolve student academic and/or behavior difficulties so students can master learning goals. SAT encourages and supports open and honest communication with teachers to accomplish this purpose.

A step by step process has been developed to identify student performance and provide possible solutions to problems. The process, as is shown here, begins with the teacher. The steps are:

1. Guidelines found within a Performance Improvement Plan are to be attempted by the teacher.

2. If student improvement does not occur, the completed plan is to be submitted to SAT as a referral.
3. SAT may gather additional information to determine the next course of action. That action may result in the creation of
 - A. a SAT Performance Improvement Plan (PIP)
 - B. a SAT 504 Performance Improvement Plan (504 PIP)
 - C. a 504 Accommodation Plan
 - D. a Student Exit Plan from Special Education Services
 - E. a list of recommendations
 - F. other methods to allow students to succeed

Contact any SAT member and obtain the Performance Improvement Plan document if you have concerns with a student's academic and/or behavioral progress. A few weeks may be required before referral results are determined.

BUILDING SECURITY

1. Keys are to be used by you - - NOT STUDENTS.
2. Do not duplicate any keys.
3. Doors- - Keep your own room locked. When in the building working with students, make sure all doors are secured after they have left.
4. Who is eligible to be in the building:
 - a. Only students that you work with directly.
 - b. No alumni are to be in the building unless first cleared by the administration.
 - c. Teachers who have their own group in the building must maintain control of that group.
 - d. Any staff member who has to use the building strictly for personal reasons must first notify the principal's office.
4. Locker rooms are to be locked at all times. Students are to use them only for dressing purposes.

MONEY MAKING PROJECTS/FUND RAISERS

All money-making projects must be brought to the administration for final approval. A project may be canceled if not approved first. Teachers must have a form filled out. No projects will be okayed unless it has been approved through the Principal's office. Forms are in the Principals office to be filled out if you have a money making project in mind.

TRANSPORTATION

Requests for school vehicle usage should be submitted to Mr. Stogdill for approval 1 week in advance. Approval for mileage reimbursement for the use of personal vehicles must be obtained from the administration prior to the date of usage!

The following is the policy for transportation of both certified and non-certified staff when transportation is required: School vehicles (vans) will be used, when available, in all instances which require transportation of staff to attend workshops, meetings, activities, etc. If a school vehicle (van) is not available, the school will reimburse the employee for using their own vehicle. Mileage will be paid at the district rate. Employees, who decide to use their own vehicle when a school vehicle is available, will NOT be reimbursed.

CHECK WRITING PROCESS

The following order of events needs to be adhered to concerning checks:

1. Request for purchase needs to be signed by the building principal.
2. Return request for purchase and all receipts for anything purchased to building office.
3. Fill out activity voucher and attach request for purchase and receipts.
4. Leave in building office for principal's signature.

USE OF SCHOOL TELEPHONE

The telephone is for school business purposes only. All personal calls should be made at a time other than the school day. If an emergency should occur and you need to make a long distance call, **your personal credit card must be used!!**

USE OF CELL PHONES

Employees shall not use personal cell phones for any non-school purpose between the hours of 7:40 a.m. and 3:50 p.m., unless you have administrative approval.

USE OF TEACHER AIDES

Teacher aides are to be used to assist the teacher by helping supervise students, helping the teacher to prepare for classes by copying tests and other written material and assisting the teacher in any other way that will help the teacher prepare better for their classes. Use caution in allowing teacher aides to grade tests, put grades on daily work, calculate grades for students, etc. Aides who are employees of the district are to work only on days students are in attendance. If the teacher desires the aide to work hours other than when students are in attendance, contact the administration for approval. Student aides are to be directly supervised by the teacher, and are not to

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leave the building or be in the halls or anywhere they are not being supervised. Keys are NEVER to be given to students, whether they are aides, or not.

Teacher aides are allowed to have access to the school office or the copy machines. It would eliminate congestion at the copiers if the teachers could organize their day by arranging a time to run off materials either before or after school, if possible.

LEAVE

The teacher is responsible to fill out absence forms and sign them. Substitute teachers are asked to sign the absence form before leaving on the day they substitute taught.

PERSONAL LEAVE

Teachers requesting personal leave must notify the administration at least two days prior to taking the personal leave unless an emergency has occurred which required the teacher to take personal leave. Personal leave may only be taken provided a substitute teacher may be located. Copies of absences are returned to all teachers. Please review them to make sure all absences are correctly marked.

MATERNITY/PATERNITY LEAVE

Maternity and Paternity leave shall be granted for the birth of a child, the adoption of a child, or the placement of a foster child as stated in the negotiated agreement. For more detailed information, see your current negotiated agreement.

SICK LEAVE

Sick leave shall be granted as stated in the negotiated agreement. Sick leave days may be used for sickness of spouse, child, and up to five days for other family members without payment of substitute teacher.

TEACHERS AS SUBSTITUTES

Staff members can be assigned to substitute teaching by the principal provided all efforts have been made to find a substitute teacher and in case of an emergency absence by a teacher. Teachers will be compensated as stated in negotiated agreement.

TEACHER ABSENCES ON SNOW DAYS

Should school be dismissed for snow before the scheduled time for school to begin, teachers are not expected to be at school. However, be prepared to make up those days through in-service activities. We have an obligation to the school district to meet the expectations of our contract.

CHECKING OUT EQUIPMENT

Do not take any equipment from the school unless the equipment has been checked out through the building principal. From time to time the school has had equipment come up missing and we need to take care of school property.

REQUESTS FOR PURCHASE

All items purchased must have a "Request for Purchase" in order to make the purchase. Any item including preview of books, athletic clothware, Weekly Reader, etc. must have approval prior to ordering. That approval is demonstrated through the signature on the form. All checks received by any school employee shall be made out to the Stanton Community Schools and will be deposited in an activity account and a check made to the vendor. Failure to follow use of the request for purchase may result in a denial for payment for by the school. All bills have to have the request for purchase in order for it to be paid.

LINES OF COMMUNICATION

The classroom teacher is directly responsible to the principal for all his or her activities carried on within or for the Stanton Community Schools. The principal shall have the authority to assign specific responsibilities and duties. The teacher answers to the principal, who answers to the superintendent, who in turn answers to the Board of Education. These lines of communication must always remain open if we are to have a successful year. It is an extremely poor policy to go over one's head in trying to achieve one's goals. Following the chain of command is expected of all staff.

CONVOCATIONS

All teachers are required to attend convocation programs and aid in the supervision of the students. Teachers are responsible for these students in their care when the assembly is called. Please accompany and sit with your students.

TEACHER EVALUATIONS

Evaluation of the certified staff of Stanton Community School is one procedure necessary to provide quality or excellence in education. Teacher evaluations will be conducted with the following purposes in mind:

1. The improvement of instruction for every student.
2. Determine that competent and caring teachers educate students.
3. Provide a database for continuing employment or the removal there of.

The board policy of Stanton Community Schools states the following:

1. The building principals will be responsible for at least two formal summative evaluations (one each semester) for all non-tenured teachers. On the fourth year newly tenured teachers will be evaluated at least once that year. Beginning the fifth year of teaching in the Stanton District, tenured teachers will be evaluated at least once every other year with informal evaluations at least twice a year. Nothing precludes additional evaluations being made at the discretion of the administration.
2. Each evaluated teacher will review the evaluation, have a personal conference with the evaluator and receive in writing notifications of any deficiencies, specific means for the correction of the noted deficiencies and suggestions for improvement. Timeline agreed upon by the teacher and administrator. The teacher will sign the evaluation form that they have reviewed the evaluation and any concerns with the principal. A space has been provided on the evaluation form for the teacher to offer a written response to the evaluations.
3. The superintendent may also conduct evaluations on a certified teacher and will follow the same evaluation process as the principals.
4. Any problems related to the teacher evaluation instruments and its process will be referred to the State Department of Education for resolution.
5. The evaluators will hold the Administrative Endorsement on their valid Nebraska Administrators Certificate granted by the Certification Branch of the State Department of Education. It will be assumed that the Administrators are qualified evaluators until or unless the State Department of Education requires specific training in updating evaluation procedures. All Evaluators will be trained to use the instrument at an administrator's meeting at the beginning of

School year prior to its use. NOTE: The evaluating administrator shall discuss teacher Evaluation objectives and procedures with the staff at the beginning of the school year prior to its use.

6. The approved Teacher Evaluations process will be placed in the Board Policy Books and distributed to each staff member every year.

MADLINE HUNTER MODEL OF UCLA

1. LESSON DESIGN

Have the elements of lesson design been examined and included if appropriate for students in this situation?

2. ANICIPATORY SET

An activity to focus students' attention, provides a brief practice, and/or develops a readiness for Instruction that will follow. It should relate to some previous learning. If successful, the Anticipatory set should help the student get mentally or physically ready for the lesson.

3. STATEMENT OF OBJECTIVES

Teacher clearly informs the student what to expect and what to be able to accomplish by the end of the instruction. The objective should be specific in content and focus on observable behavior. The objective should let the student know what is going to happen in his/her own language (restating the lesson objective in their own words).

4. INPUT

What information must the student have in the lesson so that he/she may reach the objective? The teacher needs to determine how the student is going to get this information or what the means of instruction will be. It is important that the teacher determine what new information is needed by the learner.

5. MODELING

When the student sees an example of an acceptable finished product or what the new learning looks like. The teacher needs to focus on the essentials and label the critical elements.

6. CHECK FOR UNDERSTANDING

When the teacher checks for student's possession of essential information and the skills necessary to achieve the instructional objective. This can be done by the teacher observing the student performing the new skill. Look for bits and pieces and small segments of the whole.

7. GUIDED PRACTICE

The student's first attempts with new learning are guided so they are accurate and successful. Teacher must closely monitor what the student is doing to see that the instruction has "taken". Mistakes need to be corrected if seen by teacher.

8. INDEPENDENT PRACTICE

When the student can perform the skill or process without major errors, then he/she is ready to develop fluency by practicing without the availability of the teacher. The teacher does not need to monitor the practice as the student is doing, but should check the finished product (homework, assignments, etc).

NOTIFICATION of RIGHTS UNDER FERPA:

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible student should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to hearing.
3. The right to consent to disclosures or personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student’s name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student had the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former student without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teacher may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with the Stanton Community Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the Stanton Community Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or the Stanton Community Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Michael J. Sieh, Superintendent at (402) 439-2233.

Date: _____

DISCIPLINARY REFERRAL
Stanton Community School

Teacher's Report

Student Name: _____

Class/Grade: _____

Date of Incident: _____

Teacher: _____

NOTICE TO PARENTS

- 1. The purpose of this report is to inform you of a disciplinary incident involving the student.**
2. You are urged to both appreciate the action taken by the teacher and to cooperate with the corrective action initiated today.

REASON(S) FOR OFFICE REFERRAL:

- | | |
|---|--|
| <input type="checkbox"/> EXCESSIVE TARDINESS | <input type="checkbox"/> LACK OF CLASS MATERIALS |
| <input type="checkbox"/> ANNOYING TO CLASSMATES | <input type="checkbox"/> LACK OF COOPERATION |
| <input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY | <input type="checkbox"/> RUDE, DISCOURTEOUS |
| <input type="checkbox"/> RESTLESS, INATTENTIVE | <input type="checkbox"/> INAPPROPRIATE LANGUAGE |
| <input type="checkbox"/> MISCHIEF | |

<input type="checkbox"/> _____	<input type="checkbox"/> _____
_____	_____
_____	_____

ACTION TAKEN PRIOR TO REFERRAL:

- | | |
|---|--|
| <input type="checkbox"/> HELD CONFERENCE WITH STUDENT | <input type="checkbox"/> TELEPHONED PARENTS |
| <input type="checkbox"/> DETENTION AFTER SCHOOL | <input type="checkbox"/> CHANGED STUDENT'S SEAT |
| <input type="checkbox"/> HELD CONFERENCE WITH PARENTS | <input type="checkbox"/> SENT PREVIOUS REPORT HOME |

Teacher's Signature _____

Date: _____

DISCIPLINARY REFERRAL
Stanton Community School

Principal's Report

PRESENT ACTION AND RECOMMENDATION (S):

[] LEVEL A

1. Kept child out of class.
2. Student was responsible for work for the period.
3. Parents were notified.
4. 30 minute detention.
5. Student on probation for 30 days.

[] LEVEL B

1. Kept child out of class.
2. Student was responsible for work for the period.
3. Student telephoned parents to explain situation.
4. One day in-school suspension.
5. Student rolls back to LEVEL A in 30 days.

[] LEVEL C

1. Kept child out of class.
2. Student was responsible for work for the period.
3. Student telephoned parents to explain situation.
4. Three day in-school suspension.
5. Student rolls back to LEVEL B in 30 days.

[] LEVEL D

1. Kept child out of class.
2. Student was responsible for work for the period.
3. Student telephoned parents to explain situation.
4. Three day out-of-school suspension and one day in-school suspension.
5. Student rolls back to Level C in 30 days.

Principal's Signature: _____

OTHER DISCIPLINE STEPS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS
Thank you for your cooperation on this matter.

Respectfully,

Dr. Chris Stogdill
Secondary Principal

Mrs. Mary McKeon
Elementary Principal

FORM B
SUBSTITUTE TEACHER SCHEDULE



To be Completed by Regular Teacher

Teacher _____

PRINCIPAL _____

TEACHER'S SCHEDULE

<u>PERIOD</u>	<u>ROOM</u>	<u>CLASS</u>	<u>FROM-TO</u>
8:00		Warning Bell-Students Report to class	
1. _____	_____		8:05-08:52
2. _____	_____		9:16-10:03
3. _____	_____		10:06-10:53
4. _____	_____		10:56-11:43
5. _____	_____		11:46-1:03
LUNCH		Time you release students for lunch- _____ Time Students should be back to class _____	
6. _____	_____		1:06-1:53
7. _____	_____		1:56-2:43
Homeroom	_____		2:46-3:33

SUPERVISION ASSIGNMENTS:

<u>TIME</u>	<u>DAYS</u>	<u>LOCATION</u>
____ TO ____	_____	_____
____ TO ____	_____	_____

SUBSTITUTE TEACHER

If you are unable to be at school, please call me at home between 6:00 and 6:45 a.m. If you call after 6:45, it is most difficult to find a substitute. Please give me any additional information needed for your classes that day. Lesson plans should be detailed enough to enable a substitute to come in and follow them without the aid of too much additional information. My home number is 439-2534.

Teachers will telephone the school by 2:00 p.m. to indicate whether or not they will be present the following day. Absences other than illness will be arranged with the principal in advance.

When you are absent from school, please be sure your substitute teacher packet is current. Form A includes all the items needed in your substitute teacher packet. Form B is to be filled out and turned in to the office before you leave school.

FORM A SUBSTITUTE TEACHER MATERIALS NEEDED

- | | |
|--|-----------------------------|
| 1. Lunch Count Sheets | 3. Extra Assignments-if any |
| 2. Substitute Teacher Forms | 4. Class Seating Charts |
| 5. Classroom Rules and Routine (study together, sharpening pencils, grading papers, etc.) | |
| 6. Students who can be asked questions of daily procedures. Please list two for each class period. | |

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
HR _____	_____

11. Substitute Emergency Activity. These activities should relate to the subject matter, but not to any specific topic. They could be used any time during the year and would be meaningful and interesting.

EVALUATION NOTIFICATION

FOR _____

I will be in to observe your _____ class during
_____ period _____.

Please complete the following for my information.

Briefly, tell what you are going to teach your students during the class period in which I will be there.

What method of instruction do you intend to use, and what A.V. materials will be utilized?

What, if any, problem areas do you see in trying to teach this lesson?

We will meet for post-evaluation conference during _____ period on _____.

Please return this form to Mr. Stogdill by _____. Make sure it is filled out and signed.

Teacher Signature

Thank you,

Chris Stogdill,
Principal

POST-CONFERENCE FORM

NAME OF INSTRUCTOR:			
ADMINISTRATOR:			
GRADE & SUBJECT:			
DATE:		TIME:	

METHOD OF PRESENTATION	S	U
1. Set Established as Needed	<input type="checkbox"/>	<input type="checkbox"/>
2. Clear Objective communicated	<input type="checkbox"/>	<input type="checkbox"/>
3. Lesson Organized & Purposeful <i>(High Unit Outcomes tagged in lesson plans when applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Input Provided (modeling)	<input type="checkbox"/>	<input type="checkbox"/>
5. Students Involved	<input type="checkbox"/>	<input type="checkbox"/>
6. Lesson Paced Appropriately	<input type="checkbox"/>	<input type="checkbox"/>
7. Understanding Checked	<input type="checkbox"/>	<input type="checkbox"/>
8. Practice Provided	<input type="checkbox"/>	<input type="checkbox"/>
9. Effective Questioned Used	<input type="checkbox"/>	<input type="checkbox"/>
10. Effective Non-Verbal (eye contact, gestures, voice inflection, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Closure (summary points, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

FORMAL OBSERVATION	
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INFORMAL OBSERVATION	
-----------------------------	--

SPECIFIC STEPS & RESOURCES FOR IMPROVEMENT	
---	--

POSITIVE COMMENTS	
--------------------------	--

TEACHER	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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SUPERVISOR		DATE		INSTRUCTOR	DATE

MULTICULTURAL FORM

During the _____ semester of the _____ school year, the undersigned incorporated the following multi-cultural educational occurrences into a core curriculum course being taught by the undersigned. The particulars are as follows:

Each staff member must incorporate two multi-cultural lessons per semester in each class. This report sheet must be dated, signed, and turned into the principal at the end of each semester.

Please describe the nature of each lesson briefly. Indicate purpose, theme, and minority by the following codes:

Examples of Purposes:

Codes

- A. Respect for all others
- B. Benefits of differences
- C. Management of Cultural Conflict
- D. History of minority group
- E. Critical reading and viewing
- F. Personal identity and self-esteem
- G. Similarities and differences
- H. Contributions of minority people
- I. Strategies for resolving inequities
- J. Communication and work with others
- K. Accepting social responsibility
- L. Other, specify

Themes

- 1. Culture & Ethnicity
- 2. Power
- 3. Movement
- 4. Communication
- 5. Socialization

Minority

- 1. Women
- 2. No specific group
- 3. African American
- 4. Asian American
- 5. Native American
- 6. Hispanic
- 7. Jewish
- 8. Other Religious
- 9. National Group (I.e. Russian)
- 10. Other, specify

Staff Member: _____

Course	Date	Code	Theme	Minority	Nature of Lesson

BUS DUTY

1ST SEMESTER BUS DUTY UNTIL JANUARY 12, 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M. Sarah Klinetobe	Tom King	Karen Gray	Megan Rang	David Ernesti
P.M. Ray Seeman	Sue Seeman	Teresa Paxton	Ted Peck	Kim Waddington

2nd SEMESTER BUS DUTY STARTING JANUARY 12, 2011 UNTIL END OF THE YEAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A.M. Nancy Lammers	Thomas McKie	Chris Chilcoat	Bobbi Domogalla	Rod Beyke
P.M. Patric Brechbill	Rick Spotanski	Melora Hirschman	Jennifer Davies	Dustin Lambertsen

TERMS AND CONDITIONS: COMPUTER USE

EMAIL/INTERNET

THE STANTON COMMUNITY SCHOOLS OFFER STAFF AND STUDENTS ACCESS TO THE DISTRICT COMPUTER NETWORK, EMAIL, AND INTERNET. TO ENABLE THEM TO GAIN ACCESS TO ELECTRONIC MAIL AND INTERNET, ALL STUDENT AND PARENTS NEED TO SIGN THE AGREEMENT AND RETURN THE FORM TO THE MAIN OFFICE .

ACCESS TO EMAIL AND THE INTERNET WILL ENABLE STUDENTS TO EXPLORE THOUSANDS OF LIBRARIES, DATABASES, AND BULLETIN BOARDS, WHILE EXCHANGIN MESSAGES WITH INTERNET USERS THROUGHOUT THE WORLD. STUDENTS AND PARENTS NEED TO BE AWARE THAT SOME MATERIAL MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE TO SOME PEOPLE. WHILE OUR INTENT IS TO MAKE INTERNET ACCESS AVAILABLE TO FURTHER EDUCATIONAL GOALS AND OBJECTIVES, STUDENTS MAY FIND WAYS TO ACCESS OTHER MATERIALS AS WEE. BASICALLY THE ADVANTAGES OUTWEIGH THE DISADVANTAGES IF USED PROPERLY. BY HAVING YOUR SIGNATURE THE STANTON COMMUNITY SCHOOLS WANTS TO RESPECT THE FAMILY'S RIGHT TO DECIDE FOR THEIR CHILD TO APPLY OR REJECT THIS OFFER.

EMAIL AND INTERNET RULES:

GENERAL RULES:

THE EMAIL AND INTERNET NETWORKS ARE PROVIDED TO STUDENTS AND STAFF TO CONDUCT RESEARCH AND COMMUNICATE WITH OTHERS. ACCESS TO NETWORK SERVICES IS ALLOWED TO THOSE WHO HAVE AGREED TO ACT IN A RESPONSIBLE MANNER WITH PARENTAL PERMISSION ONLY. ACCESS TO THE EMAIL AND INTERNET IS A PRIVILEGE, NOT A RIGHT AND CAN BE RESTRICTED BY THE TEACHER AT ANY GIVEN TIME.

SCHOOL TIME IS NOT AN APPROPRIATE TIME TO ACCESS ANY TYPE OF CHAT ROOMS, FORUMS, MESSENGERS, ETC. AND WILL NOT BE TOLERATED.

INDIVIDUAL USERS OF THE DISRTRICT COMPUTER NETWORKS ARE RESPONSIBLE FOR THEIR BEHAVIOR AND COMMUNICATIONS OVER THESE NETWORKS. USERS MUST COMPLY WITH DISTRICT STANDARDS AND HONOR AGREEMENTS SIGNED. THE DISTRICT IS NOT RESPONSIBLE FOR RESTRICTING, MONITORING OR CONTROLLING THE COMMUNICATION OF INDIVIDUALS UTILIZING THE NETWORK.

NETWORK STORAGE AREAS SHALL BE TREATED LIKE SCHOOL LOCKERS. NETWORK ADMINISTRATORS MAY REVIEW FILES AND COMMUNICATIONS TO MAINTAIN SYSTEM INTEGRITY AND INSURE THAT USERS ARE USING THE SYSTEM RESPONSIBLY. USERS SHOULD NOT EXPECT THAT FILES OR ANY INFORMATION STORED OR OTHERWISE RETAINED ON DISTRICT SERVERS OR IN COMPUTERS WILL BE PRIVATE.

THE DISTRICT WILL NOT BE LIABLE FOR PURCHASES MADE BY ANY USER OVER THE NETWORK PLUS, THE USERS ARE NOT ALLOWED TO PURCHASE ITEMS OR PRODUCTS EITHER.

ALL TECHNOLOGY EQUIPMENT SHALL BE USED UNDER THE SUPERVISION OF THE SITE ADMINISTRATOR.

USERS SHALL NOT ERASE, REMAKE OR DETROY ANYONE ELSE'S' COMPUTER INFORMATION, FILES, PROGRAMS, OR DISCS. ANY USER VIOLATING THESE RULES SHALL BE LIABLE FOR ANY OR ALL DAMAGES TO THE COMPUTER AND INFORMATION, FILES, DISCS OR PROGRAMS.

NO USER IS ALLOWED TO LET OTHER PEOPLE USE THEIR NAME, LOG-ON, PASSWORD OR FILES FOR ANY REASON. (EXCEPT FOR AUTHORIZED STAFF MEMBERS.)

ACCESS TO THE SCHOOLS COMPUTERS FOR GAMES OR ACTIVITIES FORM A PERSONAL PERSPECTIVE, UNLAWFUL PURPOSES; SUCH AS ILLEGAL COPYING, OR INSTALLATION OF UNAUTHORIZED SOFTWARE.

USERS NEED TO HAVE PERMISSION TO COPY, CHANGE OR TRANSFER ANY SOFTWARE OR DOCUMENTATION PROVIDED BY STANTON COMMUNITY SCHOOLS. NO USER HAS PERMISSION TO PRODUCE, GENERATE, COPY, PROPAGATE, OR ATTEMPT TO INTRODUCE ANY COMPUTER CODE DESIGNED TO SELF-REPLICATE, DAMAGE OR OTHERWISE HINDER THE PERFORMANCE OF THE COMPUTERS MEMORY, FILE SYSTEM, OR SOFTWARE. THESE ARE CALLED BUG, VIRUS, WORM, TROJAN HORSE OR SIMILAR NAME.

NO FOUL LANGUAGE, IMAGES, THREATS, OR ANNOYING HARASSMENT OT OTHERS IS ALLOWED. PRIVILEGES WILL BE REVOKED AT THIS TIME.

ETIQUETTE FOR USE.

BE POLITE, DO NOT BECOME ABUSIVE IN YOUR MESSAGES TO OTHERS.

USE APPROPRIATE LANGUAGE, NO SWEARING, OR VULGARITIES ARE ALLOWED.

DO NOT REVEAL YOUR PERSONAL ADDRESS OR PHONE NUMBERS TO OTHERS.

EMAIL IS **NOT** GUARANTEED TO BE PRIVATE. ACCESS TO MAIL CAN OCCUR. MESSAGES OF ILLEGAL ACTIVITIES CAN BE REPORTED TO AUTHORITIES.

**Stanton Community Schools
Addition to Employee Code of Conduct**

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the Stanton Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Stanton Community 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 "Terms and Conditions for e-mail and Internet Access" adopted by the Stanton Community School District, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Stanton Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should 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 Stanton Community Schools nor any of its employees nor any of the institutions for networks providing access to Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Social Security No. ____-____-____ Date of Birth ____/____/____

School _____

Employee's Signature _____

Address _____ City _____ State _____

Home Phone No. (____) ____-____

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

COMPUTER USAGE FORM
TO BE RETURNED TO OFFICE

In order to make sure that all members of the Stanton Community Schools understand and agree to these rules of conduct for the district computer including but not limited to e-mail and Internet systems of the school district, the Stanton Community Schools asks that all users sign the following statement: I have received a copy and have read the "TERMS AND CONDITIONS FOR COMPUTER USAGE" guidelines adopted by the Stanton Community Schools, and understand and will abide by these district guidelines and conditions for the use of the computers of the Stanton Community Schools. I further understand that any violation of the district guidelines are unethical and may constitute criminal offense. Should 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 Stanton Community Schools responsible for the performance of the system or the content of any material accessed through it.

DATE _____

PRINTED NAME _____ SIGNATURE _____

ADDRESS _____

HOME PHONE _____

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

**RECEIPT OF THE 2010-2011 TEACHER HANDBOOK
OF THE STANTON COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2010-2011 Teacher Handbook of Stanton Community Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment and discrimination.

Date: _____

Employee Signature

Return to:
Dr. Chris Stogdill or Mrs. Mary McKeon
Stanton Community Schools
Stanton, NE 68779