

2022-2023

**PLATTE-GEDDES
SCHOOL DISTRICT #11-5**



**STAFF
HANDBOOK**

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2021-2022 DIRECTORY

BOARD OF EDUCATION

	HOME
Dennis DeBoer Member.....	337-3383
Jess Sondgeroth Member.....	337-9783
Roxi Summerville..... Member.....	337-9784
Ross Varilek Member.....	337-9896
Tom Olson..... Member.....	337-3782
Duke Starr..... Member.....	337-3780
Mark Petersen..... Member.....	337-2878

ADMINISTRATION

Joel Bailey Superintendent/Colony Principal .	337-3391
Calvin Hunhoff..... Secondary Principal	337-3391
Jennifer Knecht..... Elementary Principal	337-2468
Kathy Holter Business Manager.....	337-3391

TEACHING STAFF – SECONDARY - 337-3391

Sandra Biddle	Science
Brooke Bonte.....	Special Education
Cayla Graves	Agriculture Education, FFA
Deb Pazour.....	Special Education
Frank Cutler.....	Athletic Director, Coach
Allison DeHaan	Special Ed., MS Science, Math
Dan Daumm.....	Science, Shop
Sadie Hanson	7-12 School Counselor
Sara Kraft.....	English, NHS
Stacey Larson	Graphics, K-12 Computer
Denise Mushitz.....	Reading, Spanish
Teresa Nelson	English
James Neuman.....	Social Science, Health, PE
Adam Henning.....	Instrumental Music
Brad Peterson.....	Math, Engineering
Christa Peterson.....	Business
Eric Rolland.....	Math, Engineering
Andy Van Essen	Social Science
Caitlin DeGroot	6 th Grade
Jennifer Semmler.....	6 th Grade
Shawn Wynia.....	MS Special Education
Halie Kirwan	Vocal Music

TEACHING STAFF – ELEMENTARY – 337-2468

Regan Holleman	Kindergarten
Carter Kemnitz	Physical Education
Phyllis Daum	3 rd grade
Nicole DeVries	Kindergarten
Darcie DuFrain	3 rd grade
Sandy DuFrain.....	2 nd grade
Trisha Frandsen	2 nd grade
Kellie Brassfield	4 th grade
Kristen Konechne	K-5 School Counselor
Stacey Larson	K-12 Computer
Lisa Millar	Title I
Lacee Mills	Half-Day K/STEAM
Melissa Johnson.....	Special Education
Halie Kirwan	Vocal Music
Nicole Nelson	5 th grade
Teresa Neuman.....	1 st grade
Adam Henning.....	Instrumental Music
Martha Patzlaff	5 th grade
Amy Rolland	1 st grade
Brittany Ruen.....	Special Education
Marla Tegethoff.....	Title I (Dakota Christian)
DeeDee Petersen.....	4 th Grade
Kristi Allan	Reading Interventionist

TEACHING STAFF – ELEMENTARY – RURAL

Kallie Oolman	Platte Colony	726-3199
Brooklyn Van Zee	Platte Colony	726-3199
Tristen Turnis	Cedar Grove Colony.....	337-3015
Jonna Vanderboom.....	Cedar Grove Colony.....	337-3015
Donna Duba.....	Cedar Grove Colony.....	337-3015

PARAPROFESSIONALS

Chelsea Voetberg.....	Elementary	337-2468
Kathy Boltjes	High School.....	337-3391
Emily Cleghorn	Elementary..	337-2468
Gloria Kok.....	Elementary	337-2468
Tana Huizenga.....	HS Library	337-3391
Katie Millar	
Allie Huizenga.....	Platte Colony.....	726-3199
Liz Brondsema.....	Elementary.....	337-2468
Donna Hanten.....	Cedar Grove Colony.	337-3015
Michelle Rabenberg.....	Elementary	337-2468
Julie DaShay	Cedar Grove Colony.....	337-3015
Denise Van Zee	Jr. High.....	337-3391

TECHNOLOGY

Mike Neugebauer Technology Coordinator..... 337-3391

OFFICE STAFF

Katy Vanderpol Secretary – H.S. Principal..... 337-3391

Carol Oberbroekling Secretary – Elem. Principal 337-2468

Ember Bartels Business - Supt. Office 337-3391

MAINTENANCE

Kenny Antonsen Head Custodian 337-3391

MaKenzie Oberbroekling Custodian 337-2468

SCHOOL LUNCH STAFF

Katharine Harrington Head Cook 337-2468

Myrna Overweg Cook 337-2468

Mike Anderson Dishwasher 337-2468

CLASS & ORGANIZATION ADVISORS

SENIORS – Teresa Nelson, Sadie Hanson, Stacey Larson

JUNIORS – Sandra Biddle, Brad Peterson

SOPHOMORES – Christa Peterson, Eric Rolland

FRESHMEN – Andy Van Essen, Sara Kraft

8TH GRADE – Dan Daum, James Neuman

7TH GRADE – Allison DeHaan, Denise Mushitz

FFA – Cayla Graves

PUBLICATIONS – Stacey Larson

BAND – Adam Henning

CHORUS – Halie Kirwan

STUDENT COUNCIL – Stacey Larson

CHEERLEADER ADVISOR – Marla Tegethoff

NATIONAL HONOR SOCIETY – Sara Kraft

FORWARD

This staff handbook is generated in foundation with the school district's 2022-2023 Master Agreement and adopted policy manuals. It is not designed solely as your single source of school district information, but as a reference supplement to the existing articles of information. If there is a piece of information you are unable to find, contact your immediate supervisor for assistance.

VISION STATEMENT

Vision Statement: "Preparing dynamic real world problem solvers for college, career, and life readiness"

PHILOSOPHY

The Platte-Geddes School District #11-5 seeks to have each person reach his or her personal potential and recognize the dignity and worth of others. Education must provide the leadership, tools and knowledge necessary to develop constructive ideals, attitudes, life skills and aesthetic values characteristic of responsible citizens. The school will treat each individual fairly, regardless of race, color, religion, sex, or abilities.

The function of the school is to provide students with worthwhile educational experiences in an ever-changing global world. Through a comprehensive, balanced curriculum and co-curriculum, the school seeks to promote and develop the awareness that learning is a life-long process. The school strives to promote knowledge, life skills, values, and goal setting through learning experiences, and instill in the students their responsibility for reaching their full potential. The respect for the rights of others, authority, property, and laws are fundamental to our society.

The Platte-Geddes School District #11-5 seeks to stimulate the student to develop critical and original thinking skills, self-confidence, and self-respect in an ever-changing environment. The school encourages self-discipline, honesty, fairness and responsibility. The school promotes the value of personal wellness and self-esteem.

Because learning is a life-long process, we need to be aware of current trends and changing technology that might enhance learning. Communicating with and involving the community, parents, teachers, students, administrators, and board of education is essential for a successful learning environment.

Revised: 8/6/91

Adopted 8/12/91

1.1 - CHAIN OF COMMAND

The success and effectiveness within an organization are linked to communication between all the parts. Two-way communication and overall school cohesiveness are two essential items to the goal of providing quality education for Platte-Geddes School District #11-5. Since these two statements are true, strong and productive lines of communication are established.

If you need assistance, or have questions or concerns, ask or forward them to the appropriate level. If a complaint exists, direct it to the lowest level or individual person(s) first. Formalize a possible or acceptable solution to the situation before proceeding. This is an essential part of the process.

The first level in the chain of command is you. Determine what you can do to solve or rectify a process. The next level is your immediate supervisor. Starting at the lowest level possible in the chain of command saves time and energy on all concerned. This is not only a professional courtesy, but also a professional requirement. The process of jumping or bypassing links in the chain hinders the solution process.

Always ask your immediate supervisor for the next level in the chain of command. If resolution or answers cannot be provided at the first and second levels, move to the third level --- the office of the superintendent.

If a resolution or answers are not possible at the superintendent's level, formal complaint and grievance procedures are adopted through the Master Agreement.

The last, or highest, level in the chain of command is the school districts' school board membership. This level in the chain of command must remain impartial as possible to the circumstances. If you take the "express route" and bypass a link in the chain of command, a professional discourtesy is done to all.

In summary, the first level is yourself; the second level is your immediate supervisor; third level is the superintendent and fourth level is the school board. Attempt to create and establish solutions and agreements at these levels.

The chain-of-command approach is difficult and cumbersome for some individuals and comfortable for others. A rule of thumb to adopt is to treat and work with co-workers, as you would want to be dealt with.

1.2 – CHURCH NIGHT

Wednesday night is designated as "church night", and is kept free of school activities. No scheduled activities after 5:30 p.m. on Wednesdays' are permitted. If emergency circumstances exist, all concerns are directed and cleared through the superintendent's office.

1.3 - CLASSROOMS

Teachers are required to post in their rooms plans for disaster drills, fire drills, classroom rules and grading scales.

1.4 - CENTRAL LOCATED PRINTERS

The High School and Elementary staff will have access to centrally located printers. Elementary teachers will use the printer located in their workroom as default and the High School teachers will use the printer located in the high school office as default. There will be a printer located in the high school teachers lounge and in the elementary office. Staff members are not to print during instructional time. All printing should be done in black, use color only if needed. Staff should not send students to pick up any teacher printing. Elementary and Secondary staff printing should be picked up as soon as you print.

1.5 - COMMITTEES

Teachers take turns on committees. Committees can either arise during the year for various reasons or be more long term in nature, such as curriculum committees.

1.6 - COMPLAINT AGAINST AN EMPLOYEE PROCEDURE

Constructive criticism of the school and its employees will be welcomed by the administration and board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the school to do their tasks more effectively.

Whenever a complaint is made directly to the board, the administration, or the staff either as a whole or as individuals, the complaining person or group will be advised to take their concern or complaint to the appropriate staff member.

The procedure for handling complaints that cannot be solved informally, regarding the performance, conduct or actions of any employee shall be handled according to the guidelines found in Board Policy File GBM-R.

1.7 - COOPERATION

Elementary and Secondary schools should be places of learning, but also they must be places where the students are allowed to explore the educational avenues the school can provide and offer, if they (students) have an interest in making an exploration. Please remember that so long as scheduling is possible, the students should not be made to choose because of a selfish wish to excel on the part of one or a few. No derogatory remarks or downgrading of any activity or subject should be used by anyone to build up any other program. Sell the program on its own merits. It is natural to believe your activity is of primary importance. Remember, everyone else considers his or her activity as something quite special.

1.8 - DISCIPLINE

Effective educators have incorporated good discipline practices in order for essential learning opportunities to occur. It is urged that you establish good discipline by means of fair practice and firm measures of discipline. Discipline should be fair and carried through when promised. The administration supports you when you discipline and assign student consequence fairly. When a student is out of control on school premises or at a co curricular activity, contact or bring the student to the office of one of the principals, or to the office of the superintendent.

1.9 - DUTIES

Teachers are encouraged to share the additional duties associated with conducting and hosting co-curricular activities. In appreciation for the time teachers donate, the Platte-Geddes School District #11-5 will issue complimentary tickets for the teacher and spouse. The complimentary ticket is honored at all home activities, excluding tournaments, district and regional events, and other special occasions. Every effort will be made to notify staff when the complimentary ticket is not honored.

2.0 - EXCURSIONS/FIELD TRIPS

A well-planned, properly chaperoned field trip, with prior background information and instruction, and a follow-up of good instruction, is a rewarding and educationally sound experience. Every teacher considering a field trip must clear with the administration the field trip prior to any announcement to students. Once cleared, with the administration, you will coordinate dates with the main office, and notify the office prior to leaving your classroom. We must know where all students are at all times. We are responsible for the welfare of the students whenever we take them on any type of school sponsored activity trips.

Prior notification to parents/guardians of a field trip is essential. The use of a parent permission slip and waivers is necessary, but does not release the educator or school from its liability for student safety. The school is ultimately responsible for the welfare of the students at all times when we take them on school sponsored activity trips.

2.1 - FUND RAISING

Any fund raising for classes, organizations or groups must be submitted to the school administration for approval. The superintendent of schools must approve any project before any plans are made for fund raising.

2.2 – GRADES

Grades are to be electronically posted by Friday or on the last day of the school week for 6th thru 12th grade.

2.3 - HOMEWORK

Homework is a valuable experience for students as it provides them with extended practice on newly acquired skills. Homework should never be instructional in nature.

2.4 – INVENTORY

You are responsible for all items on your inventory. Check your inventory at the beginning of the school term verifying the items listed. If an item is missing, inform the building principal of the loss or missing items so you are not held liable for the item. Items purchased during the summer and through the current year should be added to your inventory to bring it up to date. Price or value will be shown on all inventory items so be certain you get the exact amount of new items purchased. Prior to checking out with your administrator at the close of the school term, an updated inventory of supplies, equipment, and textbooks will be required. Completed inventories are to be submitted to your building principal. **REMEMBER YOU ARE RESPONSIBLE FOR YOUR INVENTORY!**

2.5 – INTERNET/COMPUTER USE POLICY

All staff members and students need to sign an Internet Agreement and Laptop Agreement Form. The office will make these forms available to you. Completed staff and students forms will be kept in the building principal's office.

Staff will be responsible for any damages to the computer. A fee will be assessed for any needed repairs. The fee will not exceed the replacement cost of the computer. The following fees are assessed for any broken or damaged items:

Broken Screen-cost of replacement
Damaged/Lost Cord-\$40
Stylus (if provided one)- \$50
Battery-cost of replacement
Lost or stolen laptop-cost of replacement

2.6 - KEYS AND LOSS OF KEYS

All school keys and key fobs are the sole property of the Platte-Geddes School District #11-5. These keys and key fobs are loaned to employees for use while under contract to the Platte-Geddes School District. Each employee must adhere to the following procedures:

1. All school keys and key fobs are to be surrendered to the superintendent upon termination of employment with the Platte-Geddes School District #11-5;
2. Keys are not to be duplicated in any manner.
3. We discourage staff members from loaning out their keys.
4. Employees will be held responsible for the school keys in their possession. Should keys be duplicated, loaned out, or lost, the employee may be charged with the cost of changing locks and/or keys.

2.7 - LESSON PLANS

An effective teacher plans the materials carefully they will be presenting to their class. Plan your lessons so your plans are usable to a substitute teacher, as well as to a supervisor, when the plans are called for. Plans should always be prepared at least one week in advance and submitted electronically to your building principal on Friday or the last day of the school week. Teachers are required to identify the content standards they will be covering within their lesson plans.

2.8 - LIBRARY SELECTION POLICY

The library selection policy can be reviewed by checking with the school librarian. It is imperative that the policy be followed.

2.9 - LINE OF AUTHORITY FOR THE SCHOOL YEAR

District Wide

1st – Joel Bailey, Superintendent, Colony Principal

2nd – Calvin Hunhoff, H. S. Principal

3rd – Jennifer Knecht, Elementary Principal

High School

1st – Calvin Hunhoff, H. S. Principal

2nd – Joel Bailey, Superintendent, Colony Principal

3rd – Jennifer Knecht, Elementary Principal

Elementary

1st – Jennifer Knecht, Elementary Principal

2nd – Joel Bailey, Superintendent, Colony Principal

3rd – Calvin Hunhoff, H.S. Principal

Cedar Grove Colony

1st – Joel Bailey, Superintendent, Colony Principal

2nd – Jonna Vanderboom, Teacher

Platte Colony

1st – Joel Bailey, Superintendent, Colony Principal

2nd – Kalli Oolman, Teacher

In summary, your principal is your immediate supervisor, and questions discussed and formalized should be found at this level, if possible. In the event you are not satisfied with a decision made by your immediate supervisor, you should request channels be opened for a meeting at the next level - the office of the superintendent. If we cannot resolve the situation or problem, make a request for a meeting with the school board, through the superintendent's office.

3.0 - LUNCH ROOM

The school district's lunch program is affiliated with the National School Lunch Program and must adhere to the codes and conditions of this program. Lunch served at the armory will necessitate some duties connected with such a program. Grade teachers in town are to supervise their grade students and teach good eating habits. The lunchroom should be a place of learning and enjoyment. The students should learn proper manners, learn to try new foods in small amounts, and identify what a good balanced meal should be. All teachers and school personnel are encouraged to eat in the lunchroom if they desire.

The school lunch employees depend on accurate and timely lunch counts. Please have your lunch counts and attendance completed by 8:30 AM. (K-12 Teaching Staff)

3.1 – MAILBOXES

The mailboxes in the teachers' workroom are not your official mailboxes. Your official mailbox is in the office of your principal. The mailbox is to be checked daily for announcements, notes and official documents. It is your responsibility to remove the items from your box each day. Mailboxes are not to be used for storage of personal items or collection of unwanted papers.

Every certified and classified staff member has an electronic mailbox on the school district's network. This is your official electronic mailbox. Daily reviewing of this mailbox is essential.

3.2 - PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held near the mid-term of the first and third nine-week periods. Announcement will be made as to exact dates and times. You can locate these dates on the school calendar.

3.3 - PROFESSIONAL EMPLOYEE DRESS

As professional employees, we have an obligation to dress in a professional manner, and look professional. Teachers and administrators should be setting an example for young people, and for this reason, it is important to be properly attired. Shorts, sweatpants, leggings, and yoga pants are not considered professional dress clothing, therefore should not be worn by teachers or administrators. (Teachers and administrators may choose to wear leggings and yoga pants **only if worn under** a long tunic/sweater, or dress that extends to mid-thigh or below. Coaches and PE teachers may wear shorts and sweatpants during their physical activities. **Blue jeans and T-shirts only allowed on designated days. Staff members who choose to dress unprofessionally or wear jeans on non-designated days will be subject to disciplinary action.**

3.4 - PURCHASES AND PURCHASE ORDERS

The school's business manager and superintendent of schools are the sole designee for all purchases. All items purchased for the Platte-Geddes School District #11-5 must follow proper procedures and be approved by the designated purchasing agent for the school district. Any purchases made without proper authorization are considered personal purchases and will not be paid by the school district. When seeking to purchase any or all supplies/equipment, adhere to the following procedures; 1. Contact your building level principal or direct supervisor for discussion of the purchase and verbal approval; 2. Upon approval, the building level principal/supervisor will direct you to the central office for a purchase order; 3. Complete the purchase order, sign it and return it to the building level principal/supervisor for his/her initials; 4. The building level principal/supervisor will present the purchase order to the superintendent for his/her approval; 5. Upon the approval of the superintendent, the purchase order will be sent to the business manager; 6. The business manager will review the request and determine if the funds are available to purchase the item(s). If funds are available the business manager will authorize the purchase order and place the order for the item(s). Use cost effective measures in your purchasing.

Please remember that the business manager will NOT respond to a purchase order until the initiating instructor, building level principal/supervisor, and the superintendent sign the purchase order. In addition, the Platte-Geddes School District #11-5 will NOT be held responsible for any unauthorized purchases.

3.5 – REIMBURSEMENT FOR MEALS AND MILEAGE - VOUCHERS

Any meal provided to an employee by the school district when traveling for the school district must be claimed by voucher and will be submitted through the board bills for payment to the employee who has traveled. Any meal, which is paid to someone who has not been away from home overnight, will be paid as a part of payroll and deductions will be made. For the employee who travels and is away from home overnight, travel claims with meals will be handled in the same way; however, the meal allowance provided will not have to have deductions taken from it. Employees may not receive any money for a meal, which is in advance of the travel.

The school district provides financial reimbursement if non-school district vehicle use occurs. If a school vehicle is available and the employee chooses to drive their own vehicle, they will be reimbursed at half the state mileage rate. Vouchers are also used for meals, lodging, and other pre-approved financial reimbursements. Submission of vouchers to the Business Manager is required one week after non-school district vehicle use or event completion. If meal reimbursement is for a co-curricular season, submit a voucher within one week following the conclusion of the season.

3.6-- REPORTING CHILD ABUSE (Including sexual or emotional abuse)

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or Superintendent. The principal, superintendent, or guidance counselors should immediately report this information to the state's attorney; or the department of social services; or the county sheriff; or the city police. If the principal or Superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report of abuse or neglect is a class one misdemeanor.

3.7 - SCHOOL CLOSINGS

The superintendent will use the following procedures to inform the staff and community of school closings.

1. Notification to Principals
2. School Messenger
3. Notify the following media. Television stations-KELO, KSFY, KDLT.
Radio Stations-KOOL 98 (98.3), WNAX (570), KPLO (94.5), KWYR (93.7), KGRD (92.3), KMIT (105.9)
4. Platte-Geddes website and Facebook page

3.8 - SCHOOL DAY

All teachers shall be required to be at their respective buildings by 7:45 a.m. prior to the start of school. In the event of a 10 a.m. start, teachers shall be in their respective buildings by 9:30 a.m., if conditions allow.

Teachers shall also be in their assigned duty areas ten (10) minutes prior to the start of school. Teachers may leave after the close of school at 3:58 p.m., excluding times when the teaching staff may be required to stay longer for special meetings, such as I.E.P. meetings, etc. On Fridays, days of emergency dismissal or on days preceding holidays or vacations, the teachers' day will end (15) minutes after the students have been dismissed. Staff members, except over lunch break, need to contact building administrator if they are leaving the building.

3.9 - SCHOOL Messenger

The Platte-Geddes School District will utilize the School Messenger automatic message system to inform staff of school closings, announcements, meetings, etc.

4.0 - SCHOOL NEWS

Please report newsworthy items so they can become a part of the local news. Jot down your news items and bring them to the office by Friday afternoon. Good public relations depend on the public being properly informed. Items for the Platte Enterprise & Charles Mix County News must be submitted no later than noon on Tuesday. Each teacher is encouraged to create their own web page on the Platte-Geddes School District #11-5 web site.

Newsletters: Building principals are to publish a monthly newsletter. Newsletters are to be sent home to parents during the first week of the month.

4.1 - SCHOOL VISITORS

The Platte-Geddes School District #11-5 welcome members of the community and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

All visitors must report to the superintendent's office at the high school and the elementary principal's office at the elementary to receive permission to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the principal's office for permission to remain. Visitors are required to wear a name badge. Any request to be on school property for any purpose deemed by the school principal or his assistant to be disruptive of the education process will be denied permission to remain.

4.2 - STORAGE OF EQUIPMENT

Each employee who has charge of any equipment must properly maintain and store the equipment as soon as the need for the items no longer exists. All athletic gear and equipment needed for training must be properly stored immediately after it is no longer needed. The responsibility of each head coach is to see that all paraphernalia used in their coaching be cleaned immediately at the end of the season, stored properly and put on their inventory list. If the material to be stored requires custodial assistance, it is your responsibility to enlist their help, and get the work done in an immediate fashion. If you are responsible for equipment and gear, it is to your advantage to see that the above message is heeded, in light of the direct liability you accept by doing otherwise.

4.3 - STUDENT SUPERVISION

It is the responsibility of all professional staff to see that proper supervision is given. Hallway supervision is the responsibility of all teachers. **Playground supervision is extremely important.** Playground disputes are many times the forerunner of more serious discipline problems. It is also very important as teachers you are aware of your legal responsibility for proper playground supervision. It is the responsibility of the teacher or classroom teacher aide to properly supervise the playground/recesses. Your principal will outline your assignment for playground supervision.

Teachers have an obligation to supervise all school events when they are in attendance. If a teacher is present and there is need for supervision it is your legal responsibility to take action and make corrections. . If you question what "proper supervision" means ask your immediate supervisor.

4.4- STUDENT PERMANENT FILES

Student Permanent Files are kept in the Principal's Office and are not allowed to be taken out of the office.

4.5 - SUBSTITUTE TEACHERS

If you are in need of a substitute teacher, contact your building principal. In the case that the principal cannot be reached, contact your building secretary. Please, make a concerted effort to inform the principal of your absence well in advance. Times for scheduling a sub are; during the school day, not after 9 p.m. and between 6:30-7:15 a.m. Mr. Hunhoff can be reached at (920) 660-5307 and Mrs. Knecht can be reached at 337-2646 or 680-0210 when you need to schedule a sub outside of school hours.

Substitute teachers are required to receive in-service training during each school year. The substitute teacher will be required to meet with their respective principal so that all school rules and regulations may be discussed and that there is an understanding between the principal and the substitute as to the classroom procedures to be used and the general responsibility of the substitute in completing their responsibility.

4.6 - TEACHER RESPONSIBILITY FOR STUDENTS

Teachers are responsible for the lives of our young people when they are supervising events away from home. It is a responsibility, which must not be taken lightly. When you have a group out-of-town and there is a weather change or adverse road conditions threatening the well being of our young people, it takes careful decision making on your part as to what to do. The first responsibility is to contact the building level administrator or another district administrator, if you are unsuccessful in contacting the primary administrator. Discussion and instructions will be formulated on the best procedures to follow for the safety and well fare of all concerned.

Your building level administrator requires a tentative itinerary for your trip before departing.

Keys to the school vehicles and fuel credit cards are checked-out through the central office.

When there are threatening conditions during the winter, rural schoolteachers have the responsibility of contacting

parents before allowing the children to leave the school.

4.7 - TEACHERS' WORK ROOM

A teacher's room is a convenience, and should be used with discretion. No teacher will leave a class unattended to patronize the teachers' workroom. The teachers' workroom is a place to plan, conduct informal professional discussions, and escape the traditional classroom setting. The teachers' workroom is to be kept organized clean, and presentable at all times. The teachers' workroom is not an environment to discuss students, staff, administration and community gossip.

4.8 - TITLE VI, TITLE IX AND SECTION 504 - Compliance Notice

Students, their parents, and employees of the Platte-Geddes School District #11-5 are hereby notified that this school district does not discriminate and is required by Title VI, Title IX, and Section 504 of the Rehabilitation Act not to discriminate on the basis of race, color, national origin, sex or handicap in its educational activities and employment practices.

The Superintendent has been designated by the Platte-Geddes School District #11-5 to coordinate the school district's efforts to comply with Title VI and Section 504, and any persons having inquiries concerning the school's compliance, is directed to contact the Superintendent, Platte-Geddes School District #11-5, Platte, SD 57369, Telephone number 337-3391.

4.9 - TOBACCO FREE SCHOOL

All Platte-Geddes School District #11-5 buildings and properties are tobacco free. The school district is a Tobacco Free Institution as of July 1, 1992, in the interest of students and employee health.

5.0 - USE OF SCHOOL FACILITIES OR TRANSPORTATION

When requesting the use of school transportation or school facilities each person or organization is responsible to check the master calendar for availability of the event in relation to day and time requested. The master calendar for use of school facilities is located in the high school principal's office and the master calendar for use of school transportation is in the superintendent's office. If a facility use is requested appropriate forms may be secured in the central office. Once the event is approved it will be scheduled on the master calendar. It is appropriate to verify the event for transportation or facility use with your building level administrator.

Facilities that are used after school hours should be properly supervised. Advisors are to be responsible for turning out lights and locking doors. Advisors and coaches are to be the last ones out of the building, when in charge of students. You are responsible for injuries or damage if you allow students to be in the building without supervision.

5.1 - USE OF SCHOOL TRANSPORTATION

The Platte-Geddes School District #11-5 policy on school district vehicle transportation permits passenger occupancy to the specified vehicle load limit or passenger load restrictions. The suburban capacity is 8 passengers, 7 passengers for the mini-van, and 12 passengers for the white van. If other vehicles are used in the student transportation, check the listed passenger load. If you are uncertain of the passenger limitation check the number of seat belts or check with your immediate supervisor. The new seatbelt law is effective July 1, 2001. Seat belt usage is required of driver and passengers for those between the ages of 0 and 17. Failure to have those between the ages listed not in a restraint system, seat belt, is a primary offense. The driver can be stopped solely for this purpose and fined. If you as the driver are stopped and ticketed, the fine is the driver's responsibility. There is a log book, located in all the vehicles. Please fill this book out when traveling in the school vehicle. **Report any damages, problems, malfunctions of the vehicles to administration as soon as you can.**

The individual or group using the school vehicles are responsible for removing all garbage and personal belongings, once you've returned home.

5.2 - VISUAL AIDS/COMPUTER INSTRUCTION

Teachers are encouraged and prompted to incorporate technological mediums of instruction and learning, when appropriate, to foster learning.

5.3 - REPORTING OF ACCIDENTS

If you, a student or co-curricular participant are unfortunate enough to have an accident or injury at school or during an activity, it is important to file an accident report as soon as possible with your immediate supervisor. Each office has the necessary forms for completion. Be detailed and complete as possible in completion of the form. Use extreme caution and care in treating injuries where body fluids are present and possess the ability for transmission of infectious diseases.

APPENDIX A

KEYS AND LOSS OF KEYS

All school keys and key fobs are the sole property of the Platte-Geddes School District #11-5. These keys and key fobs are loaned to employees for use while under contract to the Platte-Geddes School District #11-5. Each employee must adhere to the following procedures:

1. All school keys and key fobs are to be surrendered to the superintendent upon termination of employment with the Platte-Geddes School District #11-5.
2. No keys are to be duplicated in any manner.
3. We discourage staff members from loaning out their keys.
4. Employees will be held responsible for the school keys in their possession. Should keys be duplicated, loaned out, or lost, the employee will be charged the cost of changing locks and/or keys.

EMPLOYEE

DATE

KEYS CHECKED OUT:

APPENDIX B

**END OF THE YEAR
TEACHER CHECKOUT SHEET**

BUILDING PRINCIPALS INITIALS

1. Inventory for athletics and academics completed and submitted _____
2. Requisitions and purchase orders completed _____
3. Textbooks, materials and equipment stored _____
4. Classroom ready for summer cleaning _____
5. Activities Book completed – (Activities Directors) _____
6. Summer maintenance and repair requests submitted _____
7. Computer maintenance and repair request submitted _____
8. Grades verified and filed _____
9. Staff leaving system – turn in keys _____
10. Dates for Calendar of Events submitted _____
11. Yearly updates on curriculum maps all areas _____
12. Permanent files complete _____
13. Athletic equipment/uniforms stored _____
14. Semester Tests/answer key turn in _____
15. Computers secured/covered _____

All items must be initialed before officially checking out for the summer. Items must be checked out before next pay period or checks will be held until check out sheet is approved.

DUE ON OR BEFORE - MAY 29, 2023

APPENDIX C

CALENDAR OF EVENTS FOR 2022-2023 SCHOOL YEAR

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If you would like a paper copy of the Platte-Geddes Staff Handbook please contact the administrative office or an on-line version can be found on our school website www.platte-geddes.k12.sd.us.

Please sign and return this form to the administrative office. I have read the Platte-Geddes Staff Handbook.

Employee Signature

Date

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