

**NELIGH-OAKDALE PUBLIC SCHOOLS**

**TEACHER HANDBOOK  
2022-2023**

**“THE WARRIOR WAY”  
RESPECTFUL, RESPONSIBLE, POSITIVE**

**Neligh-Oakdale Public Schools  
600 J Street  
Neligh, Nebraska 68756  
402-887-4166  
402-887-5322 (Fax)**

Annual Notice of Non-Discrimination Public Notice  
Neligh-Oakdale High School

Students, their families and potential employees of the Neligh-Oakdale High School are hereby notified that the Neligh-Oakdale High School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, skin color, hair texture, protective hair styles or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations, Any persons having inquiries concerning Neligh-Oakdale High School compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Ron Beacom, Superintendent/PK-2 Principal  
600 J Street, Neligh, NE 68756  
402-887-4166  
rbeacom@nowarriors.org

Neligh-Oakdale High School offers the following career and technical education programs for all students regardless of race, color, national origin, age, religion, marital status, including those with limited English proficiency, sex or disability. Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Ben Dempsey, 3-12 Principal  
402-887-4166  
bdempsey@nowarriors.org

**EMPLOYEE ETHICS AND CONDUCT**

**Employee Ethics**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials all employees of this district are expected to maintain high standards in their school relationships. These standards include the following:

1. The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work and specialization.
3. The transaction of all school business with the properly designated authorities of the school system.
4. The establishment of friendly and intelligent cooperation between the community and the school system.
5. The placement of the welfare of children as the first concern of the school district, thus endorsing the position that "all hiring and promotion must be based solely on characteristics of merit".
6. Restraint from using school contacts and privileges to promote partisan politics, sectarian and religious use, or selfish positions of any kind.
7. Directing any criticism toward other staff members or of any other department of the school district toward the improvement of the school system. Such constructive criticism is to be made directly to the

school administrator who has the administrative responsibility for approving the situation and then to the superintendent as appropriate.

8. The proper use and protection of all school properties, equipment and materials. The acceptance of a position in this district will be regarded as a contract and a pledge to follow all the directions and regulations of the Board, Superintendent, and appropriate supervisor. When any willful neglect of such rules shall be manifested by any staff member it shall be considered sufficient cause to declare that position vacant and recommendation of termination to the Board.

### **Employee Conduct**

Responsibility for acceptable conduct and dress will rest primarily with the employee.

However, in extreme cases the administrative superior may require acceptable conduct and/or dress on the part of the employee.

The Board expects teachers to enforce a standard of personal conduct in the school buildings and at school related functions shall be above reproach and which shall contribute to a high level of morale in the school and a wholesome school reputation.

Employees of this district are expected to be neatly attired and groomed while discharging their responsibilities to the district. Grooming and attire shall not affront community tastes and standards.

Staffs conduct away from the school scene, if it affects by reputation, the effectiveness of the employee to relate to parents or students may be cause for appropriate disciplinary action.

## **JOB DESCRIPTION**

### **Teacher Responsibilities**

1. Take and record attendance in class.
2. Assign and record grades on the basis of progress toward course objectives.
3. Supervise and attend to student misbehavior when it occurs in the teacher's presence in the hallways, cafeterias, washrooms, or grounds (This includes activities off campus).
4. Care and be responsible for the security of instructional equipment.
5. Teach toward the established agreed-upon objectives of the course assigned, (course objectives should be written; materials list's, published when necessary)
6. Meet and hold classes for the duration of the assigned time.
7. Respond to legitimate concerns of students and parents about student progress.
8. Furnish data for enrollments, class sizes, and other administrative information.
9. Serve on welfare and planning committees as assigned by administration.
10. Participate in faculty deliberations and decision making on general school policies.
11. Meet with students, parents, and administrators on advisory committees.
12. Attend and supervise extracurricular activities as directed by building administration.
13. Assist in development of course objectives and goals (That are aligned with State Standards established by NDE).
14. Assist in establishing criteria for selection of textbooks and other instructional materials.
15. Participate in selection of textbooks and other teaching materials and equipment.
16. Assist in development of criteria and instruments of course (curriculum) evaluation.
17. Adaptation of curriculum materials and course objectives to agreed-upon program priorities and to the needs of students assigned.
18. Assist with coordination of the teacher's subject area with other programs in the school.

19. Articulate goals, content, and material with programs in elementary schools and colleges.
20. Participate in curriculum planning.
21. Prepare data for the annual budget proposal.
22. Prepare purchase orders; record purchases; receive supplies and equipment
23. Report damage, loss, theft, or depreciation of equipment, furniture, or fixtures.
24. Accept all students assigned within contract limits, and work with individual students who need assistance.
25. Supervise open labs, classrooms, activity areas, study halls, and resource centers.
26. Serve on committees to plan professional leaves, field trips, special programs, large group presentations.
27. Screen and select students for departmental awards, honor societies, scholarships.
28. Conduct studies and research, prepare data, and complete reports for accrediting associations, state departments of education, federal agencies, and of course, for the local district.
29. Prepare course descriptions or other data needed to communicate the nature of program offerings for student registration.
30. Respond to administrative requests for information or opinions.
31. Keep **fair**, reasonable, and **consistent** discipline in the classroom.
32. Attend departmental and all-school faculty meetings.

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

**Become familiar with student handbooks and consistently apply all policies outlined in handbook.**

## **GENERAL REGULATIONS**

### **ABSENTEE REPORTS**

Elementary teachers shall keep accurate attendance records and report absent students to the office.

Secondary teachers will take roll at the beginning of every period. Absentees should be sent to the office using the computer software the first 15 minutes the period.

### **ACCIDENTS**

In case a student is injured in an accident while on the playground or in any activity for which you are responsible, make a report to the office.

If you are qualified to administer first aid, do so. However, if you are not, seek assistance from the office.

### **ACTIVITY ACCOUNTS**

All purchases must have purchase order approved by administration.

### **ACTIVITY MONEY**

**ALL** money received through activities (class or extra-curricular) must be turned in to the high school secretary for deposit. However, they are not the treasurer for your class or organization. YOU keep track of who has paid and who hasn't paid. Do not turn in money one person at a time. All money-making projects are to be cleared by the principal **before** such projects are approved. That way they do not all happen at the same time.

Money should NEVER BE LEFT UNATTENDED IN THE SCHOOL BUILDING. If money is left in the school building and it is stolen, it should be the sole responsibility of the person leaving the money there. A person who leaves money in the school is negligent in the performance of his/her duty and can be lawfully removed from his/her job.

Teachers collecting money in school are to turn this money in to the principal's office before 3:30 each day. If you have it totaled before you turn it in it is very beneficial to a busy secretary. Instruct your treasurers to have it counted also. Please do not hold checks for three or four months. Sponsors are to collect the Secretary-Treasurer's books before they sign clearance sheets so they can be used again the following year.

## **ACTIVITIES LIST**

Teachers are asked to prepare a list of students who will be absent for a school activity and give a copy to the office. If the size of the group is 12 or less, the sponsor will provide the students with an advanced makeup slip. If the group is larger than 12, the sponsor will put a list of students absent in each teacher's mailbox.

## **ACTIVITY SCHEDULING POLICY**

It shall be the policy of the Board of Education that no scheduled school activities shall be held on Wednesday night. All activities and practices shall be over by 6:00 p.m. on Wednesday evening. Under rare and unusual circumstances, exceptions to this rule may be made at the discretion of the administration.

Sunday practices shall not be mandatory, and it shall be voluntary on the part of the individual student. If necessary to be held, they should be held between the hours of 12:00 and 6:00 p.m. (The Board of Education passed this policy at a special meeting on August 3, 1981.)

## **ADMINISTRATIVE SUPERVISION**

The principal will make visits to your classroom for observation and evaluation purposes. Some of these visits will be announced and some will not. Generally, all visits for evaluation purposes will be arranged in advance. Your evaluation as a teacher will be based on formal and informal observations, comments from students and parents, cooperation with other teachers and administrators in relation to the total school program, and other factors that will be discussed in the post-evaluation conference.

## **ADMISSION TO ACTIVITIES**

Faculty and staff members will be issued a courtesy pass for all home school events. Faculty passes are good for faculty members and family.

## **ATTENDANCE AT SCHOOL ACTIVITIES**

All teachers are encouraged to attend and participate in as many school activities as possible.

Attendance is mandatory at activities and functions where you are the sponsor of the group having the activity, or where you have been assigned a job by the administration.

All staff receiving conference passes are required to work 4 events in order to receive their pass.

## **BUILDING SECURITY - AFTER NORMAL HOURS**

You, as teachers and sponsors of organizations, are responsible for the security of the school buildings whenever you use them. The following rules of security will be followed at all times when groups you are sponsoring are using the building.

1. At no time will students be admitted into the building unless a faculty member or parent is present.
2. If your group is going to use a part of the building, notify them in advance as to the location of the meeting.
3. Be on time to your meeting, to avoid student congestion.
4. Allow only those students in the building that are in your group.

5. Confine the activities of your group to one location, and insure that all are doing what they are supposed to be doing. For example: if you are to have play practice, there will be no basketball playing, etc.
6. Allow no wandering about the building, in the halls, or loitering in the rest rooms.
7. When your meeting is over, disperse the group immediately. Check the building (including rest rooms) to ensure that all students have left the building.
8. Shut off ALL inside lights.
9. Make sure that all outside doors are locked.
10. Report any disciplinary problems or unusual incidents to the principal the next school day.

## **BULLETIN BOARDS**

The bulletin boards in the hallways and the teacher's workroom are for announcements that have been cleared through the administration. If you have anything you want posted, please clear it with the principal. All teachers are encouraged to make use of the bulletin boards in their classrooms for posting announcements and displaying student's work. Bulletin board materials should be checked out by the teacher--not the student. **THIS NOW INCLUDES SOCIAL MEDIA POSTS.**

## **BUS/VAN TRIPS, BEHAVIOR, SPONSOR'S RESPONSIBILITY**

The bus/van driver shall see that the following rules are obeyed:

1. Passengers shall be seated at all times except when getting on or off the bus/van.
2. Passengers shall not extend arms or head out of bus/van windows at any time.
3. Passengers shall be expected to keep their conversation in an appropriate language and all conduct is to be that which is expected in a classroom.
4. Passengers shall throw no waste paper or other rubbish from any of the windows of the bus/van or onto the floor.
5. Passengers shall obey all instructions of the bus/van driver.

On an activity trip there will be a sponsor on each bus. It will be the duty of the sponsor to ensure that all of the above rules are carried out.

## **CHAIN OF COMMAND**

First of all, never go directly to a member of the Board of Education with a problem or a request. This rule is not to be violated, even though you may be a personal friend of some of the board members. It is the opinion of the administration that this procedure constitutes insubordination and can only result in a breakdown of good school systems. Any incidents of this type of insubordination will be noted in the employees' record and will be taken into consideration when recommendations for renewal of contracts are due.

The proper chain of command, which the administration expects all employees to honor is as follows:

1. Faculty Member
2. Head of Department (if applicable) or Activities Director (if applicable) or Head Teacher (if applicable)
3. Principal
4. Superintendent

The superintendent will take the problem or request to the Board of Education if he feels he cannot solve the problem or grant the request.

## **CLASS MEETINGS**

Class meetings will always be held only upon approval from the office. The first meeting will be held in August for the purpose of electing class officers. Names of all elected officers are to be turned in at the office immediately.

## **CLASSROOM EXPECTATIONS**

Each teacher will develop by the end of the first week of school a list of classroom expectations by which the students are governed. The principal should be made aware of these expectations. Teachers will read the expectations to the students at the time of posting.

## **COMMUNITY RELATIONS**

All teachers are encouraged to become active in the various community organizations and activities. Your participation in these organizations and activities can be effective tools in upgrading the image and position of the teachers in our community. YOU have a lot to offer to an organization.

## **COMPLAINT PROCEDURE**

Definition of a complaint: A complaint is a dissatisfaction of an action or decision, or an alleged misinterpretation of school policy.

### **Procedure:**

1. The teacher may take his complaint to the building principal.
2. If the results are unsatisfactory then the complaint may be taken up with the superintendent.
3. If the results are still not satisfactory then the complaint must be put in writing and be presented to the board of education. The board will then decide whether they wish to hear the complaint. If they do wish to hear it their decision is final. If they do not wish to hear it then the superintendent's decision is final.
4. No complaint or grievance may be taken to any individual board member, but must follow the adopted procedure.
5. Any complaint or grievance that is taken to a board member by any teacher or their spouse will be considered a violation of teacher ethics (Insubordination).

## **CONFIDENTIALITY**

All teachers are expected to respect the privacy of students (FERPA), certified staff and non-certified staff. Staff members will be held personally responsible for releasing confidential information to unauthorized individuals.

## **CUMULATIVE RECORDS**

**ELEMENTARY:** Each elementary teacher will have the cumulative records of her/his students in a file. These are to be kept in the class room. Keep the cumulative records up to date. Results of aptitude, achievement and IQ tests will be placed in the records by the guidance counselor. Other pertinent information is to be placed in the records by the teachers.

**SECONDARY:** Cumulative records of secondary students are kept in the guidance office. Again, results of standardized tests, etc., will be recorded by the guidance counselor. The guidance counselor will also record grades in the permanent records. Faculty members may have access to these records, when it is warranted.

Please remember that the information in the cumulative records is confidential and should not be discussed with persons not associated with the school.

## **DAILY BULLETIN**

All daily bulletin items should be placed on the Google Doc 9:00 a.m. The daily bulletin will be read by the teachers at the beginning of 3<sup>rd</sup> period. Please have all students quiet so they can hear the bulletin. The announcements will be recorded on a Google Doc which is available for the entire day. There is a separate daily bulletin containing information for teachers only, do not post these in your classroom.

If you desire to have anything printed in the daily bulletin, please have it in the office by 8:00 a.m.

## **DISCIPLINARY PROBLEMS**

Teachers are urged to handle their own disciplinary problems as far as possible. In the event this does not remedy the situation, the principal will assist the teacher. Only in extreme cases or when the principal and the teacher have exhausted their resources, should the matter be taken up with the superintendent.

You must be in command of the students at all times. Do not allow students to take advantage of you at any time.

Insist that all students address you and other teachers as Miss, Mrs., or Mr. Referring to teachers by their first name or by their last name, without the title of respect is forbidden. Do not allow students to be flippant or disrespectful to you or anyone else.

Never allow a student to talk back to you, threaten you, or disobey you. If this occurs at any time, refer the student to the principal. All threats will be dealt with by the administration.

It is the responsibility of all teachers observing incidents of misbehavior to report the incidents to the principal. All teachers have equal authority and responsibility in the school areas outside the classroom. An elementary teacher has authority over high school students and high school teachers have authority over elementary students. Exercise this authority whenever the situation calls for it.

Exert your authority on the first day of school. The students will be trying each of you out to see how far they can go. Let them know immediately. A teacher can never become strong after a weak beginning. We need to document issues in the classroom when dealing with discipline and student conferences and this information needs to be shared with the building Principal.

## **DISCIPLINE**

### **Steps for the Classroom Teacher to take BEFORE Calling on the OFFICE**

1. Get acquainted with the student. Try to learn the "why" of his/her behavior. Help him/her to see future consequences. Be certain he/she understands rules and why we have them. Do this repeatedly, judiciously, with individuals and class.
2. Show student he is a person to you.
3. Work out remedial measures to be tried.
4. Expect desirable reactions and give the student many opportunities to experience self-satisfaction and group approval.
5. Communicate with parents about troubles (as well as progress) through notes. Let parents help. Most of them are genuinely interested in the welfare of their youngsters.
6. Avail yourself of all possible sources of help and information--principal, counselor, previous teachers, parents. The guidance counselor, especially, can often help in preventing minor problems from becoming major ones. Be pro-active instead of reactive.
7. Students deserve more than one chance, especially if you suspect underlying causes. You may be called on for much patience, understanding and sympathy. Don't tackle too much at one time. Work on smoothing the rough edges first.
8. Parent conferences. These may be arranged through the guidance office.
9. If student disturbs class and wastes time, isolate him until you have a chance to talk to him privately.
10. Take away privileges. Again, make sure that this is a logical consequence rather than a vengeful act.
11. Keep after school and communicate with the parents.
12. When all techniques have been exhausted (and you are too!), send another student to the office for help. Only on rare occasions should you ever leave your classroom unsupervised.
13. Some first offenses are so serious that the office must be called in to help at once. In such cases, swift and decisive action is important.
14. You may need a place to leave the student for a while. The office can help here. Send work with the



student. Call the office explaining any action you wish taken. Too great of a readiness to send students to the office, however, has a number of disadvantages:

- a. Students become immune to it and provoke it to escape from boredom, hard work or revealing lack of preparation.
- b. It indicates to students a teacher's weakness and, in a sense, gives them a feeling of power over the teacher.
- c. Principal may become convinced that teacher is weak or irritable.
- d. Principal may become immune to it and let the youngster just sit it out.

#### **VALID REASONS FOR BRINGING STUDENTS TO THE OFFICE**

1. When class cannot continue until the student is removed. Do not remove a pupil from class, as a discipline case, for not having class assignments completed.
2. For an incident that cannot be discussed in the presence of the class but needs immediate attention.
3. Continued willful disobedience, impudence, fighting, disobeying school rules, stealing, and socially unacceptable language or behavior.

All students brought to the office are to report to the principal.

#### **DRESS AND APPEARANCE**

Teachers are judged by students and the community to a certain extent on their appearance. A well-dressed, neat appearing teacher will command more respect from the student than a poorly-dressed, sloppy looking individual. You're a professional--try to look like one.

#### **ELEMENTARY DAILY PROGRAMS**

Use a temporary schedule at first. When you have decided upon a permanent schedule, turn in a copy to the office. This should be done by the end of the second week of school. This schedule does not have to be adhered to rigidly.

#### **FACILITIES/EQUIPMENT**

Employees must have administrative approval prior to use any school facility or equipment for personal use. Once approval is given, you are responsible. Areas of concern are the gym, wood shop, voc ag shop, weight room, computer labs, technology rooms, general classrooms, ect.

#### **FACULTY MEETINGS**

The principal will call staff meetings.

#### **FIELD TRIPS, ELEMENTARY**

Permission of the elementary principal and arrangement for buses must be obtained in advance. All field trips must be approved in advance by the administration.

#### **FIELD TRIPS, SECONDARY**

The number of in-town field trips for high school classes is not limited, but prior approval from the principal must be obtained. One out-of-town field trip per class will be allowed. Travel arrangements must be made with the activity's director.

## **GRADE SCALE**

The following grade scale will be used in grades 3-12 with the exceptions noted below:

- A - 93-100 percent
- B - 85-92 percent
- C - 78-84 percent
- D - 70-77 percent
- F - 69 percent and below (failure)

Numerical (percentage) grades will be entered on report cards and permanent records.

Kindergarten through second grades will be recorded as:

- G - Good Performance
- S - Satisfactory Performance
- P - Poor Performance

## **GRADING**

Grades in Powerschool must be complete in order to justify them to students, parents, and administration. It is recommended that your Powerschool grades follow the same grading system as that used on the report cards and permanent records.

## **GRIEVANCE PROCEDURE**

Definition of a grievance: A grievance is a violation of a teachers contract or negotiation agreement.

Procedure:

1. The teacher must contact his/her immediate superior and put his/her grievance in writing.
2. If the results are unsatisfactory then the grievance may be taken to the superintendent for action.
3. If the results are still unsatisfactory then the grievance may be taken to the PR&R Committee of the Neligh-Oakdale Teachers Association.
4. Then the PR&R Committee may act and take it to the building principal and the superintendent.
5. Then if the results are still unsatisfactory the PR&R Committee may take it up with the board of education, whose decision will be final, subject to review by the District Court.

## **HOUSEKEEPING**

All teachers will keep their rooms in a neat condition. This is especially important when more than one teacher must use a room. Make sure that desks are in order, books shelved, and paper is picked up at the end of each class period.

## **INCOMPLETE WORK**

It is the responsibility of the teacher to remind a student of incomplete work in the event of a long-term absence. In order for a student to receive credit for a nine-week incomplete, two weeks are allowed in which to make up the work. The grade becomes a failure if not taken care of within this time. A student is allowed nine weeks to make up a semester incomplete grade.

## **INITIATIONS--HAZING**

Teachers will not allow any class or organization initiation to take place in the school building or on the school grounds. Also, any information regarding initiations elsewhere is to be reported to the office.

## **INSURANCE**

See negotiations agreement.

## **KEY CHECK OUT**

All employees are to check out keys through the office. A record will be kept of the key checked out, the date it was checked out and the date it is returned.

Under no circumstances will a key be given to a student or a person not employed by the school.

Take special precautions not to lose your school keys. However, in the event a school key is lost, notify the office immediately.

## **LEAVE (SICKNESS, PERSONAL, AND EMERGENCY)**

See negotiated agreement

## **LEAVE, UNAUTHORIZED**

Unauthorized leave is a violation of a teacher contract and the teacher shall not be paid for the time missed. This represents 1/185 of their salary. This is also grounds for dismissal.

There will be occasions when leave is necessary or desirable and it does not meet any of the leave policies. The administration reserves the right to act upon these at their own discretion. They may or may not require a deduction from salary or require pay for a substitute teacher for the day missed. (1/185 of their annual salary)

## **LEAVING THE BUILDING**

Staff members are not to leave the building during the school day without first obtaining permission from the Principal or Superintendent.

## **LESSON PLANS**

Lesson plans need to be uploaded on Planbook by Monday morning, for classes that will be taught that week.

The purpose of lesson plans is two-fold: to give you a workable plan before you go to class; and to provide information for a substitute if one is needed. It also helps me in knowing what is taking place in your class.

The plans should contain a statement of aims, objectives, standards being addresses, and area being covered.

## **LIBRARY**

The library will be open when Mrs. Evans is in the building.

## **MAIL BOXES**

Teacher's mailboxes are located in the appropriate offices. These should be checked daily for messages and **cleaned out each day as they are not lockers.**

## **ORGANIZATION MEETINGS**

Meetings of organizations will be held after school hours or upon approval from the office.

## **PASSING OF CLASSES**

It will help eliminate hall problems if you will stand at the door and observe student behavior during class breaks. Insist on orderly procedure. All teachers have the responsibility of hall supervision during class changes.

## **PARKING, FACULTY**

The parking area west of the school grounds is reserved for faculty and visitor parking. Do not park in the student parking area or behind the building. Staff may also park in the east parking lot.

## **PARENT VISITS**

Teachers should be aware that some visitations by parents are helpful, while others could lead to a deteriorating situation.

If you notice that a parent is unusually irate or surly, insist that the principal or superintendent be called in to attend the meeting.

Teachers are not expected to entertain irate parents in their homes. If parents call at your home to discuss a school problem, tell them politely that it is a school problem, and should be taken up at school.

## **PAY**

Paychecks will be paid on the 20<sup>th</sup> of every month. Activities will be paid in twelve equal payments.

## **PERMANENT RECORDS**

A teacher has the right to examine his/her file in the presence of the administration with the exception of those letters of recommendation that have been solicited. Teachers have the right to file a written response to be included in their file if they so request.

## **PLAYGROUND SUPERVISION**

Elementary teachers are required to honor all recess periods and to be present with their groups on the playground. During the lunch hour, a system of rotation is permissible, if compatible to all teachers involved.

## **PUBLICITY**

Teachers in charge of organizations will be responsible for getting news to the school office. The news should be about your room, club or organization which can be used in the Local Newspaper. Please have your items in by 9:00 a.m., on Monday.

## **REPORT CARDS**

Report cards will be issued every nine weeks in grades K through 12. Report card days are indicated on the Calendar of Events.

## **SPONSORING STUDENT PROJECTS**

Teachers sponsoring students on special school programs or projects after school hours are to use the school for the meeting place, rather than private homes or other locations. The rules are:

1. Clear the building by 10:00 p.m.
2. Admit only those students involved.
3. Use a minimum of lights.
4. Notify the office prior to your meeting.

## **SPONSORING OUT OF TOWN ACTIVITIES AND EVENTS**

High school students participating in school sponsored activities out of town will ride in the school buses or in cars driven by adults who are approved by the administration prior to the trip.

Sponsors are to make sure that all students involved are assigned to a specific vehicle before the trip begins. Students will return to Neligh in the same vehicle in which they were assigned unless the sponsor is personally notified by a parent before or at the event that their own child is going home with his/her parents.

Adults, other than the student's parents, may not make this request.

## **SUNSHINE FUND**

Ten dollars is collected by the secondary principal's office for flowers for hospitalizations and funerals of the employee's immediate family.

## **TEACHERS' HOURS**

Teachers' hours are set by the Board of Education. This year teachers are to be in their rooms no later than 7:45 a.m. and will remain until 4:00 p.m. Deviation from this rule will be permitted only upon approval of the Administration.

On Fridays and days before vacations, teachers may leave after all students have cleared the building. Teachers may leave early on activity nights if they have an assigned job to perform, such as selling tickets, etc.

## **TEACHERS CERTIFICATES**

Every teacher new to Neligh-Oakdale Public Schools, and every other teacher who has been issued a new teaching certificate, must register their teaching certificate with the Superintendent of Schools.

## **TEACHING SUPPLIES, (REQUISITION)**

Teachers who need supplies are to requisition them through the office. Most ordering supplies are kept on hand and you may pick them up the same day they are requisitioned. Purchase orders must be used for all purchases. Supplies not normally kept on hand will have to be ordered. This will be done through the office also.

## **TELEPHONE**

All teachers will be given a three-digit code for long distance calls. All personal calls must be paid for in the office.

## **TELEPHONE, USE BY STUDENTS**

Students will not be called from class to answer the telephone except in cases of emergency. Likewise, do not permit students to leave class to use the telephone except when an emergency is indicated. Students should not be allowed to use the telephones and/or Cell Phones/Smart Watches in the classrooms.

The office staff will deliver telephone messages to students near the end of a class period.

## **TRANSCRIPTS OF COLLEGE GRADES**

All teachers must present a copy of their transcript of college grades to the office. This is necessary due to a requirement of the State Department of Education which states that such a transcript must be on file in the office of the superintendent. If you have an extra copy of your transcript, please present it as soon as possible. If you have only an original, bring this to the office and photocopy will be made of it. We will

keep the copy and you may keep the original. Upon termination of employment with the Neligh-Oakdale Public Schools your transcript will be returned upon request.

### **USE OF SCHOOL VEHICLES**

The school car/van is to be used whenever possible. When two teachers request it for the same day or night the decision will be based on distance traveled. Mileage will not be allowed if the school vehicle is available or arrangement has not been made with the superintendent ahead of time. All district vehicles shall remain clean at all times and will be the responsibility of the last person to use it to maintain the neatness of the vehicle.

### **VALUABLES**

Sorry, the district does not have insurance for your personal effects at school, therefore, we suggest that you take proper care of these items.

No school property is ever to be taken out of any classroom or loaned to any person or organization without administrative approval.

### **VISITORS**

Make visitors welcome. Furnish the visitors with a chair and a book the class may be reciting from. The teacher should carry on as though no one had entered the room. Greet your visitor after discussion, or make it a part of your class remarks in informing the visitor as to what the class is doing.

Never dismiss a student to go with strangers. Any person wishing dismissal of a student must first gain permission from the office.

Board policy does not allow salesmen or solicitors to converse with teachers while on duty. In the event a salesman visits you, inform him that he must first report to the superintendent.

### **Employee Use of Cell Phones or Other Signaling Devices**

Staff, both professional and service personnel, may bring personal cell phones or electronic signaling devices to work; however, these devices are not to be in view or turned on at any time when the individual is engaged in the supervision of students or doing the work of a normal employment day.

Devices may be used on school property before the beginning of the work day, at the end of the work day, during duty-free planning or duty-free lunch.

Misuse of cell phones or electronic signaling devices will result in the employee being disciplined for neglect of duty.

Any bus operator who determines it necessary to make a telephone communication while driving shall pull into a safe spot and stop prior to making the call. Bus operators are not to make or take telephone calls with the bus is in motion. Personal calls are not permitted. No hands-free devices may be used. All calls made or received are to be related to the operation of the bus, supervision of students, or concerning a route. Drivers are considered to be supervising students when actually engaged in driving.

This policy does not prohibit normal business use by individuals who have been assigned a cell phone or electronic signaling device by the Board of Education for work purposes. Employees, other than bus operators are cautioned against taking or making telephone calls while driving. Bus operators are not to take or make telephone calls while the bus is in motion for any reason.

This policy does not prohibit any device that is used for medical purposes and is worn by an employee because of a condition that requires its use. The employee must have on file with his/her immediate supervisor a signed statement from a licensed physician (MD, DO) prescribing its use.

### **FIRE DRILLS**

According to law, a fire drill must be held in each school once a month. Regular fire drills will be held. The first one will be announced to the staff - the remaining ones will not.

On the first full day of classes instruct your students as to the proper method and route of leaving the building. After the first drill there will be no advance warning.

In the event of fire drills, all personnel (employees, teachers, and students) will leave the building immediately. Do NOT stop to get coats or valuables. **TAKE Fire Drill green Folder.**

Each person will proceed away from the building until he or she is 75 feet from the building.

### **ALL EMPLOYEES WILL TAKE PART IN FIRE DRILLS AND WILL LEAVE THE BUILDING.**

The teacher is usually the last to leave the room. Shut the windows and close the doors. If any exit is blocked, the first one to reach that exit shall hold up both hands. That is the signal to use another exit.

Check roll after you are outside with your group and make sure that all students are quiet and well-behaved. It is wise to take your grade book with you for this purpose. Keep everything in your sub-folder.

### **FIRE SIGNAL**

The fire signal, indicating a fire or a fire drill, is a constant ringing of the fire bell.

### **FIRE DRILL RETURN**

All students will return to their rooms when given an all clear signal.

### **TORNADO DRILL PROCEDURES**

When the tornado siren sounds, students are to follow the instructions of the teacher in charge and proceed to the proper area as quickly as possible. A bell system will be used to warn teachers of a tornado warning (school bell will ring several times at short intervals). At the elementary building the principal or their designee will ring a hand school bell to alert the teachers and students. The strictest type of discipline if necessary. There should be no talking, laughing, or confusion. Remember, a tornado drill is for your safety.

#### **Procedures to follow:**

1. Stay with your class and keep order.
2. **Students are to take positions in the east-west corridors, basement or tunnels. Rescue personnel will begin looking for us in that hallway.**
3. All students are to take a sitting position and protect their heads.
4. Make sure not to position yourself where you may be hit by flying glass.

#### **Places to avoid:**

1. LOBBY
2. NEW GYM
3. OLD GYM
4. AG SHOP
5. BAND ROOM
6. INDUSTRIAL ARTS SHOP
7. NORTH-SOUTH CORRIDORS