

OVERTON CERTIFIED STAFF HANDBOOK



2018-2019

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2018-2019 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. Alicia Luther
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
EL / 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 Flynn
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

2018-2019 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

2018-2019 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 2018-2019 Academic Year Calendar



APPROVED 1-8-2018

AUGUST

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

August 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	

September 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						

SEPTEMBER

- 3 No School - Labor Day
- 28 Teacher In-Service (3)

OCTOBER

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

October 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			

November 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	

NOVEMBER

- 9 Teacher In-Service (4)
- 21-23 No School
Thanksgiving Break

DECEMBER

- 19 & 20 Semester Tests
(2:38 Dismissal Both Days)
- 21 Last Day of 1st Sem.
(11:30 Dismissal)
(41 & 86 Days)
- 22-26 NSAA Moratorium
- 24-31 No School

December 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 19

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.
- 21 Teacher In-Service (5)
- 23 No School
Teacher Workday

FEBRUARY

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

February 19

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 19

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

- 8 End of 3rd Quarter
(44 Days)
- 15 Teacher In-Service (6)

APRIL

- 16 No School - TR Invite
- 19 No School - Spring Break
- 22 No School - Spring Break

April 19

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 19

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

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

JUNE

June 19

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 19

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 = 175
(PK = 135)
- 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.

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. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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 and that is consistent with district policy and good professional judgment.
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 While on Duty or on School Property

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 or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board

policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. 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, which are stored or accessed on or using school property 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.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reaction (ANAPHYLAXIS)

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

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

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

EDUCATION PLAN FOR ASTHMA/ANAPHYLAXIS EMERGENCY RESPONSE TEAMS

Amherst, Elm Creek, Oreston, S-E-m Schools
Ildam Sharon

PROTOCOL

Emergency Response To Life-Threatening Asthma Or Systemic Allergic Reactions (Anaphylaxis)

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

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

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

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

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

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

EMERGENCY PROTOCOL:

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

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

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

M. Barb MD 1/17/18
(PHYSICIAN) Date

(PHYSICIAN) Date

(PHYSICIAN) Date

(PHYSICIAN) Date

5030
Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

A copy of this policy shall be included in the student handbook.

CONCUSSION FACT SHEET FOR SCHOOL PROFESSIONALS



WHAT IS A CONCUSSION?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Children and adolescents are among those at greatest risk for concussion. The potential for a concussion is greatest during activities where collisions can occur, such as during physical education (PE) class, playground time, or school-based sports activities. However, concussions can happen any time a student's head comes into contact with a hard object, such as a floor, desk, or another student's head or body. Proper recognition and response to concussion can prevent further injury and help with recovery.

THE FACTS

1. All concussions are serious.
2. Most concussions occur without loss of consciousness.
3. Recognition and proper response to concussions when they first occur can help prevent further injury or even death.



Children and teens with a concussion should **NEVER** return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care professional experienced in evaluating for concussion says they are symptom-free and it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class,
- Sports practices or games, and
- Physical activity at recess.

HOW CAN I RECOGNIZE A CONCUSSION?


Teachers and school counselors may be the first to notice changes in their students. The signs and symptoms can take time to appear and can become evident during concentration and learning activities in the classroom.

Send a student to the school nurse, or another health professional, if you notice or suspect that a student has:

1. Any kind of forceful blow to the head or to the body that results in rapid movement of the head,
- AND**
2. Any change in the student's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)



“WHEN IN DOUBT, SIT THEM OUT!”

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WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

The signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. Be alert for any of the following signs or symptoms. Also, watch for changes in how the student is acting or feeling, if symptoms are getting worse, or if the student just “doesn’t feel right.”

SYMPTOMS REPORTED BY STUDENT:

EMOTIONAL:

- Irritable
- Sad
- More emotional than usual
- Nervous

THINKING/REMEMBERING:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

SLEEP*:

- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

*Only ask about sleep symptoms if the injury occurred on a prior day

PHYSICAL:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

SIGNS OBSERVED BY SCHOOL STAFF:

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can’t recall events prior to the hit, bump or fall
- Can’t recall events after the hit, bump or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

DANGER SIGNS

Be alert for symptoms that worsen over time. A student should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)



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TO LEARN MORE GO TO WWW.CDC.GOV/CONCUSSION

WHAT DO I NEED TO KNOW ABOUT MY STUDENTS RETURNING TO SCHOOL AFTER A CONCUSSION?

Supporting a student recovering from a concussion requires a collaborative approach among school professionals, health care providers, and parents, as s/he may need accommodations during recovery. If symptoms persist, a 504 meeting may be called. Section 504 Plans are implemented when students have a disability (temporary or permanent) that affects their performance in any manner. Services and accommodations for students may include speech-language therapy, environmental adaptations, curriculum modifications, and behavioral strategies.

Students may need to limit activities while they are recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms (such as headache or tiredness) to reappear or get worse.

Check out CDC's Heads Up to Schools Facts Sheet on "Returning Students to School After a Concussion Fact Sheet". For more information: www.CDC.GOV/Concussion



WHAT TO LOOK FOR AFTER A CONCUSSION:


Students who return to school after a concussion may need to:

- Take rest breaks as needed,
- Spend fewer hours at school,
- Be given more time to take tests or complete assignments,
- Receive help with schoolwork, and/or
- Reduce time spent on the computer, reading, or writing

When students return to school after a concussion, school professionals should watch for:

- Increased problems paying attention or concentrating
- Increased problems remembering or learning new information
- Longer time needed to complete tasks or assignments
- Difficulty organizing tasks
- Inappropriate or impulsive behavior during class
- Greater irritability
- Less able to cope with stress or is more emotional

It is normal for students to feel frustrated, sad, and even angry because they cannot return to recreation or sports right away, or cannot keep up with schoolwork. A student may also feel isolated from peers and social networks. Talk with the student about these issues and offer support and encouragement. As the student's symptoms decrease, the extra help or support can be removed gradually.

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TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

A Fact Sheet for COACHES

HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;
 - › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
 - › Trying to injure or put another athlete at risk for injury.



- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on concussion information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of concussion signs and symptoms that you can keep on hand.

Check out the equipment and sports facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no "concussion-proof" helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during a play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

Keep emergency contact information handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care for an injured athlete, provide them with details about how the injury happened and how the athlete was acting after the injury.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can’t recall events prior to or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right”, or “feeling down”.

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or ensure an athlete is taken to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY.

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

REMOVE THE ATHLETE FROM PLAY.

When in doubt, sit them out!

KEEP AN ATHLETE WITH A POSSIBLE CONCUSSION OUT OF PLAY ON THE SAME DAY OF THE INJURY AND UNTIL CLEARED BY A HEALTH CARE PROVIDER.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove an athlete with a possible concussion from practice or play, the decision about return to practice or play is a medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body.
- Any loss of consciousness (passed out/knocked out) and if so, for how long.
- Any memory loss right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any).

INFORM THE ATHLETE’S PARENT(S) ABOUT THE POSSIBLE CONCUSSION.

Let them know about the possible concussion and give them the HEADS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns to school.

ASK FOR WRITTEN INSTRUCTIONS FROM THE ATHLETE’S HEALTH CARE PROVIDER ON RETURN TO PLAY.

These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak.
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Below are five gradual steps that you, along with a health care provider, should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.



BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities, and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step.

STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4:

An athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER:

It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him- or herself too hard. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.



Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

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TO LEARN MORE GO TO [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)

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
2018-2019

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