

***West Holt Public School
Staff Handbook***

2016-2017



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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your Principal or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

West Holt Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Paul Pistulka in writing at PO Box 775, Atkinson, NE 68713 or by telephone at (402) 925-2890. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses and their school-age children will be admitted to home games free of charge. Activity tickets/passes will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedule

A complete schedule of classes and bells schedules will be issued prior to the first day of school.

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available in the office of the superintendent. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. **By signing this handbook, you agree that you have read and understood those policies, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

- Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

- Determine whether the complainant has discussed the matter with the staff member involved.
 - If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- Strongly encourage the complainant to reduce his or her concerns to writing.
- Interview the complainant to determine:
 - All relevant details of the complaint;
 - All witnesses and documents which the complainant believes support the complaint;
 - The action or solution which the complainant seeks.
- Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

- This appeal must be in writing.
- This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
- The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

- Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.

- This appeal must be in writing.
- This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
- This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
- The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
- There is no appeal from a decision of the board.

When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- Determine whether the complainant has discussed the matter with the superintendent.
 - If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- Strongly encourage the complainant to reduce his or her concerns to writing.
- Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. Staff members must refer to and comply with Board Policy regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their

disability should contact the following Section 504 Coordinator: Sarah Medina at 402-925-2848, sarmedina@westholt.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Paul Pistulka at 402-925-2890, paupistulka@westholt.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-925-2890, paupistulka@westholt.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members projects an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:40 a.m. to 4:00 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Visible body piercing other than in the ear must be approved by the administration. Staff may not wear visible body piercing jewelry, including tongue adornment or ear gauges, while at school or during a school function on or off school premises without prior approval by the administration.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (ANAPHYLAXIS)

School employees will comply with the requirements of "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)". The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

PROTOCOL

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds.
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back.
- Administer CPR, if indicated.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages on a daily basis.

A great deal of information is distributed to staff via the school's e-mail system and Sycamore's pass-a-note (PAN) system. Each staff member must check his or her e-mail and PAN account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should make requests for maintenance verbally to the custodian or via email to the superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for the adult lunch price set by the board of education. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter which report recent classroom activities and which emphasize positive aspects of the district's mission.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. **Staff members are not to use cell phones while driving a school vehicle or while transporting students.**

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Orders will be placed by the bookkeeper unless the superintendent states otherwise. All orders will be received and processed in the office prior to being delivered to staff. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the district bookkeeper. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in the main office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy 4060 for information on the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School Telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Team

The threat assessment team (team) shall consist of the Superintendent, JH/HS Principal, Elementary Principal, HS Guidance Counselor, and Elementary Counselor. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed

about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation requests as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

- All visitors must report to the building office before visiting any classroom or other areas of the building.
- Visitors must comply with the following guidelines:
- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours.
- Visitors must wear the visitor's badge supplied by the building office.

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is

issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced via the schoolmessenger system, on weatherthreat.com, as well as reported on KBRX radio.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

- **Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 7:00 a.m.

- **Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break unless approved by the appropriate principal.

- **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

- **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in his/her desk. The folder must contain:

- the current seating chart for each class;
- the daily routine followed by each class;
- all schedules (fire drill procedures, lunch schedule, etc.);
- a copy of this handbook; and
- plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

***Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order. All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks are the students' pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a) social security number,
- b) withholding form W-4, and
- c) authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must check-out at the end of the school year and obtain the building principal's approval prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year,

classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal or his/her designee.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

- **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

- **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to West Holt Public Schools, unless otherwise instructed.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent.

Community Involvement

Certified staff is encouraged to take part in civic affairs in the community.

Computer Use

Students and staff who use computers owned by the district must abide by the district's acceptable use policies.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under an emergency or provisional teaching certificate.

The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Down Slips for grades 7-12 are due by 10:00am on Friday or whenever the week ends.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film strip clubs using the school name.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning 10 days into a semester, classroom teachers must submit the names of all students who are not academically eligible to the office by 10am on Friday (or last day of the week) of each school week. Ineligible students, will at the discretion of the

sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

- All interscholastic contests, including but not limited to, athletics, FFA, speech contests, and similar organizations or events.
- Music competition, performances, and clinics.
- Other activities deemed appropriate by the principal.

Extracurricular Activities

Classified staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices on Sundays due to scheduling issues or district/state competitions must be approved by the administration.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- Students nearest the windows will close them before leaving.

- The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- Once outside, each teacher must account for every student in the class.

The signal to return to the school building will be notification by an administrator. It will be given upon completion of the drill. Students will return in an orderly manner.

Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado areas of the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and follow these regulations:

- All students and staff should proceed to the designated tornado areas.
- Once in the designated tornado area, each teacher must account for every student in the class.
- Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- Take the class roster;
- Lock the classroom door after all occupants have exited the room;
- Keep the class together and move promptly in an orderly fashion; and
- Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the principal at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 10:00 a.m. on each Friday.

Grades are given as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Grading Scale for West Holt Public Schools:

99-100	A+	83-85	C+
96-98	A	80-82	C
94-95	A-	78-79	C-
92-93	B+	75-77	D+
88-91	B	72-74	D
86-87	B-	70-71	D-
69 & Below = Failing			

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as

instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan each week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 10:00 a.m. on Monday of each week.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher and helping to supervise students. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the green curb parking reserved for them. **Students are not to park their cars in the staff parking areas.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

- No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
- The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
- In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
- Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Sycamore

All teachers/classroom aides will be required to use Sycamore. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period/beginning session.

Certified staff who have trouble/problems with Sycamore, should contact Andy Osborne or Sandra Meyer.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay

(compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.

- Report cards will be issued within one week following the end of the quarter unless otherwise announced.
- Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
- Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
- Each classroom teacher is responsible for distribution of class cards on time.
- Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

Teachers should be in school for consultation with students daily at 7:40 A.M. sharp and leave no earlier than 30 minutes after the last bell, except when athletic contests or school-sponsored activities are held. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

- No staff members other than the school nurse, or office secretaries may dispense medications (prescription or over-the-counter) to students at any time.
- Designated staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.
- After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff members are paid \$12 per period for JH and HS or \$12 per 50 minutes in the elementary. Staff person, whom is absent, must complete a staff leave sheet for the substitute teacher to receive compensation for their time.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.

- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks and Other Supplies Owned by the School

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

All other supplies owned by the school shall be used for school purposes only. Supplies such as computers, iPads, other technology, tools, uniforms, etc. must be returned and accounted for by appropriate staff members prior to the end of the school year.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Refer to policies 4038, 4039, and 4040 for information regarding classified employees.

STAFF DIRECTORY

Members of the Board of Education

Kelly Jelinek	President
Susan Judge	Vice-President
Mike Fredrick	Secretary
Cathy Pacha	Treasurer
Scott Gotschall	Member
Brian Mlady	Member

Faculty and Staff

Lexi Arena	Paraprofessional
Becky Borer	JH/HS Secretary
Megan Boyle	K-12 Art
Wendy Claussen	Paraprofessional
Tina Dohrman	7-12 Language Arts
Greg Dostal	K-6 Physical Education
Joel Elm	Title I
Mary Flannery	3 rd Grade
Mindy Frickel	Paraprofessional
Tara Frickel	Elementary Music
Vickie Friedel	Paraprofessional
David Gibbens	Agricultural Education
Tracy Gibbens	7-12 Mathematics
Doug Gross	PK-6 Principal
Stacy Gross	Paraprofessional
Jeanine Hale	Kindergarten
Todd Hale	7-12 Science
Samantha Hamik	Paraprofessional
Nancy Hendricks	5-8 Special Education
Jamie Jakubowski	4 th Grade/ELL
Tammy Jeffrey	Speech Pathologist
Priscilla Jenness	2 nd Grade
Michele Kaup	Union Elementary
Kathy Kloppenborg	6 th Grade
Michele Kopecky	1 st Grade
Jeff Kraus	7-12 Industrial Arts
Sara Kraus	7-12 Media/7-12 Mathematics
Ron Krysl	Head Custodian
Dani Kuchar	7-12 Spanish
Cindy Leatsch	Paraprofessional
Michelle Leatsch	Bookkeeper
Barb Laible	Paraprofessional
Beth Laible	2 nd Grade
Laurie Lieswald	Eled Special Education
Teresa Linders	Preschool
Todd Linders	7-12 Mathematics
Stacy Ludwig	7-12 SS/Language Arts

Brittany Malone -----	4 th Gr/PK-6 Counselor
Sarah Medina -----	7-12 Family Consumer Science
Fred Meyer -----	Custodian
Sandra Meyer -----	K-12 Media/Technology
Sally Miksch -----	Paraprofessional
Charity Myers -----	Paraprofessional
Tracy Nelson -----	Custodian
Chris Nemetz -----	7-12 Social Studies
Steve Neptune -----	7-12 Physical Education
Becky Olson -----	Paraprofessional
Steph Olson -----	1 st Grade
Andy Osborne -----	Technology
Mike Pardun -----	7-12 Physical Education
Paul Pistulka -----	Superintendent
Rachel Poessnecker -----	Paraprofessional
Cindy Prater -----	Eled Special Education
Kathy Randolph -----	Reading Specialist
Mark Randolph -----	Custodian
Brooke Rentschler -----	PK-6 Secretary
Karen Richardson -----	3 rd Grade
Krissa Roemer -----	Kindergarten
Liz Rogers -----	5-12 Music
Shirley Rossman -----	4 th Grade
Randy Schroeder -----	7-12 Science
Karla Slaymaker -----	6 th Grade
Colleen Thiele -----	Paraprofessional
Ted Thiele -----	7-12 Guidance
Sarah Vogel -----	6 th Grade
Janelle Wallinger -----	7-12 Language Arts
Nancy Weber -----	Paraprofessional
Linda Wolf -----	9-12 Special Ed
Kelly Young -----	6 th Grade
Kevin Young -----	7-12 Principal

2016-17 Calendar

August - 2016							
	Su	Mo	Tu	We	Th	Fr	Sa
15 - In-Service (NS)							
16 - In-Service (NS)							
17 - 1/2 day		1	2	3	4	5	6
18 - Maps	7	8	9	10	11	12	13
19 - Maps	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Student Days	11	28	29	30	31		
Teacher Days	13						

September							
	Su	Mo	Tu	We	Th	Fr	Sa
5 - Labor day					1	2	3
26 - In-Service (NS)	4	5	6	7	8	9	10
Add Late Start	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Student Days	20	25	26	27	28	29	30
Teacher Days	21						

October							
	Su	Mo	Tu	We	Th	Fr	Sa
14 - End 1st Qrt.							
24 - Fall Break (NS)							1
Add Late Start	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
Student Days	20	23	24	25	26	27	28
Teacher Days	20	30	31				

November							
	Su	Mo	Tu	We	Th	Fr	Sa
23 - Early Dismissal			1	2	3	4	5
24 - Thanksgiving (NS)							
25 - Thanksgiving (NS)	6	7	8	9	10	11	12
Add Late Start	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
Student Days	20	27	28	29	30		
Teacher Days	20						

December							
	Su	Mo	Tu	We	Th	Fr	Sa
22 - Early Dismissal					1	2	3
22 - End 2nd Qrt.							
23 -31 - Holiday Break (NS)	4	5	6	7	8	9	10
23 - 27 NSAA Moratorium	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
Student Days	16	25	26	27	28	29	30
Teacher Days	16						

Student Days	87
Teacher Days	90

1st QT 41
2nd QT 46

Student Days 177
Teacher Days 184

January - 2017							
	Su	Mo	Tu	We	Th	Fr	Sa
2-3 - Holiday Break (NS)							
3 - In-Service (NS)	1	2	3	4	5	6	7
23 - ESU 8 Winter WS (NS)	8	9	10	11	12	13	14
25 - FCCLA Stars (NS)	15	16	17	18	19	20	21
Add Late Start	22	23	24	25	26	27	28
	29	30	31				
Student Days							18
Teacher Days							21

February							
	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
	5	6	7	8	9	10	11
17 - No School	12	13	14	15	16	17	18
Add Late Start	19	20	21	22	23	24	25
	26	27	28				
Student Days							19
Teacher Days							20

March							
	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
8 - End 3rd Qrt.				8	9	10	11
9 - Spring Break (NS)	5	6	7	15	16	17	18
10 - Spring Break (NS)	12	13	14	22	23	24	25
	19	20	21	29	30	31	26
Student Days							21
Teacher Days							21

April							
	Su	Mo	Tu	We	Th	Fr	Sa
							1
14 - Easter Break (NS)							
17 - Easter Break (NS)	2	3	4	5	6	7	8
Add Late Start	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
Student Days							18
Teacher Days							18

May							
	Su	Mo	Tu	We	Th	Fr	Sa
14 - Graduation							
18 - Early Dismissal							
18 - End 4th Qrt.							
19 - In-Service (NS)	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
Student Days	28	29	30	31			14
Teacher Days							14

Student Days	90
Teacher Days	94

3rd QT 43
4th QT 46

In-Service Days
No School

West Holt Public Schools

Name: _____ Subject: _____ Teacher Signature: _____ Date: _____

Date: _____ Time: _____ Administrator Signature: _____ Date: _____

A Planning and Preparation					
		Proficient	Basic	Needs improvement	Unsatisfactory
A1	<i>Standards of Performance:</i>	Teacher displays extensive knowledge of content and makes connections among multiple disciplines.	Teacher displays solid knowledge of content and makes connections between content and other disciplines.	Teacher displays adequate knowledge of content and makes occasional connections between disciplines.	Teacher rarely displays knowledge of content and does not connect between disciplines.
A2	<i>Knowledge of Students:</i>	Teacher individualizes accommodations for students' abilities and learning styles.	Teacher accommodates for students' abilities and learning styles.	Teacher demonstrates knowledge of students' abilities and learning styles.	Teacher does not demonstrate knowledge of students' abilities and learning styles.
A3	<i>Designing Coherent Instruction:</i>	Teacher designs curriculum-based instruction using innovative resources and materials.	Teacher designs curriculum-based instruction using appropriate resources and materials.	Teacher shows little evidence of instructional planning	Teacher plans instruction that does not support curriculum.
A4	<i>Assessment of Student Learning-Closure:</i>	Teacher daily integrates a variety of assessment methods to evaluate student learning.	Teacher utilizes assessment methods appropriately to evaluate student learning .	Teacher utilizes minimal assessment methods to evaluate student learning.	Teacher does not show evidence of student assessment.

Planning and Preparation

Rating these areas will be 1=Proficient, 2 = Basic, 3 = Needs Improvement, and 4 = Unsatisfactory

- _____ Anticipatory set
- _____ Lesson Plans are handed in on time
- _____ Plans are prepared for substitute teachers

B		Instructional Performance			
		Proficient	Basic	Needs improvement	Unsatisfactory
B1	Questioning: Teacher and students' questions demonstrate age appropriate level thinking skills. Teacher and students share and initiate questioning and discussion with students assuming much of the responsibility.	Teacher's questions are based on age appropriate level thinking skills. Teacher and students share questioning and discussions.	Teacher's questions are based on lower level thinking skills. Teacher-led discussion with little student participation.	No questioning, No allowance for student participation or discussion.	
B2	Engaging students in learning: Teacher consistently engages all students in a variety of appropriately leveled assignments and activities. There is an identifiable classroom structure paced to meet the instructional needs of all students	Teacher consistently engages most students in a variety of appropriately leveled assignments and activities. There is an identifiable classroom structure paced to meet the instructional needs of most students.	Teacher sometimes engages most students in a variety of appropriately leveled assignments and activities. There is an identifiable classroom structure paced to meet the instructional needs of most students.	Teacher sometimes engages some students in a limited variety of assignments and activities. Classroom structure is not easily identifiable. Instructional pacing is not meeting the needs of most students.	
B3	Flexibility: Consistently adjusts pace of instruction and presentation methods according to student understanding. Expands instructional strategies to include all learning modalities.	Frequently adjusts pace of instruction and presentation methods according to student understanding. Expands instructional strategies to include most learning modalities.	Occasionally adjusts pace of instruction. Provides supplemental practice without adjusting teaching strategies.	Never adjusts pace of instruction. No variety of instructional strategies or reteaching of concepts. Student understanding is not monitored.	
B4	Evaluation: All students demonstrate understanding of instructional goals using a variety of assessment methods	Most students demonstrate understanding of instructional goals using some varieties of assessment methods.	Some students demonstrate understanding of instructional goals using one method of assessment.	Students did not demonstrate understanding of instructional goals and no method of assessment was used.	

Instruction Performance

Rating these areas will be 1=Proficient, 2 = Basic, 3 = Needs Improvement, and 4 = Unsatisfactory

_____ High-level of student time on task.

_____ Environment is safe.

C Classroom Environment				
	Proficient	Basic	Needs improvement	Unsatisfactory
C1	Creating a Culture for Learning:			
	Expectations are clearly communicated with a genuine enthusiasm for the subject. Instructional goals, activities, and interactions establish an environment of high expectations for all students. Students demonstrate pride in their work.	Expectations are clearly communicated in a positive manner. Instructional goals, activities, and interactions are consistent for all students. Students accept the teachers' insistence of high quality work.	Teacher communicates importance of work but lacks conviction resulting in little buy-in from students. Instructional goals, activities, and interactions establish an environment of inconsistent expectations for student achievement. Students demonstrate a lack of quality work.	Teacher and students communicate a negative attitude toward content suggesting it is not important. Instructional goals, activities, and interactions establishes an environment of modest expectations for student achievement. Students demonstrate little or no pride in their work.
C2	Management of Classroom Procedures:			
	Instructional groups work independently and productively. Transitions are smooth with no loss of instructional time. Classroom is consistently neat and orderly.	Instructional groups are managed so that most students are engaged at all times. Transitions are generally smooth with little loss of instructional time. Classroom is generally neat and orderly.	Instructional groups work is partially organized, resulting in some off task behavior. Transitions are inconsistent resulting in loss of instructional time. Classroom is not consistently neat and orderly and improvements need to be made.	Instructional groups are not productively engaged in learning. Instructional time is loss due to ineffective transitions. Classroom is unorganized and improvements must be made.
C3	Management of Student Behavior:			
	Teacher response to inappropriate behavior is effective and sensitive to students' individual needs. Monitoring by teacher is subtle and preventive, students monitor their own behavior and their peers'. Standards of conduct are clear and appear to have been developed with student participation.	Teacher response to inappropriate behavior is appropriate and successful while respecting the students' dignity. Teacher is alert to students' behavior at all times. Standards of conduct are clear to all students.	The teacher's response to inappropriate behavior is inconsistent with different results. Teacher is generally aware of what students are doing but may miss some activities of students behavior. Standards of conduct appear to have been established in most situations for most students.	Teacher either does not respond to or responds inconsistently to inappropriate behavior, teacher is unaware of what students are doing. No standards of conduct appear to have been established.
C4	Respect and Rapport			
	Provides emotionally safe, positive environment. Teacher fosters and models genuine caring, respect, and value for individual. Student exhibits genuine respect for teacher and other individuals.	Generally provides emotionally safe, positive environment. Teacher seeks to provide equitable attention to students. Student interactions are friendly and demonstrate general warmth, caring and respect.	Occasionally provides a positive environment. Teacher reflects occasional inconsistencies, favoritism or disregard for students. Student interactions are generally polite and respectful but may include some negative behaviors.	Apathetic or negative environment. Teacher displays inappropriate or ineffectual relationships in the classroom environment. Students' interactions are negative, characterized by conflict, sarcasm or put downs.

Classroom Environment

Rating these areas will be 1=Proficient, 2 = Basic, 3 = Needs Improvement, and 4 = Unsatisfactory

- | | | |
|---------------------------------------|------------------------------------|------------------------------|
| _____ Sets clear expectations | _____ Class structure of activity | _____ Classroom Organization |
| _____ Transitions | _____ Start lessons promptly. | |
| _____ Response to student misbehavior | _____ Class is not left unattended | |

D Professional Characteristics					
		Proficient	Basic	Needs improvement	Unsatisfactory
D1	Communication with Families:	The teacher provides classroom curriculum, grading policies and classroom policies to families in a timely manner. Teacher initiates communication on positive and negative feedback on student performance and behavior in a timely manner. Teacher provides several opportunities for families to be engaged in the students' instructional programs.	The teacher provides classroom curriculum, grading policies and classroom policies to families in a timely manner. Teacher provides some positive and negative feedback on student performance and behavior in a timely manner. Teacher provides some opportunities for families to be engaged in the students' instructional programs.	The teacher provides some information on classroom curriculum, grading policies and classroom policies. Teacher provides little feedback about the students' behavior or performance. Teacher provides few opportunities for families to be engaged in the students' instructional programs.	The teacher does not provides classroom curriculum, grading policies and classroom policies to families in a timely manner. Teacher provides no communication on positive and negative feedback on student performance and behavior. Teacher provides no opportunities for families to be engaged in the students' instructional programs.
D2	Contributing to the School District:	Communicates well with staff at all times. Cooperative attitude exhibited at all times. Considerate and respectful of staff members at all times. Readily takes on additional school responsibilities as needed (i.e. volunteers).	Communicates well with staff most of the time. Considerate and respectful of staff members most of the time. Generally takes on additional school responsibilities when asked.	Communicates well with staff sometimes. Cooperative attitude exhibited on occasion. Considerate and respectful some of the time. Rarely takes on additional school responsibilities.	Concerned with self only and does not communicate with staff. Unwilling to cooperate. Disrespectful and inconsiderate of others. Refuses to do any extra school responsibilities.
D3	Coachability:	Implements & expands suggested changes. Seeks, uses, & shares effective educational methods. Always reacts positively to constructive criticism.	Implements suggested changes. Consistently uses effective educational methods. Usually reacts positively to constructive criticism.	Attempts to improve in areas of concern. Attempts to use effective educational methods. Sometimes reacts positively to constructive criticism.	No changes made in areas of concern. Unaware of effective educational methods. Always reacts negatively to constructive criticism.
D4	Growing and Developing and Personally:	Sincerely interested in every students' well-being in and out of school. Motivates students enough to seek help if needed. Seeks out students to help them improve their grades.	Interested in students beyond classroom instruction. Consistently available to help students	Interested in students only in relation to the subject. Conditionally available if asked	Has no interest in students or only in select students. Not available physically or instructionally

Professional Characteristics

Rating these areas will be 1=Proficient, 2 = Basic, 3 = Needs Improvement, and 4 = Unsatisfactory

_____ Appearance

_____ Warmth in facial expression, and body language.

_____ Seeks professional opportunities

_____ Sense of humor.

_____ Involved with students

_____ Teacher is dedicated to his/her job and willing to put whatever time and effort is necessary to get the job done properly.

_____ Teacher is involved in the school outside the curricular day

Comments:

YOUR STAR ITEMS!!!

- 1
- 2
- 3

WEST HOLT'S WISH LIST FOR YOU.

- 1
- 2
- 3

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the West Holt Public School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date