

Faculty Handbook



Diller-Odell Public Schools

**Empowering the Griffin Community to achieve
life-long success in the world.**

HANDBOOK PURPOSE

The purpose of this handbook is to make staff members familiar with some of the many routine details necessary to help our school operate effectively and efficiently. In addition, this handbook can function as a handy resource when you have a question about policies and operations of the school day. The material in this handbook is designed to make your work more enjoyable and to improve the daily school routine. It is not designed to cover all situations that may occur during a school year. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between Diller-Odell Public Schools and the Diller-Odell Education Association, and the policies and regulations of the Board of Education.

We are in the business of education, to provide the best possible education for the youth of our community. This goal can be accomplished when each of us accepts our share of the responsibility. The efficient operation of our school program rests on the daily performance of a united staff and family. This handbook is designed to help us achieve this goal.

CAUGHT BEING GOOD/STUDENT OF THE MONTH – Elem building

In an effort to reward students for positive behaviors throughout the school year, the principal will award both Caught Being Good and Student of the Month awards. Caught Being Good will be awarded weekly to four students based on good deeds that elementary staff see throughout the week. Any faculty member can nominate a student for Caught Being Good. Student of the Month is an award that is given to an outstanding student during each month of school. Teachers will nominate one student from their class once a month for the award.

CLASS VISITS

Admin plan to visit your class often. Admin enjoy it and it is part of the responsibility of an educational leader. The principal will work to familiarize themselves with the students, the curriculum, and your teaching skills, not to degrade and be critical. The admin team wants to help you. Please feel free to invite the admin into your room for activities. If the admin can be of assistance to you in presenting a lesson or as an extra pair of hands don't hesitate to ask.

DAILY ANNOUNCEMENTS

At the high school, students will conduct announcements once a day at a designated time by reading over the project wisdom saying and reciting the pledge of allegiance. At the elementary school, announcements will be given at approximately 8:30 a.m. We also encourage faculty members to check their e-mails throughout the day to stay up-to-date on school items.

DISCIPLINE

Behavior

Behavior is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, teaching and practicing the classroom expectations on a consistent basis, and being familiar with the behavioral procedures. All staff members are responsible for all students in the hallways, in the restrooms,

at assemblies, etc. The Diller-Odell community including students, parents, administration, and staff will work together to create and maintain a respectful, responsible, and safe environment that promotes teaching and learning.

Statement of Beliefs and Principles

Be Respectful:

All individuals in the school will treat others with respect, concern, compassion, and fairness.

Be Responsible:

All individuals in the school will display good citizenship and acknowledge responsibility for their behavior.

Be Safe:

All individuals in the school will have the responsibility to practice self-discipline skills. This ensures a safe and secure environment for everyone.

Be Engaged:

Giving full attention and showing interest, enthusiasm and involvement.

Be Accepting:

Welcoming, valuing, and respecting everyone.

Conduct

Students are expected to act in such a fashion that their behavior will reflect favorably on the individual and on the school, will show consideration for fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibility and obligations and discharge them in accordance with the school regulations.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline. The responsibility of discipline in the classroom rests primarily with the instructor.

On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing.

Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.

DISCIPLINE PROCEDURES

If a student repeatedly refuses to obey class rules or otherwise breaks rules, he/she may be referred/sent to the office. If a student becomes unruly or defiant, call the office for an administrator to come and remove the student from your classroom. NEVER send a student to the office without a teacher escort. Another option is to call the office for assistance.

Discipline Intervention Pyramid

- 1) Tier I: Verbal Warning (Administer “Corrective Action” if necessary)
- 2) Tier II: Conference/Solution (Teacher-Student Meeting)
- 3) Tier III: Parent Notification (Teacher will call the parents)
- 4) Tier IV: Removal From Class (Teacher will contact an administrator or the counselor)

Low Level Infractions

Please follow Discipline Interventions for all infractions that can be handled without administrator involvement. The discipline Interventions should be used for the following infractions. This includes hallways, concourse, cafeteria, parking lot, and any/all DOPS school property:

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| - Inappropriate language | - Dress Code | - Dishonesty |
| - Bullying | - Cell Phone Use | - Insubordination |
| - Profanity toward another student | - Disruptive behavior | - Profanity in general |

High Level Infractions

These infractions may require immediate administrator involvement. Included are:

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| - Profanity directed at staff | - Sexual Harassment | - Tobacco violation |
| - Threats towards another student | - Assault on another student | - Vandalism |
| - Threats towards a staff member | - Assault on a staff member | - Theft, Etc. |
| - Blatant disrespect toward staff | - Drug/alcohol violation | |

Administrators will engage in disciplinary action only after the teacher has used all stages of punishment, or if an unusually severe incident occurs. Sending a student to the office should be the last step in discipline management. Administrators will not deal with students who are sent to the office for discipline issues that should have been taken care of in the classroom by the teacher. Teachers lose their effectiveness when they are unwilling to deal with lower level problems that should have been taken care of in the classroom. It is to a teacher’s advantage to find a solution to solve student infractions that occur in the classroom whenever possible. Our goal is to involve students in the learning process; no learning is taking place while the student is sitting in the office or in ISS. Time out from class is “time lost on task.”

The following actions could take place when an administrator sees a student:

- 1) Review any/all information pertaining to the student and any/all past and present discipline referrals.
- 2) A conference will be held with the student.
- 3) Punishment is then imposed depending on the infraction, circumstances, and student’s history.
- 4) When deemed necessary, the administrator will discuss the problem with the teacher.
- 5) If the problem is of a serious nature, or the student simply refuses to comply with DOPS school rules, the student will be removed from the classroom until the matter can be resolved.

These are some of the options available to the administrator:

- a) Verbal reprimand
- b) Removal from class until problem is resolved (In School Suspension)

- c) Office detention
- d) Referral to a counselor
- e) Phone call to parents or parent conference
- f) Conference (Teacher, student, and administrator)
- g) Out of School Suspension
- h) Recommendation that the student be expelled
- i) Call to the police

DISTRIBUTION BOXES

Employees have a mailbox or designated work area where they may receive school related memos, bulletins, and other communication. Please plan to check your distribution box in the lounge/workroom once a day. Space in these boxes is limited so please take your mail. Please do not use these boxes for storage of personal items.

DOWN LIST

The down list is published once every week beginning the third Monday of the quarter. The down list applies to students in grades 7-12. This is a report of a student's accumulative grades during the present quarter. Down list reports are based on PowerSchool data as of noon on the corresponding Monday. Students failing in two 5-credit classes are ineligible for extracurricular activities for the corresponding one-week period.

ELEMENTARY SCHOOL PROCEDURES

Before School (7:45-8:10)

Students will enter building at 7:45am and report to either breakfast or their classrooms. Teachers will be on duty in the classrooms.

Lunch Duty

All teachers will supervise lunch with their class. The paras will take their lunch break at this time. Here is the following schedule for lunch times.

K-2	11:30-12:00
5-6	12:00-12:25
3-4	12:30-12:55

Recess Duty

The paras will alternate covering the noon recesses. There will be two paras on duty at each recess. We will work out a schedule with the paras. Teachers can use this time for lunch or as needed.

K-2	12:00-12:25
5-6	12:25-12:50
3-4	12:55-1:20

After School Duty

Teachers will walk their class after they are dismissed to the bus line, but the paras will be on duty after school. This will give teachers more time at the end of the day for needed work.

EMPLOYEE PURCHASES

All purchased items need to be approved by the superintendent. If you need specific supplies, either textbooks or teaching materials, please contact the superintendent.

EMPLOYMENT-RELATED SEXUAL HARASSMENT

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student. Sexual harassment of one student by another student or students is addressed in a separate policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools, which receive funds under an applicable program from the U.S. Department of Education. FERPA gives certain rights to parents regarding their children's education records. These rights transfer to student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Student Records

The school district shall maintain student records and reports as are necessary for effective administration and in compliance with law. In general, "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and these items will not generally be maintained by the district.

Each building principal will assign responsibilities for the preparation and maintenance of pupil records and will establish rules and regulations regarding their storage and use in the building.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraprofessionals and volunteers who are providing educational services to a student on behalf of the School District. "School administrators" include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

FIELD TRIPS

All planned trips are to be coordinated initially with the principal. Elementary and high school teachers are only allowed one field trip per year. A written proposal needs to be submitted to the

principal prior to any trip. Parent permission slips must be on file for every student participating in a field trip. Place the parent permission slips in an envelope and take this with you on a field trip as well as a first aid kit.

FRIDAY E-UPDATE

In an effort to keep everyone on the same page, the principal will send out weekly updates to all staff members on Friday via electronic mail. These e-updates will help bridge the gap between the two different buildings in our district. It will also replace daily e-mails that can wait until the end of the week.

GRADES/GRADING

Measuring and accurately reporting the level of each student's academic achievement are of critical importance to students, parents, staff, the board of education and community. Each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results within the grade book and on report cards. Teachers should measure student learning and understanding on a frequent basis during the semester to provide an accurate evaluation of each student's academic achievement. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns. All teachers in grades 7-12 are required to enter in two grades a week and keep their grade updated on PowerSchool.

HIGH SCHOOL LUNCH PROCEDURES

Lunch 1 & Then IAP 2 – 11:24-11:49

IAP 1 & Then Lunch 2 – 11:49-12:14

HOURS OF WORK

Teachers are expected to be in the building by 7:45 a.m. and meet their assignments throughout the day on time. The teacher's day officially ends at 3:45 p.m. Teachers are expected to follow these hours of work on Monday through Friday. Only an extreme emergency should cause a teacher to leave a class unattended. Punctuality and reliability are keys in making the school function. The principal and superintendent may on occasion, however, require teachers to remain on duty before or after normal work hours.

INCLEMENT WEATHER

Arrangements have been made with local television and radio stations to broadcast school closing information when it is available. They will broadcast this information frequently beginning at 6:00 a.m., depending upon the time the station begins broadcasting school closings. We will also use School Messenger to call all numbers in our system in the event of a school closing due to weather. In the event of an emergency, the district has a calling tree in place that will automatically call every school employee. Any questions should be forwarded to an administrator:

Mr. Meyerle – 402.230.0958

Mr. Mezger – 402.499.6450

Mr. Hinrichs – 402.604.1284

Mrs. Becker – 785.268.0802

LEAVING SCHOOL DURING THE DAY

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. Teachers who leave the school during the designated lunch period must check out with the office.

Teachers may not leave school during duty hours without approval of the principal, superintendent, or counselor. If the absence has been approved, the teacher must sign out with the office when leaving and sign back in with the office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

LESSON PLANS

Teachers need to have lesson plans prepared in advance for the coming week. The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. Upon request, teachers will need to show evidence of completed lesson plans to the building administrator.

LOUNGE/WORKROOM

The lounge/workroom is provided as a convenience to faculty members. You may use the lounge anytime you are free of classes or supervision responsibilities. If you make copies in the workroom, please make sure extra copies are disposed of. You are more than welcome to bring treats to the workrooms, but we just ask faculty members to clean up after themselves.

MEDICATION

If a doctor has prescribed a medicine that will need to be taken during the day at school, the student should bring it in the original container with the label from the pharmacy intact. The student will also need to bring a note stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in with the secretary the first thing in the morning. At that time the secretary and student can make arrangements to get the medicine at the proper time.

PARENT RAPPORT

Elementary Teachers: Before the second week of school is over, may I suggest that each teacher call the parents of each child in his/ her room or send a letter? Be sincere, tell them who you are, how you want to work with them for the good of their child and find something nice to say about the child along with the grade level expectations and curriculum standards. This is strictly up to you, but I think the time spent will reap benefits especially for the child.

PARTICIPATING IN SCHOOL EVENTS

Being a member of our school system makes you a member of our community. It is our hope that you will take an active part in school and community affairs. Your presence is appreciated at all school functions. It is our responsibility to keep the community informed of our activities and to encourage participation so that the community has a better understanding of the activities and responsibilities of the school.

PRAISE 4:1

Keep in mind that one of the positive aspects of school is that you start each day and year anew. You wipe the slate clean. Take advantage of this situation and you'll create a better climate for self-discipline in the classroom. Be happy. Be pleasant. Greet them at the door each morning. Remember that if you can't get enthusiastic about working with young people, it's time to get alarmed. Something is wrong – and problems between you and students are inevitable. Therefore, start the first day by being the kind of person students trust and want to be with. A good teacher creates a wholesome environment for learning. To help develop this environment, try picking different children to praise at different times of the day. Students should have 4 positive comments to every negative 1. Be sincere, there is always something nice to say about everyone. Don't overlook the child who does poor academically or doesn't have a good physical appearance and/or dress or doesn't rate well in his/her peer group. A teacher is a big person in the lives of the students. What you say and what you do to and for your students, will affect the rest of their lives and the lives of their own families.

PRINTING

Staff members are responsible for running their own copies. Make sure copies are run off before class starts. Being prepared and organized leads to a productive classroom and plays a vital role when it comes to classroom management.

PROFESSIONAL GROWTH

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

PROFESSIONAL STAFF ATTIRE

The attire worn by staff members conveys an important image to students and the general public. Certified staff, paraprofessionals, and office staff should generally dress in business casual attire. Attention to personal grooming and appropriate clothing for the position must be considered by the faculty member. Teachers in particular should keep in mind that they are models for students

and, as such, clothing, appearance and behavior are important. The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

Educators are role models to students. Professional appearance makes a difference to students and our public. Different jobs, activities and events may require different attire. Educators are expected to dress appropriately on all occasions.

Professional Dress

School hours--classes in session and parent teacher conferences

- No t-shirts, sweat suits/jogging suits, or shorts unless they relate to professional duties to be performed that day (i.e. PE teachers). Capris are an appropriate option. T-shirts can be worn on Fridays.
- Allowance may be made for special events (Council Theme Days, Outdoor Education, Field Day, Field Trips, etc.) Prior to the event, visit with the principal to verify acceptable dress expectations for the activity.
- Jeans (appropriate-no torn, ragged or distressed looking jeans) can be worn only on Fridays unless the principal or superintendent instructs staff otherwise.

Spirit Days

- Spirit attire is an option on designated Spirit Day. Professional dress is a requirement when “spirit” clothing is not worn.
- Spirit clothing is only worn on designated Spirit Days.
- Blue denim jeans are allowed (appropriate-no torn, ragged or distressed looking jeans). Jeans are not the only casual option; slacks, denim skirts, or khakis allow staff members to maintain a casual yet professional image.
- Teachers that have students that participate in sports can wear their son or daughters team t-shirts when they are going to attend an event that night.

Workdays (District Staff In-service)

- Professional attire is not required.
- The principal and the superintendent have the discretion to determine the appropriateness of staff dress.
- Accommodations for the dress expectations due to medical and/or health reasons may require written documentation from a physician.

REPORTING CHILD ABUSE

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. 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.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

ROOMS NEAT & CLEAN

Keeping the building clean is a big job. If each teacher and their students will do their part, the building and grounds can be kept in fine shape. It is the responsibility of the teachers and students to keep their rooms tidy throughout the day and leave them in good condition at the close of the day. Each teacher will be expected to leave his/her desk straightened up and orderly at the close of each day. Room clean up at the end of each day is a part of the effective teacher's program.

SAFETY PACKETS/CRISIS MANUAL

Each room contains a safety packet and a crisis manual. The safety packet contains fire drill protocol, bomb threat procedures, tornado warning room assignments and code-red lockdown & code-red evacuate procedures. There are also two maps in each safety packet. Staff members are required to draw with a marker on the two different maps where your individual class would go during a fire drill and a tornado drill. The crisis manuals will serve as a guide on how our district will respond to a number of different situations. All teachers are responsible for reviewing and following the content of the safety plan for Diller-Odell Public Schools Public Schools.

SCHOOL RELATED ACCIDENTS

All major injuries shall be reported to the principal or the superintendent immediately. A report of their injury will be kept on file. Each injury will require an accident report form to be completed by those that witnessed the accident. The same is true for students as well as staff members.

SCHOOL VISITS

For the safety of children, all visitors must report to the office and sign in. Parents are encouraged to make arrangements to visit their child's classroom and/or school day activities. These visits should be arranged ahead of time. We suggest that a visit be limited to one instructional period. One instructional period is between 30-60 minutes.

SOCIAL MEDIA BY SCHOOL DISTRICT EMPLOYEES

The school board supports the use of technology to communicate with students for legitimate educational purposes. However, school district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This applies to employees' conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, Instagram, X, and snapchat. District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Instagram, X, and Snapchat), internet use, e-mail, blogging, or any other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27").

Unless an employee has a legitimate educational purpose, the following use of social media is a violation of this policy. The following list is intended to be illustrative and does not describe every kind of prohibited behavior.

- Communicating with students about sex, personal, intimate, or similar matters.
- Joking with students about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Sharing sexually inappropriate material or objects with students.
- Displaying pornography.
- Making any sexual advance or engaging in any activity of a sexual or romantic nature with a student.

- “Friending” or otherwise authorizing or requesting student access to personal social media accounts. This prohibition shall not apply to social media accounts created solely for class or educationally related matters to which all of the employees’ students are allowed or offered access.
- Disclosing confidential student records or information.
- Disclosing confidential personnel records or information of other school district employees, agents, or volunteers.
- Behaving in any manner that results in a disruption to the school environment or that impairs the employee’s ability to perform his or her employment duties or to be an effective employee.
- Using an employment title or including any reference to the employee’s affiliation with the school district unless the communication is school related and in compliance with the law, district policies, or Rule 27.
- Including school mascots, symbols, logos, or other district trademarks in non-school related communications.

Nothing in this policy should be construed to (1) limit an employee’s right to speak as a citizen about matters of public concern, (2) prohibit an employee from communicating with students about non-school organizations or activities for which the employee is a coach or supervisor as long as the employee’s communication is in compliance with the non-school organization’s standards of conduct and Rule 27 or (3) regulate any communication that is unrelated to the employee’s position of employment with the school district and otherwise protected by the United States Constitution and the Nebraska Constitution.

Students, parents, and any other person should notify an administrator if they believe that a school district employee or any other person affiliated with the school district may be engaging in conduct that violates this policy. School district employees are required to promptly notify an administrator if they become aware of any situation that may constitute a violation of this policy.

A violation of this policy 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.

SPEAKERS

We encourage the use of outside speakers whenever this would add to your class activity. Please notify the office of a special guest so we may help them have a happy experience in our school. If you invite another room to join your class in an activity, please inform the office of this plan so we will know where the boys and girls are at all times.

SPECIAL EDUCATION

The Individual Educational Plan is a legal contract between the parents and the school district. While we would hope that staff would agree on and make the accommodations indicated in the IEP, we should be aware that these are not only recommendations but also a legally binding contract. Any staff that would disagree or do other than what is agreed upon could be putting themselves personally liable for not holding up a contract between the school and the parents.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (“special education students”), students with other disabilities, which impact the educational program (“504 students”), and limited English proficient students (“LEP or ELL students”). The District’s policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services.

STAFF INTERNET AND COMPUTER USE

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. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way, which serves a legitimate educational purpose.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers to participate in on-line auctions, or mp3 sharing systems, such as, but not limited to, Aimster and Freenet.
4. Staff shall not access social networking sites such as Facebook, MySpace and Twitter on school computers/personal devices or during school time unless such access is for an educational activity which has been preapproved by the staff member’s immediate supervisor or is during the plan time or lunch hour of the staff member using it for educational purpose.
5. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
6. Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members must be linked to the district’s web site. Staff are cautioned that publication of student work or personality-identifiable student information on the Internet may violate the

Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student-related information on the Internet.

7. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Copyright Policy

It is the policy of this school to encourage teachers to be creative and innovative. Therefore, a school administrator may enter into a written agreement with a teacher allowing the teacher to own a copyright in a written work created by the teacher in his or her scope of employment. The administrator and teacher shall only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

STAFF MEETINGS

Staff meetings are scheduled to facilitate school business and assist with the overall operation of the school. Staff meetings in each building will be the Tuesday morning after the board meeting. Each teacher is asked to attend and has a responsibility of devoting his or her full attention to the

meeting. It is therefore requested teachers do not bring other tasks to the meeting. All teachers are expected to be present for the meetings, unless they have made prior arrangements. If teachers are unable to attend it is the teacher's responsibility to review the agenda with the administration or a fellow teacher. There will be some months where no formal staff meetings take place. Communication about upcoming events and other school items will be shared in the Friday E-Updates.

STUDENT ATTIRE

Please refer to the student handbook when issues arise with a student's attire.

STUDENT RIGHTS/STUDENT FILES

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Special accommodations will be given to students as needed for them to participate in school and school activities. Furthermore, students have the right to have their school records kept confidential. Such information should be shared only with other school staff on a need to know basis to perform their duties.

SUBSTITUTE TEACHERS

If teachers know they will be gone, the principal or the superintendent should be notified well in advance so arrangements can be made for substitutions. An Absentee Slip should be completed whenever a staff member is not present during normal school times. In case of illness or emergency, notify either principal as soon as possible. If possible, notify them the evening before the school day or between 5:30 a.m. and 6:45 a.m. in the morning.

Substitute Teacher Folder

The regular teacher of each class is responsible for leaving adequate plans and direction for the substitute teacher. Each teacher should develop a special substitute teacher folder, and the following should be included in the folder:

1. Daily time schedule-in detail, explaining all procedures and listing children as to any flexible groups, etc.
2. Any other schedules such as Music, Art, PE, lunch supervision, recess duties, etc.
3. An up-to-date seating chart.
4. List of students needing special help and attention (including health issues).
5. Special duties should be written on lesson plans each week.
6. Include your safety packet so subs are aware of the responsibilities in each emergency situation.
7. List dependable students that can be called upon for assistance.
8. List behavioral expectations for your classroom.
9. Identify where your copy of the building teacher handbook is located. Teach students early in the year what expectations you have for their attitude and behavior in the event you are absent. They should respect the substitute as a regular teacher, help the substitute with routines and class procedures and show their willingness to be cooperative, dependable, and self-reliant. Also, they should know that if they take advantage of a substitute they will "be held accountable" when you return.
10. Location of your lesson plans.
11. Schedules for special education, etc.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students.

- Report to all duty assignments on time.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance.

Elementary Teachers

To optimize the time schedule for art, music, P.E. and other specials, it will be necessary for classroom teachers to see that their students are ready to enter the designated specials classroom at the time outlined on the schedule and pick them up at the designated completion time.

No students should be kept out of another teacher's class except by mutual agreement between teachers or by authority of the office. This is a practice that can be overworked and it certainly is unfair to the receiving teacher.

TEACHER ABSENCE

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. When it is impossible for you to come to school, please call the superintendent if you are a high school teacher and the principal if you are an elementary teacher. When a teacher knows in advance that they are going to be gone, they will have to fill out an Absentee Slip and submit it to either the superintendent or the principal depending on what building you work in. Both the principal and the superintendent will try to arrange requested substitutes, but we cannot guarantee that they will fill your request.

TEACHER MENTORING PROGRAM

New teachers at Diller-Odell Public Schools will be assigned a veteran teacher to serve as a mentor. A mentor may assist a new teacher with the following items:

- Becoming familiar with school, district, and state policies and procedures.
- Securing materials such as supplies, curricular guides, and other resourceful materials.
- Confirming that the new teacher has the appropriate technology, books, and professional materials.
- Discussing specific guidelines, responsibilities, and events that are unique to our building.
- Identifying locations in the school that you will need to know - library, cafeteria, restrooms, etc.
- Assuring that the new teacher understands the emergency policies and procedures.
- Other needs as identified by the mentor or the school administration.
- A mentor will also introduce the new teacher to other staff members and assist the new teacher with securing the resources that they may need to set up their classes and be effective in their new position.

TEACHER/PRINCIPAL CONFERENCES

Each staff member is encouraged to stop in the office to visit about any situation at any time. If I am not available, please let the secretary know and I will get back to you as soon as possible.

TEACHING

You should become a pragmatist; constantly experimenting with new ideas, for this will help you grow professionally. Without experimentation, one stagnates, and if you become bored, most assuredly your students will be bored too. The key to teaching is getting and holding the children's interest-but that must include all of the children, the disruptive ones as well as the well-adjusted, the slow as well as the bright. The teacher who can engage all of the children will have far fewer problems in the classroom. Pupil behavior is poorest when teaching is duller-in any school, with any child. The time you spend preparing lessons that the youngsters will enjoy is far more valuable than time spent in disciplining.

TELEPHONE CALLS/CELL PHONES

Students may not call home unless they have teacher or administrative approval. Teachers shall not use personal cell phones for any non-school purpose when students are present. Teachers and paraprofessionals can use their cell phones during their plan/lunch periods. Students at the high school are only allowed to make announcements of the intercom during morning announcements.

TREATS

Students are not allowed to bring treats to school, except at predetermined holiday times or other times when a teacher makes special arrangements. Students are not allowed to bring invitations to be given out to their classmates at the elementary school.

USE OF PARAPROFESSIONALS/VOLUNTEERS

Paraprofessionals and volunteers provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional/volunteer must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional/volunteer in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Volunteers are not to supervise students outside of the direct sight of the staff. At the elementary school paraprofessional time will be assigned according to student needs with emphasis given to primary grades and literacy time.

**Diller-Odell Public Schools
Faculty Handbook**

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have read a copy of Diller-Odell Public Schools Faculty Handbook. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my building principal or the superintendent.

Signature

Date