

**OVERTON PUBLIC
SCHOOL**



**CERTIFIED STAFF
HANDBOOK 17-18**

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2017-2018 School Personnel

BOARD OF EDUCATION

Mr. Keith Rudeen
Mr. Joel Meier
Mr. Jared Walahoski
Mr. Doug Luther
Mrs. Heather Brennan
Mr. Rex Johnson

President
Vice-President
Secretary
Treasurer
Member
Member

OVERTON SCHOOL ADMINISTRATION

Mr. Mark Aten
Mr. Brian Fleischman

Superintendent
Principal

INSTRUCTIONAL STAFF

Miss Nicole Arp
Mrs. Tierra Bowie
Mrs. Emily Brooks
Mr. Chase Christensen
Mrs. Jennifer Cordes
Mrs. Angie Ehlers
Mr. Seth Ehlers
Mrs. Missy Eilers
Mr. Tory Gilson
Mr. Paul Heusinkvelt
Miss Gillian Hogeland
Mr. Todd Hoyt
Mr. Jacob Jensen
Mrs. Amanda Kidder
Mrs. Alicia Lassen
Mr. Caleb Lempka
Mr. Clint Little
Mrs. Becky Marshall
Mrs. Dona McCarter
Mr. Aaron McCoy
Mrs. Calli McCoy
Mrs. Lindsay Meier
Mrs. Alisha Remmenga
Mrs. Kathleen Roos
Mrs. Hayley Ryan
Mr. Robby Simpson
Ms. Elizabeth Sloan
Mrs. Christine Suchsland
Mrs. Mandi Wallace
Mrs. April Williams
Mrs. Ashley Wyatt

Second Grade
8-12 Mathematics
K-12 Art
Instrumental Music/Technology
First Grade
Family & Consumer Science/JHPE
7-12 Science/JHPE
Fourth Grade
Business Education
5, 7-8 English/JHPE
4-Year Pre-School
Industrial Technology
5-12 Science
Vocal Music
Language Arts 6/Media
K-12 P.E./Health/JHPE
5-10 Mathematics/AD
Title
Kindergarten
9-12 Social Sciences
Guidance Counselor
3-Year Pre-School
Third Grade
Spanish
PK-6 Special Education
5-8 Social Sciences/Technology
7-12 Special Education
Speech Pathologist
Title/JHPE
Agriculture
9-12 English/Speech

SUPPORT STAFF

Mrs. Nancy Ginkens
Ms. Kristi Shafer
Mrs. Joan Gehrt
Mr. Merle Glassmeyer
Mrs. Jennie Thompson
Ms. Dianne Eby
Mrs. Vicky Flint
Mrs. Kimi Wolfe
Mrs. Brenda Buchholz
Mrs. Marlene Hodgson
Mrs. Terah Smith
Ms. Amy Barnes
Mrs. Jill Heusinkvelt
Mrs. Gina Olmstead
Mrs. Sherry Area
Mrs. Darla Cox
Mrs. Cindy Davenport
Mrs. Debbie Ditson
Mrs. Deb Jehorek
Ms. Shannon Lauby
Ms. Shirley Ryan
Mrs. Kori Shubert
Mrs. Cydney Weiss
Mrs. Judy Weston

Superintendent Secretary
Principal Secretary
Nurse
Maintenance/Custodian
Custodian
Evening Custodian
Evening Custodian
Evening Custodian
Cafeteria Manager
Kitchen Staff
Kitchen Staff
Kitchen Staff/Bus Driver
Kitchen Staff
Media Aide
Paraprofessional
Paraprofessional
Paraprofessional/Bus Driver
Paraprofessional
Paraprofessional
Paraprofessional
Paraprofessional/Bus Driver
Paraprofessional/Cheer
Paraprofessional
Paraprofessional

2017-2018 COACHES

Activities Director	Mr. Clint Little
Football	Mr. Paul Heusinkvelt
Asst. Football	Mr. Eric Ryan / Mr. Caleb Lempka
Volleyball	Mrs. Hayley Ryan
Asst. Volleyball	Mrs. Alisha Remmenga/Miss Gillian Hogeland/ Mrs. Cydney Weiss
Boys Basketball	Mr. Clint Little
Asst. Boys Basketball	Mr. Seth Ehlers
Girls Basketball	Miss Nicole Arp
Asst. Girls Basketball	Mrs. Cydney Weiss
Track	Mr. Rob Simpson
Asst. Track	Mrs. Tierra Bowie / Mr. Caleb Lempka
Golf	Mr. Brian Fleischman /Mr. Clint Little
Wrestling	Mr. Todd Hoyt
Cross Country	Mrs. Tierra Bowie
Jr. High Football	Mr. Caleb Lempka / Mr. Aaron McCoy
Jr. High Volleyball	Mrs. Mandi Wallace / Mrs. Cydney Weiss
Jr. High Wrestling	Mr. Paul Heusinkvelt
Jr. High GBB	Mrs. Mandi Wallace / Mrs. Cydney Weiss
Jr. High BBB	Mr. Aaron McCoy
Jr. High Girls Track	Mrs. Mandi Wallace / Mrs. Cydney Weiss
Jr. High Boys Track	Mr. Caleb Lempka / Mr. Aaron McCoy

2017-2018 SPONSORS

Seniors	Mrs. McCoy
Juniors	Mrs. Brooks
Sophomores	Mr. McCoy
Freshmen	Mr. Ehlers
Eighth Grade	Mrs. Bowie
Seventh Grade	Mrs. Lassen / Mrs. Ehlers
Sixth Grade	Mr. Simpson
Fifth Grade	Mr. Little
Concessions	Mrs. Buchholz
"O" Club	Mr. Little
FCCLA	Mrs. Ehlers
Yearbook/Journalism	Mr. Gilson
Speech/One-Act	Mrs. Wyatt
Play Production	Mrs. Wyatt
Student Council	Mr. Fleischman
National Honor Society	Mr. McCoy
Quiz Bowl	Mr. McCoy
Pep Band / Jazz Band	Mr. Christensen
Jazz Choir	Mrs. Kidder
Multi-Culture	Mrs. Roos / Mrs. McCoy
S.A.T.	Mrs. Cordes / Mrs. Wallace / Mrs. Bowie
Rtl	Mr. Gilson / Mr. Fleischman
	Mr. Fleischman / Mrs. Ryan
	Mrs. McCarter / Mrs. Lassen
	Mrs. Wallace / Mrs. Eilers
Cheerleaders/Dance	Mrs. Shubert / Miss Hibberd

School Calendar



Overton Public School 2017-2018 Academic Year Calendar



APPROVED 3-13-17

AUGUST

14 Teacher In-Service (1)
15 Teacher In-Service (2)
16 First Day of School
2:30 Dismissal
29 First Day of Pre-School

August 17

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 17

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER

4 No School - Labor Day
22 Teacher In-Service (3)

OCTOBER

19 End of 1st Quarter
(45 Days)
19 P/T Conf. 1:30-7:30
(11:30 Dismissal)
20 No School

October 17

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 17

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER

6 Teacher In-Service (4)
22 2:38 Dismissal
23-24 No School
Thanksgiving Break

DECEMBER

20 & 21 Semester Tests
(2:38 Dismissal Both Days)
22 Last Day of 1st Sem.
(11:30 Dismissal)
(42 & 87 Days)
23-27 NSAA Moratorium
25-31 No School

December 17

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 18

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

1-2 No School
3 First Day of 2nd Sem.
15 Teacher In-Service (5)

FEBRUARY

8 P/T Conf. 1:30-7:30
(11:30 Dismissal)
9 No School

February 18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 18

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH

2 No School
8 End of 3rd Quarter
(44 Days)
9 No School
16 Teacher In-Service (6)
30 No School
Spring Break

APRIL

2 No School
Spring Break
17 No School - TR Invite

April 18

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 18

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY

12 Graduation 1:30 PM
14 Pre-K Grad. 10 AM
15 & 16 Semester Tests
(2:38 Dismissal Both Days)
17 Last Day of 2nd Sem.
(11:30 Dismissal) (45 & 89 Days)

JUNE

June 18

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 18

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18-24 (+5 Schedule Days)

JULY

Student = 176
(PK = 136)
Teacher = 182

■ NO SCHOOL - Teacher In-Service Days
■ First Day of Semester
■ NO SCHOOL

■ End of Quarters/Semester
■ Parent/Teacher Conferences

All events must be scheduled through the Principal's office. Schedule these events as early as possible. We will not schedule any two events at the same time where students will need to make a choice.

Daily Schedules

(Monday – Thursday)

1 st Period	8:05 – 8:55 AM
2 nd Period	8:58 – 9:48 AM
3 rd Period	9:51 – 10:41 AM
4 th Period	10:44 – 11:34 AM
Lunch (Grades 5-8)	11:34 – 11:59 AM
5 th Period (Grades 5-8)	12:02 – 12:52 PM
5 th Period (Grades 9-12)	11:37 – 12:27 PM
Lunch (Grades 9-12)	12:27 – 12:52 PM
6 th Period	12:55 – 1:45 PM
7 th Period	1:48 – 2:38 PM
8 th Period	2:41 – 3:41 PM

(Friday)

1 st Period	8:05 – 8:55 AM
2 nd Period	8:58 – 9:48 AM
3 rd Period	9:51 – 10:41 AM
4 th Period	10:44 – 11:34 AM
Lunch (Grades 5-8)	11:34 – 11:59 AM
5 th Period (Grades 5-8)	12:02 – 12:52 PM
5 th Period (Grades 9-12)	11:37 – 12:27 PM
Lunch (Grades 9-12)	12:27 – 12:52 PM
6 th Period	12:55 – 1:45 PM
7 th Period	1:48 – 2:38 PM

(Late Start)
(Monday – Thursday)

1 st Period	10:00 – 10:37 AM
2 nd Period	10:40 – 11:17 AM
Lunch (Grades 5-8)	11:17 – 11:42 AM
3 rd Period (Grades 5-8)	11:45 – 12:21 PM
3 rd Period (Grades 9-12)	11:20 – 11:56 AM
Lunch (Grades 9-12)	11:56 – 12:21 PM
4 th Period	12:24 – 1:01 PM
5 th Period	1:04 – 1:41 PM
6 th Period	1:44 – 2:21 PM
7 th Period	2:24 – 3:01 PM
8 th Period	3:04 – 3:41 PM

(Late Start)
(Friday)

1 st Period	10:00 – 10:33 AM
2 nd Period	10:36 – 11:09 AM
Lunch (Grades 5-8)	11:09 – 11:34 AM
3 rd Period (Grades 5-8)	11:37 – 12:10 PM
3 rd Period (Grades 9-12)	11:12 – 11:45 AM
Lunch (Grades 9-12)	11:45 – 12:10 PM
4 th Period	12:13 – 12:46 PM
5 th Period	12:49 – 1:22 PM
6 th Period	1:25 – 1:58 PM
7 th Period	2:01 – 2:34 PM

(11:30 Dismissal)
(Periods 1-4 & Periods 5-8)

1 st Period	8:05 – 8:55 AM
2 nd Period	8:58 – 9:48 AM
3 rd Period	9:51 – 10:41 AM
4 th Period	10:44 – 11:30 AM
5 th Period	8:05 – 8:55 AM
6 th Period	8:58 – 9:48 AM
7 th Period	9:51 – 10:41 AM
8 th Period	10:44 – 11:30 AM

PURPOSE OF THE OVERTON PUBLIC SCHOOLS

Philosophy

The philosophy of education for the Overton Schools is that all students shall be accepted as they are and shall be provided with a stimulating environment and be given opportunities for learning experiences which have been designed to promote behavior patterns that will permit continuing satisfactory adjustments to life.

Objectives

It is the aim of the Overton Public School to develop the physical, mental and emotional health; and the ethical and moral values of each individual student. The school seeks to enhance these areas of growth through cooperation with church and civic groups, faculty counseling, daily association with students, teacher example and teacher techniques.

The school will provide the students the opportunity to evolve their role in the family, community, state and federal government through an offering of a variety of courses designed for that purpose. Participation in and respect for the democratic processes are stressed by a number of routine patriotic activities.

The school emphasizes in its curriculum subject offering material that: (1) promotes the satisfactory adjustment to life, the ability of each student to communicate by applying clear, logical thinking and good judgment; (2) develops knowledge, understanding and respect for the natural surrounding and to enable the individual to live positively within that environment; (3) develops vocational skills and abilities of prime importance to the student living in today's world; (4) develops an economic competence within the individual to cope with and manage affairs of daily living; (5) develops the essential learning skills necessary to be a life-long learner; and, (6) provides knowledge and skills which will result in the wise use of leisure time.

So that the objectives of the Overton Public School can be realized, a progressive curriculum must be coordinated and maintained. To enable this school to meet the needs of its students as effectively as possible, it accepts its responsibilities for developing the "whole" child, emotionally, intellectually, physically, socially and culturally.

It is the desire of this school system that its philosophy and objectives are effectively met through the combined efforts of all persons within the boundaries of this education process.

Personnel

Professional Staff: A professional staff member is any person having teaching relationships with students. The Overton Board of Education will employ only teachers who have completed at least a Baccalaureate Degree. Teachers will be contracted for 182 days of service with 176 days of teaching. Overton School will comply with all accreditation requirements as to the number of hours in each area to teach certain subjects and endorsement for elementary-secondary supervision, etc.

Teachers' Meetings: All teachers shall attend all general teachers' meetings called by the Superintendent or Principal. Teachers' meetings will be held on a basis of need after the original orientation period. Teachers will generally receive at least one day of advance notice of any meeting.

Discipline: Each teacher is expected to handle their own discipline problems to the best of their ability. Group discipline for academic reasons is not allowed. The chain of command or authority shall be (1) Teacher, (2) Principal, & (3) Superintendent.

Do not send a pupil from class on a disciplinary measure more often than is absolutely necessary. It is much better to handle the situation yourself. If it becomes necessary to send a pupil from class, send them to the Principal's office and see that they go there. Report the incident to the Principal as soon as possible. Follow the discipline plans set up for students breaking school rules.

Fairness: Fairness is the prime principle of this administration and will be encouraged to all professional and non-professional staff members.

1. Never accuse a student of something without adequate proof that can be defended.
2. Every teacher will give each class enough orientation so they will know how they will be graded and the conduct expected of them. The general rules and regulations of the class will be posted in the classroom.
3. Teachers shall not reduce academic grades as punishment for misconduct, except for Music, Band and Physical Education.
4. All students will be given an equal chance to succeed. Extra credit work or test retakes can be offered to students with an overall failing grade point average to bring grades up to passing.

Public Relations: Each employee is an arm of the system. Therefore, any dialog with staff, students or community is considered an opinionated response. Public relations are the duty of every person within a given organization. The public's impression of the system will definitely be the outgrowth of your conscious or unconscious actions.

Professional Conduct: Professional conduct is an almost indescribable attitude. Teaching as a profession will only be as strong as the professionals involved in its activities. Be cordial toward students and fellow staff members. You, as an adult, degreed educator pass experience and knowledge far beyond the student. Therefore, never allow yourself to become trapped in a situation that places you on the student's level in an academic, disciplinary, or social level. It is every teacher's responsibility to make Overton a better school by sharing in its academic, social and extracurricular activities and not "passing the buck" onto someone else.

Faculty Dress: Respect shown a teacher is partly due to his appearance. Each teacher is therefore expected to dress to garner such respect. Faculty can dress down on Fridays or the last student day of the week. Shorts are not to be worn during the regular school day.

Mailboxes: You should remove your mail each day from your mailbox. DO NOT LEAVE BOOKS, PAPERS, ETC., IN THE MAILROOM.

Charging Items to the School: Get authorization to charge any item before doing so and you must use a purchase order number. Sign all sales slips you charge to the school. Return one copy of the slip to the office. The superintendent shall be responsible for all school purchases. All purchases by classes or organizations must be approved. Payment will be made after a signed order for payment has been received. The School District will be responsible for payment only for those items okayed and authorized by the Superintendent. You must use P.O. numbers on all purchases.

Duty Hours: Teachers hours of duty are from 7:55 a.m. - 4:00 p.m. Friday hours are from 7:55-3:00. If a teacher cannot be in school by 7:55 a.m. or has to leave before 4:00 p.m., you should inform the office of being late or leaving early so that someone knows where you are. You should inform the principal or school secretary and fill out a leave form, if applicable, when you are leaving early. Teachers are not to leave the school during the school day without telling the administration where you are going. Teachers must enter absences for all reasons (sick, personal, professional, or school activity) on AESOP. Teachers must also provide the reason for their absence in the "Note to Administrator" section under their absence request. All teachers must be supervising students from 8:00-8:05 in the halls by your first period classes. Teachers are asked to step into the halls after each class period to help supervise the passing of classes. A teacher should leave the classroom only under unusual circumstances.

Passes: Passes from class should be limited to a minimum. Students in grades 5-12 are required to have their pass book to leave the classroom. All students must obtain written permission from the teacher before they will be permitted to leave a study hall or class during a period to see that teacher or work in their classroom. The teacher must be present when students are working in his/her classroom. These must be kept to a bare minimum.

Evaluation of Teachers: Probationary staff members will be evaluated at least twice during the school year and tenured staff members will be evaluated at least once every three years.

Attendance: Each K-4 elementary teacher will take roll at the beginning of the day and immediately after lunch period, and record in Powerschool. If a student misses more than 1/2 of a morning, or afternoon session, then they should be counted absent for that period of time. Each K-4 teacher will also take breakfast count for the next day on Powerschool. Breakfast count will be taken at the beginning of each day.

Each 5-12 teacher will take roll at the beginning of each class session. The principal's secretary will check these attendance records and record attendance in the official attendance register. The office will only give tardy passes for the first period of the day. Each 5-12 teacher with a first period class needs to take breakfast count for the next day at the beginning of class.

Make-Up Work: Students have one day for each day they are absent from school to make up their work unless special arrangements have been made.

Lesson Plans: Every teacher shall have their lesson plans completed and posted on On-Course by Friday for the next week. Teachers should have a printed copy of their lesson plans on their desk. Lesson plans should be clear so that a substitute can understand them. Additional lesson planning may be required for substitutes.

Progress Reports: Grades will be sent to parents at the end of the fifth, ninth, and fourteenth week of the semester when requested by parents. Report cards will be available through PowerSchool and will be mailed to parents at the end of each semester upon request.

Keys: You are entrusted with keys to gain entrance to rooms, which you will be using, and to outside doors of the building. Do not loan these keys to students or unauthorized adults.

Professional Growth Policy: The Overton Board of Education recognizes the need for continued professional growth on the part of the permanent certified employees. The Overton Board of Education and the O.E.A. have adopted a Professional Growth Policy that is included in the Teacher's Master Contract Agreement. Tenured teachers must turn in hours, workshop, etc. that are to be counted toward Professional Growth to the Superintendent and earn six professional growth points every six years.

Sick Leave: There shall be granted ten (10) days of sick leave per year, cumulative to fifty (50). Teachers shall be permitted to take up to ten (10) days of accumulated sick leave per year for family illness or bereavement (spouse, children, and parents of self or spouse). Pay for accumulated sick days not taken will be one-half of substitute teacher's pay at time of leaving the system. Teachers will start at zero paid sick days not taken, beginning with the 1984-85 school year. Pay for accumulated sick days exceeding 40 at the end of each year will be one-half of substitute pay, beginning with the 2000-2001 school year.

Professional Leave: The Administration may grant a school employee leave to attend professional meetings in the interest of any state, regional, or national professional organization without loss of pay to attend a meeting of that organization. The district will not pay any expenses involved other than to continue to salary and to pay for a substitute.

Personal Leave: Each teacher may be granted two days of personal leave, with pay, at the discretion of the Principal. Teacher attendance during the final two weeks of each semester is very important for student success. Personal Leave during this time should be avoided. The following are examples of personal leave:

1. Business transactions
2. Lawyer appointments
3. Attending meetings or honoraria's involving your family. (This leave must be approved with the Principal two days prior to absence.)

Leave Other Than Sick Leave, Professional Leave or Personal Leave: Any leave granted to a school employee other than provided for under sick leave, personal leave or professional leave provisions shall be made on the basis of one-hundred eighty second of the annual salary for each day's absence.

Section 125/Cafeteria Plan: A Section 125/Cafeteria Plan will be offered by the district and administered by a third party. The Section 125/Cafeteria Plan administrator will be selected by the district administration based on quality of service and cost to the district. Employees may voluntarily participate in the cafeteria plan for eligible medical and child care expenses.

Grades: Be able to justify any and all grades to the students and parents. This should require at least two grades per week. Explain your grading system and what the grades will be based on to your classes the first time you meet with them. Be sure that the letter grade matches the percentage grade. No grade above 100% is recorded on report cards. All teachers will use PowerTeacher for grading purposes. All teachers must have all grades turned in before you leave for the summer.

A	Superior	93-100
B	Above Average	85-92
C	Average	77-84
D	Below Average	70-76
F	Failing	Below 70

Communication with Parents: Communication between school and home is vital to the success of our students. Teachers are required to contact parents of students who are struggling in their class. Teachers are also encouraged to contact parents when students do good things, which is not limited to getting good grades. Communicating the positive things our students do is very important.

Inventory: Each teacher shall take a complete inventory of the books and equipment in their department. This inventory must be checked by the administration and turned into the office before the teacher leaves for the summer.

Study Hall: The study hall teacher should be present when the bell rings and during all of the study hall. The general rule is "Quiet." Students will not speak to anyone for the first 20 minutes. After the first 20 minutes only, one person may speak at a time with a limit of 3 minutes, and then only upon the discretion of the study hall teacher. Rest room passes may be granted at the discretion of the study hall teacher. No more than one boy and one girl may be excused at a time for the restroom. Students are not to leave the study hall to talk to another teacher unless a pass has been obtained from that teacher BEFORE STUDY HALL BEGINS. After the first 20 minutes, a student, with permission from the study hall teacher, may go to the media center. This must be kept to one person at a time. Books and magazines will be taken back to the media center before the bell rings. No games will be allowed in study halls or regular classrooms.

Media Center:

1. Items ordered from the ESU are left and picked up in the staff library.
2. Requests for off-air videotaping, purchases, etc. need to be in writing.
3. If a teacher is bringing a class to the LMC for research, the visit should be written on the scheduling board in the staff library.
4. Materials and equipment should be checked out before being taken out of the media center.
5. All materials and equipment should be returned to the media center at the end of the school year for inventory and maintenance.

Computer Lab Rules: The following rules will be followed in the Mac Lab and PC Lab at all times:

1. No food or candy allowed.
2. No liquids allowed.
3. Must sign-up to use Lab.
4. Students using Labs after school must be supervised.
5. Computers removed from Labs must be approved by Administration.

Notice of Need for Special Music: In order to have special music for any activity, the music department must have at least 2 weeks notice before they can be expected to perform.

Activity Absentees: All students must have their work made up before they are to be excused to leave. Teachers should notify the principal of students not getting their make-up work completed on time. A list of students attending the activities will be emailed by the coach/sponsor.

Excused Absence: If a student is absent due to illness or any other excused absence he will be given one day for each day of absence to get their work completed.

Unexcused Absence: If a student has an unexcused absence, each teacher shall require that the work missed be made up with seventy percent of the actual grade. If work is not made up, the student will

receive a grade of zero for the days unexcused. The Principal will notify teachers of students who have unexcused absences.

Resignation: The Board of Education must inform a teacher in writing on or before April 15 if the teacher is not to be reemployed. Teachers must resign in writing on or before April 15 if you are not planning to teach at Overton Public School.

Personal Business: Staff members shall not discuss personal business with salesmen or company representatives of any kind during the hours of 8:00 a.m. and 4:00 p.m. without permission from the administration.

Travel to School Activities and Workshops: Teachers are to use the school vehicles when sponsoring activities and attending workshops. If no school vehicle is available you will be paid mileage with the Superintendent's approval.

Eligibility for Athletics: Overton High School is a member of the Nebraska High School Activities Association and conforms to all requirements as set forth yearly by the NSAA Official Yearbook. To be eligible to play sports, a student must be passing at least 25 semester hours and also must have passed at least 25 semester hours the previous semester. Eligibility is on a weekly basis with consideration of overall average. Grades for eligibility are accumulative from the beginning of the first semester to the end of the first semester and start over the beginning of the second semester. Grades of students who are failing or down in classes will be printed from Powerschool every Monday by 10:00 AM. If a student is failing two subjects he is ineligible for that week and if a student is assigned to Saturday School he is ineligible to participate or attend any activities that day.

Class Parties and Meetings: Anything a class does as a group is a school function and will be sponsored as such, and the conduct of the student will be the same as at any school sponsored activity. Parties are limited to one party a semester for each class or organization. Mid-week school parties must end by 10:00 p.m. Any facilities used during a class party must be cleaned immediately after the party by the class involved. The time for a weekend party will be 12:00. The sponsors will discuss with the Principal the date, place and time of any class party. They should be put on the school calendar as soon as possible. Class parties are restricted to a 40-mile travel radius. Group meetings of students may only meet when there is a sponsor.

Movies: Students will not view movies that are rated "R." If movies are shown at class parties, the sponsor must approve the movies. Students will not view movies rated "R" while on any school-sponsored activity.

School Closing: In case of bad weather and school cannot be held, the announcement of this fact will be announced via our One-Call Alert System, Channel 13, and radio station KRVN-Lexington.

Transcripts: It is the responsibility of each teacher to furnish the school a complete up-to-date transcript of credits. This will be kept on file and returned when employment is terminated.

Students Running Errands for Teachers: Students should not leave a class to run errands for the teacher, with the exception of unforeseen emergencies. If a teacher needs to send a student on an errand, the administration must give approval. The teachers should get all the supplies you will need at the beginning of the school day.

Assemblies and Pep Rallies: All assemblies and pep rallies must be cleared through the administration. There will be one pep rally held at the beginning of each sports season. Additional pep rallies may be held if a team makes it to District Finals or qualifies for the State Tournament. Teachers are required to attend assemblies and pep rallies.

Teacher Bulletins: These will be emailed and available online after first hour every day, telling you of the upcoming schedule of the day and week. The announcements can be accessed via the announcements link on the school website, www.overtoneagles.org. Teachers should read announcements that apply to the students at the beginning of second period. There will be copies posted on bulletin boards for students to access. If you have some item that you want included, please have it turned in by 8:10 every morning.

The "Eagle Weekly": There will be a weekly activities calendar available online for all staff on Thursday for the upcoming week's activities. The "Eagle Weekly" can be accessed via the "Eagle Weekly" link on the school website, www.overtoneagles.org. There will be copies of the "Eagle Weekly" posted on bulletin boards for students to access. All of next week's activities must be on the calendar or they may not be scheduled. These activities must be scheduled through the Principal's office.

Evaluation of the Student: In order to have a sound basis for a grade in a class, the student should be evaluated or tested at least every 7 days. If work has been assigned to students, it should be evaluated and returned to the student.

Duties of the Sponsor: A sponsor must be present at any meeting of an organization. Parliamentary procedure is to be followed at all meetings. The sponsor must check to see that a secretary's record book is maintained along with a financial record of receipts and disbursements. All money must be turned into the office at least once a week. The treasurer of the organization is not authorized to write checks. A sponsor must be with the group and responsible for their actions at any school approved function of the group. This includes evenings and weekend activities. In order for the Superintendent to pay bills out of the organization's account, the sponsor must sign the order for payment before presenting it.

Telephone Calls: By using some foresight, most activities can be scheduled outside of school time. It is suggested that the telephone be used only in extreme rush situations. You must use your access code number when you make a long distance phone call. Students are not to be using the phones in the classrooms unless the office has contacted the teacher for the student to receive an incoming call. No outgoing calls are to be made by students from the classroom phones unless approved by the administration.

Chain of Command: Chain of command when Superintendent is gone: check with Superintendent's secretary and then the Principal. Chain of command when Principal is gone: check with the Principal's secretary and then the Superintendent. Chain of command when Superintendent and Principal are gone: check with each secretary and then the Guidance Counselor. Chain of command when Superintendent, Principal, and Counselor are gone: check with Principal's secretary who will notify appropriate staff member.

Field Trips: It is the responsibility of the teacher to make the necessary arrangements for field trips. The teacher should notify the Principal after final arrangements have been made. It then will be put on the activities calendar. This should be done one week in advance. The Superintendent will then arrange for a bus driver or whatever transportation is needed.

Drug Free School: The Overton Public School has a Drug and Alcohol Free School Policy. Each employee of the district is required to sign an acknowledgement of understanding and receipt of Board Standards and Policies Prohibiting the Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol on the School Premises or as a Part of Any of the School's Activities. Compliance with these standards is mandatory and is a material term and condition of employment by the district.

Student Threats: Students frequently come under considerable pressure from school activities and from situations which may occur both within and outside the school setting. All school district personnel must be constantly alert to how students may react to these pressures. In the event school district personnel hear a student threatening physical harm to either him or her self or to other individuals, the employee will report this to the school principal or to the superintendent of schools who shall relate this information to the student's parent or parents and to the student's teacher or teachers. After discussing the situation with a committee consisting of the school principal, teachers, and guidance counselor, a decision shall be made as to any additional action needed at the school level.

Student Bullying: It is the expectation of the administration that each teacher will provide a classroom free of bullying activity. Teachers must be alert to student behavior at all times. Discipline associated with these instances is to be determined by the teacher. Further disciplinary action may be assigned at the discretion of the Principal.

MISCELLANEOUS

- A. The custodians have spent many hours getting ready for school. Please help them keep the school in order all year. They have the right to any of the rooms after the last class is held for the day. They are not to take orders from the teachers but answer any reasonable request. Fill out a work order request if you need something done in your rooms.
- B. Teachers are responsible for closing and locking doors and windows, turning off lights, arranging the blinds at night so that they are even. The blinds are to be adjusted only by the teacher. The elementary children will place their chairs on the desk at the close of the day. For high school teachers that might share rooms, if your class is the last one to be held in the room that day, please see that it is left in the proper order. If you are the last one to leave the school you are to activate the security system.
- C. Health: A record showing the physical progress of each child must be included in their accumulative file. Any child suffering from a communicable, infectious or contagious disease will be excluded from school until they have presented a Doctor's statement that he/she is cured. Teachers are to be alerted to any health problems of students. (I.e. hearing loss, epilepsy, diabetes, etc.)
- D. All teachers will be paid on a twelve-month basis.
- E. Grade teachers are responsible for supervising their students during recess. Please do everything that you can to prevent accidents. Students will not be sent to recess until the teacher has been notified by the recess supervisor that they are ready for recess. A recess list should be turned in to the Principal.
- F. Teachers are expected to help with ticket sales and other duties connected with extracurricular activities. Assignments will be made as needed. It would be appreciated if you try to attend school activities.
- G. All students in P.E. should have clean clothing for class. All students are required to participate in P.E. unless excused by the doctor.
- H. Students should not be allowed to sit on top of the desks nor should they be allowed to gather around the teacher's desk. This will eventually lead to other problems. Do not allow students to

hang out the windows. If they are made to stay seated like they are supposed to, many problems may be avoided.

- I. Gum/Candy/Parties. Gum chewing and possession of candy in the classroom will be left up to each individual teacher. Make sure this is explained the first day of school. Parties should be kept to an absolute minimum and must have administration approval.
- J. Students excused to use the restrooms must use the proper restrooms, not the restrooms in the locker rooms. All students must have their passbook to be excused from the classroom. This will include trips to the restroom, locker, library, etc. Student passes will not exceed three in a single day.
- K. Sponsors who are supervising classes and organizations should inform the treasurers to have any money they might have, turned in to the office no later than 2:00 each day.
- L. Teachers are encouraged to establish a seating chart the first week of school in their classes and study halls. We hope by doing this we may better find the persons responsible for damaging desks, etc.
- M. No hats, caps, or stocking hats will be worn in school during the regular school day or at any inside home school activity. Students should leave them in their lockers. If it gets to be a problem take their hats and keep them.
- N. Students are not to be late between classes. Each teacher will establish their own policy for late students.
- O. Teachers must post classroom rules/expectations in their classroom. Consequences to these rules must be explained by the teacher. Periodic review of these rules and consequences is a good policy.
- P. In the event that school activities require students to remain overnight, adequate sponsors will be provided. The coach or activity sponsor will determine the number of sponsors.
- Q. There will be no local school sponsored activities on Sundays or Wednesday evenings unless approved by the Administration.
- R. Copy Machines: Students, except Teacher's Aides, are not allowed to use the copy machines unless approved by the Superintendent or Principal. If you send a student to the office for copies, you must give them a pass with instructions of what needs copying.
- S. When teachers charge items to the school for students, the teacher is responsible to collect the money from the student.
- T. Teachers will enforce the dress code of all students in your class. Students violating the dress code will be referred to the administration.
- U. Students are not to be sent to the offices to pick up supplies or mail.
- V. Students are not allowed in the Teacher's Lounge or Mailroom.
- W. No card playing in classes unless prior arrangements have been made with the Principal.
- X. There will be no pop/juice allowed in classrooms with carpet.

Discipline Plans

Detention Grades 5-12

Students will be required to stay for detentions the same day they receive them. Written detentions will be handed into the Principal to be mailed to the parents or guardians.

Detentions can be assigned by any staff member, school employee, or substitute teacher and will be a minimum of 30 minutes. Detentions will be served on the day they are received. All Detentions will be served with the staff member that has assigned the detention. Students skipping detention will receive another detention. Students skipping detention regularly may be assigned a suspension at the discretion of the Principal. If a student receives four written detentions during the school year they will be assigned to one day of Saturday School. This practice will continue until with every fourth detention until the student receives their 20th detention for the school year. At this time the student will be suspended for two days. After this suspension, the practice will start over with every 4th detention warranting a day of Saturday School and the 20th being two days of suspension.

If a student chooses to not attend Saturday School they will be suspended from school for three days for each Saturday School they are not in attendance. When a student has been assigned to Saturday School or suspended from school their parents/guardians must meet with the Principal before being admitted back into school. Students assigned to Saturday School or suspended from school can not attend or participate in any school activities until admitted back in school.

If a student is sent out of class to the Principal's office the classroom teacher must call the Principal's secretary to let her know about the situation. It is the teacher's responsibility to discipline the student sent out of their class. Students sent to the Principal's office for disciplinary reasons will not be sent back to class that period.

Each student will get three excused tardies for first period each semester. Detentions are written for each tardy after the third tardy.

Each classroom teacher will have their own set of rules but all staff must enforce the rules in the student and personnel handbooks. Teachers not enforcing the handbook rules will be given a verbal warning and written documentation will be used after the verbal warning.

Any student disciplined outside of the classroom will be turned over to the Principal but the teacher observing the misbehavior must write up the detention.

Students being suspended from school for major infractions will be handled by the administration. The length and severity of the suspension will be determined by the administration on a case-by-case determination.

Make-up time for the days missed will be 70% of the actual grade earned and students will have one day to make up work for each day of absence. Teachers will be notified of unexcused student absences.

Here is a checklist to use as you prepare for the upcoming school year. Use it to monitor your classroom management skills now and then assess them after the first two weeks of school.

RULES AND PROCEDURES:

___ Did I clearly establish the class rules? Are they positively stated? Do I have too many?

___ Did I seek student input for classroom rules?

___ Did I post the rules in the classroom?

___ Did I inform the parents of the classroom rules and procedures?

___ Did I inform the administrative team of the classroom rules and procedures?

___ Did I review the rules and procedures by the FIRST week of school? Did I check for understanding?

___ Did I explain and model the following classroom procedures?

- Restroom breaks___
- Water fountain breaks___
- Late to class___
- Pencil sharpening___
- Locker breaks___
- Passes to media center___
- Passes to other areas in the school___
- Late assignments___
- Make-up work for absences___
- Working in groups___

K-4 Discipline Plan

At the teacher's discretion, a student may be removed from an activity to ensure a positive learning environment for all students. Students may be sent to the Principal's office, at the teacher's discretion, at any time.

BEHAVIOR PLAN AND CONSEQUENCES (GRADES K-2)

Grades K-2 utilize the "Green, Yellow, & Red Card System" for student behaviors in their classrooms. Each student begins the day in the Green or "Ready to Learn" zone. If classroom rules are broken, the consequences are as follows for Grades K-2.

Kindergarten

Name moved to "Yellow" – student was warned about their behavior but continued to disregard the teachers request to change their behavior.

Name moves to "Red" – Student continued behaviors that are not conducive to a productive learning environment. The student will lose some center time. If this behavior continues, the student will be given a detention for their actions. Parents will be contacted about the behavior.

1st Grade

Students will be given a verbal warning to stop inappropriate behaviors.

Yellow Card – Visual Reminder for the student to stop their behavior

2nd Yellow Card – Student loses some recess time

Red Card – Note sent home, 15-minute detention

2nd Grade

Name moved to "Yellow" – warning for inappropriate behavior

Name moved to "Red" – 2nd offense of warned behavior. Student misses 10 minutes of recess and discusses actions with the teacher.

Name moved to "Black" – 3rd offense of the day. Student stays after school to discuss their behavior with the teacher and how to prevent this from happening in the future.

BEHAVIOR PLAN AND CONSEQUENCES (GRADES 3-4)

Grades 3-4 utilize "Above the Line" Behaviors for student behavior in their classrooms. Students have to make choices everyday in every aspect of the school day. Learning to make smart choices and dealing with the consequences of poor choices is part of becoming responsible citizens. Students will discuss examples of above, below, and bottom line behaviors. If a student makes a below the line choice, they will receive a "Making Smart Choices" note. This note must be signed by the parent and returned to school the next day. The student's key will be moved below the line until the note is returned. The student will receive a detention for not returning the note to school the following day. If a student makes a bottom line choice, the students will receive a detention and think sheet. The principal will be contacted, if necessary, and further consequences could result.

K-4 Detention Rules

1. Detention begins at 3:30 and ends at 4:00. Detention on Friday begins at 2:30 and ends at 3:00.
2. Detentions will be served with the teacher on the day the student received the detention. Time will be doubled for students who skip or minutes late will be doubled.
3. If a student skips detention two days in a row the student will not be allowed back in class until a

conference with the parent or guardian has been held with the Principal/teacher. If the teacher cannot contact the parent/guardian detention time will be doubled and served on the next school day.

4. Students will complete a reflection paper or discussion with the teacher about their detention during this time.

General Information

Detentions are utilized for students who choose not to follow the school rules. To make detentions effective, parent support is a must. Knowing this is a key factor, the teachers will make a concerted effort to have parents contacted when students have detention.

We are aware that many students have commitments after school such as doctor's appointments, paper routes, scouts, music lessons and so on. We believe this adds greater responsibility for the child to act responsibly during the day and does NOT serve as an excuse for him/her to make poor decisions. Again, we ask your commitments to this belief for effectiveness and to understand detentions will be served on the day they are received.

Students will report to detention by 3:30 each day Monday-Thursday and 2:30 on Fridays. The teacher will communicate with the parents as the length of the detention.

When a student has accumulated 10 detentions in a semester the student will be suspended from school for one day and the Principal will require a conference with the parents or guardians before the student will be allowed back in class. When a student has accumulated 20 detentions in a semester the student will be suspended from school for two days and the students and parent/guardian must meet with the Principal/teacher before being allowed back in class. If a student accumulates 30 detentions in a semester the student will be suspended for three days.

Students sent to the Principal's office for major infractions will be required to come to the Principal's office with parents or guardians before they will be allowed back in class.

Parents will be attempted to be contacted by the student or student's teacher when students will be staying for detentions. If they skip detention the time will be doubled the next day.

Dating Violence

5407

It is the policy of Overton Public School District to provide physically safe and emotionally secure environments for all students and staff. Any type of dating violence within the school building or grounds will not be tolerated.

Dating violence is defined as a pattern of assaultive and controlling behaviors used by one person against another in order to gain or maintain power in the relationship. Relationship/dating violence is not about getting angry or having an occasional disagreement. In an abusive relationship, one partner has an ongoing pattern of intentionally behaving in ways that cause fear, degradation and humiliation to control the other person. Forms of relationship abuse can be verbal, emotional, belittling words and actions, violence and sexual coercion.

Ten signs of relationship abuse can be divided into two categories as follows:

EMOTIONAL/VERBAL ABUSE:

- 1) Isolating your partner from friends, family and outside activities that don't include you.
- 2) Calling your dating partner insulting names or using degrading terminology to describe him/her.
- 3) Showing jealousy and possessiveness about your dating partner.
- 4) Controlling how your dating partner dresses, how much makeup she uses, with whom she/he talks, giving unsolicited advice; excessive text-messaging and using your cell phone to check up on her/him.
- 5) "Crazy-making": and rule-changing behaviors; threats or self-harm if your dating partner leaves you.
- 6) Having different standards for your dating partner than you do for yourself.

SEXUAL/PHYSICAL ABUSE:

- 7) Roughhousing or play-wrestling
- 8) Holding your dating partner's hand too tightly or putting your arm around her waist or shoulders too tightly.
- 9) Pushing, shoving, hair-pulling, grabbing, restraining and other violent behaviors that are painful, even if they don't leave marks or bruises.
- 10) Touching your dating partner's body in ways that are not consensual or make her/him feel uncomfortable; making threats (implied or real) to leave the relationship if your dating partner doesn't consent to sexual activity.

Characteristics of a healthy relationship include, but are not limited to: partners share responsibility for decisions, take responsibility for their actions, have honest communication and feel safe expressing feelings, support and encourage each other's goals, respect the other's opinions, thought and friends, make each other feel comfortable, negotiate conflicts and compromise, disagree with each other respectfully, want each other to grow and be happy, encourage each other to pursue separate activities/interests, can be honest about sex, and each trusts the other to spend time with other friends that may include members of the opposite sex.

It is the policy of Overton Public School District to educate students and staff regarding the issue of Dating Violence through in-services, age-appropriate course work, lecture, and audio-visual resources.

Legal Reference: 79-2, 142

I. Purpose.

The purpose for which these grievance procedures are established are:

- A. To reduce the potential area of conflict among students, certified, classified (non-certified), administrators, and the board of education.
- B. To provide communication through recognized channels among students, certified, classified (non-certified), administrators, and the board of education.
- C. To develop improved morale and effectiveness of the school.

II. Definition of Terms.

- A. "Grievance" shall mean any claim based upon a violation or alleged violation of the negotiations contract, any claim resulting from sexual harassment, or any dispute regarding the interpretation, meaning or application of any of the policies, rules, or regulations of the school district or rules and regulations relating to Section 504, Rehabilitation Act of 1973 and Title IX, Education Amendments of 1972.
- B. "Aggrieved Person" shall mean any person covered by the provisions of the negotiations contract or a dispute regarding the interpretation, meaning or application of any of the policies, rules or regulations of the school district, and rules and regulations relating to Section 504, Rehabilitation Act of 1973 and Title I Education Amendments of 1972.
- C. "Party of Interest" shall mean the aggrieved person and any other person who might be required to take action, or against whom action might be taken, in order to resolve the claim.

III. General Provisions.

- A. Any person aggrieved by the violation of any rule, regulation, or procedure adopted by Dawson County School District No. 4 shall file an informal or a formal complaint with his or her principal as set forth herein. The initial complaint shall be filed within five (5) days of the aggrieved person's knowledge that an event or condition occurred. Such event or condition must have occurred within the previous one hundred and twenty (120) calendar days.
- B. If a written formal grievance, Level II, is not filed within five (5) calendar school days after the Aggrieved Person has filed an informal grievance, then the grievance shall be waived.
- C. A grievance may be withdrawn at any level with the Aggrieved Person retaining the right to refile, subject to the provision of Paragraphs 1 and 2 above.
- D. No reprisals of any kind shall be taken by the board of education, by any member of the administration, or by the Aggrieved Person, against any party in interest, or any other participant in the grievance procedure by such reason of such participation.
- E. The forms found in AR-4625, Grievance Forms, shall be used for the processing of any grievance.
- F. If, in the event the administration or the board of education shall fail to follow or meet the time limits set forth herein, the grievance shall automatically move to the next step.
- G. In the event the Aggrieved Person shall fail to follow the agreed upon procedure, the grievance shall be waived.
- H. An Aggrieved Person shall continue to follow administrative directives and policies, and continue to work under the direction of the superintendent of schools and other school administrators, regardless of the pendency of any grievance, until such grievance is properly determined.

IV. Procedures.

A. Level I

1. A person who believes that there are grounds for a grievance is to discuss the matter with the school principal in an effort to resolve the problem.
2. The Aggrieved Person may have a representative assist in an effort(s) to resolve the problem informally with the principal.

B. Level II

Step One.

1. If an Aggrieved Person is not satisfied with the disposition of the problem, or if no decision has been rendered following three (3) school days, after stating the grievance in the formal procedure, the Aggrieved Person may submit the claim as a formal grievance, in writing, specifying the policies, rules, and regulations or contractual provisions alleged to have been violated, to the principal. The written grievance shall be filed no later than fifteen (15) school days after the grievance in the informal procedure. The grievance should be filed on Grievance Form A. Refer to AR-4625, Grievance Forms for all grievance forms.
2. The school principal shall, within three (3) school days, render a decision and the reasons therefore, in writing on Grievance Form B, to the Aggrieved Person and to the superintendent of schools.

Step Two.

1. If the Aggrieved Person is not satisfied with the disposition of the grievance at Step One, or if no decision has been rendered within three (3) school days after the presentation of the grievance in writing, the Aggrieved Person may appeal the written grievance to the superintendent of schools. In the case that no decision is rendered, the appeal shall be filed on Grievance Form B no later than ten (10) school days.
2. The superintendent of schools shall act for the administration at Step Two of the grievance procedure. Within (10) school days after receipt of the written appeal for a hearing by the superintendent of schools, he or she shall meet with the Aggrieved Person for the purpose of hearing and resolving the grievance. A record of such hearing shall be kept by the superintendent of schools, and made available to the parties involved upon request. The superintendent of schools shall, within three (3) school days following the hearing, render a decision and reasons therefore, in writing on Grievance Form C, to the Aggrieved Person.

Step Three.

1. If the Aggrieved Person is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered within three (3) school days after submission to the superintendent of schools, the Aggrieved Person may appeal the grievance to the board of education. In the case that no decision is rendered, the appeal shall be filed on Grievance Form C, no later than eighteen (18) school days after submission of the grievance to the superintendent of schools.
2. Within twenty-five (25) school days after receiving the written appeal, the board of education shall meet with the Aggrieved Person for the purpose of hearing and resolving the grievance. Within five (5) school days following the submission of the matter, the decision of the board of education shall be rendered in writing on Grievance Form D.

C. Level III.

1. If the Aggrieved Person chooses not to accept the decision of the board of education, the Aggrieved Person may, within five (5) school days of receipt of the decision, challenge the decision on Grievance Form D. The challenge shall be filed with the superintendent of schools.
2. Within five (5) school days following receipt of the written challenge, the board of education and the aggrieved person shall select a fact-finding board, if appropriate, in the following manner: one member will be selected by the board of education; one member by the Aggrieved Person, and a third member selected by the two members so appointed. If the members appointed by each part fail to agree upon a third party within five (5) school days after their selection, they shall request the Nebraska Department of Education to submit a list of five (5) persons being qualified to serve as members of such board. Upon receipt of such list, the members selected by the parties shall alternately strike names until one name remains and the person not stricken shall become the third member. The Aggrieved Person shall strike the first name. Such fact-finding board shall hear and review the matters relating to the grievance and shall within fifteen (15) school days after the hearing, render a report of its decision. Such recommendations shall receive good faith consideration of the parties as a method of settling the dispute.
3. The cost of fact-finding shall be shared equally by the board of education and the person grieved.

V. Rights of the Aggrieved Representative.

Any party of interest may be represented at all stages of the grievance procedure by a representative of his or her own choosing.

VI. Personnel File.

The board of education and the local education association recognize that it is the students', certified, and non-certified employees' responsibility to review all materials in their file.

Although the board of education agrees to protect the confidentiality of personal references, academic credentials, and other personnel file items it shall not establish any separate personnel file which is not available for the students', certified, and non-certified employees' inspection.

Person or persons of limited English language skills may request publication or translation of the Grievance Policy in his or her native language.

Legal Reference: 79-3001
through Equal Opportunity in
79-3011 Education.

Title IX, 1972 Federal Education Amendments, Section 504, 1073 Federal Rehabilitation Act, Title VI, VII, 1964 Federal Civil Rights Act.

Policy Adopted: March 10, 1997
Grievance Procedure

HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

All concussions are serious. A concussion can affect your ability to do schoolwork and other activities (such as playing video games, working on a computer, studying, driving, or exercising). Most people with a concussion get better, but it is important to give your brain time to heal.

What are the symptoms of a concussion?

You can't see a concussion, but you might notice **one or more** of the symptoms listed below or that you "don't feel right" soon after, a few days after, or even weeks after the injury.

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion

What should I do if I think I have a concussion?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach right away if you think you have a concussion or if one of your teammates might have a concussion.
- **Get a medical check-up.** A doctor or other health care professional can tell if you have a concussion and when it is OK to return to play.
- **Give yourself time to get better.** If you have a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have another concussion. Repeat concussions can increase the time it takes for you to recover and may cause more damage to your brain. It is important to rest and not return to play until you get the OK from your health care professional that you are symptom-free.

How can I prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Use the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
 - The right equipment for the game, position, or activity
 - Worn correctly and the correct size and fit
 - Used every time you play or practice
- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



HEADS+UP

CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports **one or more** symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (<i>even briefly</i>) • Shows mood, behavior, or personality changes • Can’t recall events <i>prior</i> to hit or fall • Can’t recall events <i>after</i> hit or fall 	<ul style="list-style-type: none"> • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

How can you help your teen prevent a concussion?

Every sport is different, but there are steps your teens can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.

- Ensure that they follow their coaches’ rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

What should you do if you think your teen has a concussion?

- 1. Keep your teen out of play.** If your teen has a concussion, her/his brain needs time to heal. Don’t let your teen return to play the day of the injury and until a health care professional, experienced in evaluating for concussion, says your teen is symptom-free and it’s OK to return to play. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- 2. Seek medical attention right away.** A health care professional experienced in evaluating for concussion will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
- 3. Teach your teen that it’s not smart to play with a concussion.** Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let your teen convince you that s/he’s “just fine.”
- 4. Tell all of your teen’s coaches and the student’s school nurse about ANY concussion.** Coaches, school nurses, and other school staff should know if your teen has ever had a concussion. Your teen may need to limit activities while s/he is recovering from a concussion. Things such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or get worse. Talk to your health care professional, as well as your teen’s coaches, school nurse, and teachers. If needed, they can help adjust your teen’s school activities during her/his recovery.

If you think your teen has a concussion:

Don’t assess it yourself. Take him/her out of play. Seek the advice of a health care professional.

It’s better to miss one game than the whole season.

For more information and to order additional materials *free-of-charge*, visit: www.cdc.gov/Concussion.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION



4012
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 chat rooms or instant messaging.
4. Staff shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems, such as, but not limited to, Aimster and Freenet.
5. Staff shall not access social networking sites such as Facebook, MySpace and Twitter on school computers or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to posting on social networking sites using personal electronic devices during a staff member's lunch or planning period.
6. 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.

7. 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.
8. 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Overton Public School District
Addition to Employee Code of Conduct
Appendix "1"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Overton Public School District community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Overton School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Overton Public School District and I understand and will abide by those district guidelines and conditions for the use of the facilities of Overton Public School District and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Overton Public School District any of its employees, or any institution providing network access to Overton Public School District responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

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

Overton Public Schools
Certificated Staff Handbook
2017-2018

As a staff member of Overton Public Schools, my signature indicates that I have read and understand the faculty handbook in its entirety. Furthermore my signature indicates that I agree to be in compliance with all items presented.

Employee's Name

Employee's Signature

Date