

WAHOO PUBLIC SCHOOLS

FACULTY HANDBOOK



2011-2012

WAHOO, NE 68066

WWW.WAHOOSCHOOLS.ORG

WAHOO PUBLIC SCHOOLS TEACHER HANDBOOK

ABSENT FROM SCHOOL

Teachers who are ill and cannot make it to work should call the principal between 6:00 a.m. and 6:30 a.m. The high school principal's number is 402-429-1750, middle school principal's number is 402-690-3050, and the elementary principal's number is 402-443-4059. Elementary special education teachers should contact the special education director at 402-480-4889. Teachers that have both elementary, middle school and/or secondary classes should contact the principal of the building in which his/her first class is held.

Each teacher will maintain a substitute folder to be kept in the office. The folder should contain the following:

- a. Lesson plans
- b. Daily schedule
- c. Class list and seating chart
- d. Any special duties
- e. Special needs of any student (medical, special education or speech problems, etc.)
- f. Fire drill procedure
- g. Tornado drill procedure.
- h. Lockdown procedure.

ACCIDENTS

Any accident that happens at school should be reported to the office. This will be necessary if there is insurance or liability claims. If there is a major injury, a written report should be turned into the office within 24 hours.

STAFF DRESS CODE

Please remember that you are a professional educator and your attire should reflect your status as such. Dressing in a professional manner helps to maintain an atmosphere of respect from the students, from parents, and from co-workers.

The WPS Teacher Handbook (will now include the following):

STAFF DRESS CODE: It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Wahoo Public School Expectations – Teachers have been allowed to dress down on Fridays. Staff members who choose to wear jeans on Fridays need to distinguish themselves from the students by wearing something other than a t-shirt or sweatshirt, such as a collared or buttoned shirt, sweater, or jacket.

In a nutshell, it is very difficult to enforce expectations of attire for students when we have staff members who do not meet the same standard.

Clarification:

- Please be cautious about shirts and tops that reveal cleavage or cleavage cracks. Not only is it a violation of our student's basic dress code, it looks tacky and unprofessional in a school setting.
- Please avoid shirts or tops with open backs or backs short enough to reveal lower back.
- Please avoid tank tops or anything that looks like or similar to a tank top.
- T-shirts are not acceptable attire except on days approved by the building administrator.
- Shorts above the knee are never acceptable attire for a professional educator, except on in-service or workdays.
- Jeans are not acceptable attire. We have however, allowed Friday jean day. On these days, staff may wear nice looking jeans. This allowance excludes heavily worn, heavily faded, or ripped jeans.
- Basic rubber Flip-flops are not only very casual; they are a safety concern. It would be preferred that they not be worn.

ACTIVITIES-ADMISSION AND WORK

All staff members and spouses will be admitted free of charge to Wahoo athletic contests which are held in Wahoo and are not NSAA activities or tournaments. We would hope that our teachers are supportive of the students' co-curricular activities as well as those of a more academic nature. It means a great deal to the students when teachers make their presence known at school events. Staff members may be asked to supervise at other activities.

Capitol Conference passes are available to staff members and their family, which allow them admission to all Capitol Conference activities. To obtain this pass staff members must sign-up to work at a minimum of two middle school or high school activities. See the Athletic Director to sign-up to work at an activity.

School-aged children of staff members are still required to purchase an activity pass for admission to home athletic and fine arts activities.

ADDITIONAL DUTIES AS ASSIGNED

Within the contracted day their building administrator may assign teachers additional duties.

ACTIVITIES-MEETINGS-CAMPAIGNS

All activities will be scheduled through the Office. Student clubs and organizations may schedule meetings from 7:30 until school starts in the mornings or after the dismissal time or with administrative approval. School activities will not be scheduled on Wednesday evenings or Sundays without administrative permission.

When organizations or classes sponsor an activity (party, dances, car washes, etc.) the sponsor must be present or the activity will be canceled.

BULLETIN - ANNOUNCEMENTS - CALENDAR

High School: All bulletin items must be submitted to Michelle by 8:30 a.m. daily. The bulletin will be sent via email and PowerSchool to be read by the Warrior Period teachers during homeroom.

Middle School: All bulletin items should be submitted to Launa by 9:15 a.m. daily. The bulletin will then be put on PowerSchool and if designated as such, read with the daily bulletin.

Faculty is strongly encouraged to submit articles of interest to the school's web page. In addition, pictures of events or special interest programs are encouraged to be uploaded to showcase the accomplishments of Wahoo's youth.

Only special announcements from the office will be read over the intercom system with approval of the building administrator. Announcements will be made at such a time as to not interrupt classroom instruction.

All calendar items for any elementary, middle or high school facilities usage should be submitted to Jason Libal. All calendar items for the performing arts center should be submitted to Chris Arent. Facilities usage will be identified on the school's activity calendar located on the WPS web page.

CHILD ABUSE

Teachers are required by law to report any suspected case of child abuse or neglect to the office. Abuse or neglect includes placing the child in a situation that endangers his/her life or physical or mental health, cruel confinement or punishment, deprivation of food, clothing, shelter, care, sexual abuse, or being left unattended. The hot-line number to report cases of abuse of children and disabled adults is: 1-800-572-1999.

COMMUNICATIONS FROM THE SCHOOL TO THE HOME

Establishing a positive communication network between the home and school is very important. Teachers can enhance the home-school communications network through the use of telephone calls, emails, written notes, home visits and by utilizing Power School comments section. All written communications to the home from the school should be made on district stationery with dates included. Teachers are strongly encouraged to make Power School log entries of all home communications.

BULLYING PREVENTION

The Wahoo Public Schools recognizes the negative impact that bullying has on student health, welfare, safety, and learning environment and therefore prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle (owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee), or at school sponsored activities or athletic events.

Bullying may constitute grounds for long – term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district’s student discipline and due process procedures.

It shall be the responsibility of the Superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention. Principals shall, develop Administrative Policy and annual bullying prevention.

This policy shall be reviewed annually.

CORPORAL PUNISHMENT

During the 1988 legislative session, LB 316 was passed. This bill prohibits corporal punishment in public schools. Corporal punishment is defined as striking, spanking or rough handling students even if the punishment is not done in anger.

UNACCEPTABLE STAFF BEHAVIORS

Unacceptable behaviors that could be considered boundary invasions include, but are not limited to:

- Becoming too personally involved with students – friend, confidant, surrogate parent
- Seeing students in private or non-school settings
- Writing or exchanging notes, letters or emails
- Serving as a confidant with regard to a student’s decision about his/her personal issues
- Giving gifts or money to the students
- Inviting students to one’s home or cottage
- Having students stay overnight in one’s home or cottage
- Driving individual students to or from school
- Giving one student undue attention
- Being alone with a student with the exception of an emergency situation
- Sharing your personal problems with students
- Sharing personal information about a student with a third party
- Initiating physical contact

DISCIPLINE & CLASSROOM MANAGEMENT

A safe and orderly environment that is conducive to learning is the ultimate goal of any reasonable discipline and classroom management plan. Identifying every possible occurrence that may require intervention and resolution would be impossible. However, a program that involves an interactive dialogue between the student and staff member and is consistent will facilitate the effective resolution of most disciplinary situations. The following guidelines, along with the WEBSS process, are intended to provide the foundations for a fair, consistent and workable discipline plan for Wahoo Public Schools:

1. Teachers will use the Social Skills Model when students do not respond to normal requests. The model includes these steps:
 - a. Initial praise/Empathy
 - b. Describe inappropriate behavior
 - c. Describe appropriate behavior
 - d. Rationale

- e. Request acknowledgment
- f. Practice
- g. Feedback
- h. Consequences
- i. General Praise

Not all of these steps need to be done all of the time. It is important to use your judgment and use as many of the steps as needed to change behavior. It is much more effective to teach appropriate behavior to students and outline your expectations of them before problems arise.

2. Teachers should handle most of their own discipline problems. Since most problems develop gradually, we would expect staff to take the opportunity to work with students and parents to improve or correct a potential problem. The WEBSS process should be employed to assist students not reaching the academic, behavioral and civic goals. Communication early with students and the parents will generally help the situation.
3. Be firm, fair and consistent. Establish fair rules of expected behavior and then enforce the rules firmly and, above all, consistently.
4. **Don't back a student into a corner!** As a trained professional, you should develop skills in enforcing your rules without causing students to "lose face" among their peer group. It is unacceptable to publicly ridicule or use **sarcasm** when correcting students.
5. Do not tell a student to leave your classroom and not come back, or that he/she will be suspended for this action. Only the administration may remove a student from your class or suspend him/her from school.
6. Control your temper; a soft, firm voice and calm attitude are normally more effective than shouting and displaying anger or loss of self-control. **Remember**, in each classroom situation there are three variables, which interact: the teacher, the individual student and the students as a class. As a professional teacher you must always have control over the key variable, yourself.
7. Rather than consistently calling attention to negative or disruptive behavior, teachers should exhibit a positive, appreciative attitude about good behavior.
8. An entire class is not to be punished for the actions of a few students.
9. Staff members are not to use profane/vulgar or suggestive language. Additionally, regardless of possible provocation, staff members are not to: (a) call any student something other than their name; (b) physically handle a student except to protect self, other persons, prevent the destruction of property, or prevent any illegal overt act on the part of the pupil.

10. Do not do anything, which shifts the focus from the student behavior to the teacher behavior. Yelling at the student, arguing with the student, and using sarcasm towards a student are examples of behaviors, which will shift the focus.

SUPERVISION

Classroom: Students are not to be left without adult supervision. In case of an emergency requiring a teacher to be absent from the classroom, arrangements for temporary supervision must be made before the teacher leaves the room. **At NO time should students leave the campus to run errands.**

Hall Duty: Teachers are to be on duty outside their classroom at first bell. Teachers will also supervise students in the halls between class periods. Please encourage quiet and orderly passing in the halls.

If misbehavior or improper conduct is observed, all staff members have the responsibility and authority to intervene.

DRILLS AND PROCEDURES

Within the first week of school, be sure you explain to every section the evacuation procedures in case of a fire or disaster. After the explanation, post the procedures on your bulletin board.

FACULTY MEETINGS

Building level faculty meetings will be held at the principal's discretion. Teachers are expected to attend.

FUND RAISING

Fund raising projects must be approved, in advance, through the building principal.

GRADING AND MARKING SYSTEM

Students will be issued grade reports four times during the school year, at the end of each nine weeks.

At a minimum, teachers are expected to update student grades weekly in PowerSchool.

The steps identified in the WEBSS process will be utilized for students struggling academically.

PROGRESS REPORTS TO PARENTS

- A. The grading system is the teacher's evaluation of the pupil's progress in school and parents are usually very concerned about their child's grade. Therefore, it is necessary that a teacher be able to justify each grade. The system used should be consistent and the following items should be considered.
1. Procedures should be logical and include any work that is done during the class for evaluation purposes.
 2. The teacher's grading system should be explained to the pupils and to the parents.

3. A student should be aware of his grade at all times. A periodic review of grades by the teacher is worthwhile.

PARKING

Teachers are expected to park in the faculty parking lot at their respective building.

KEYS

Keys to the building and to the classroom may be obtained and checked out from the Head of Maintenance and/or your building administrator. Additional keys for different parts of the building may be needed at various times. These keys may be checked out for use. ***The loaning of keys to students or non-staff members is strictly forbidden.*** There may be a charge for lost keys if locks need to be replaced or re-keyed.

LEAVING THE BUILDING

Teachers may leave the building during working hours with administrative approval. Teachers may also leave the building during their lunchtime. They should sign out at the office at the time of departure and sign in at the time of return.

LESSON PLANS

Lesson plans should be filled out by Friday for the following week. These daily plans should be detailed enough for a substitute to follow. Each day should have a written plan or objective.

SCHOOL CLOSING INFORMATION

School closing information will be broadcast on KFAB radio and KOLN-TV, Channel 10.

Also, the ALERTNOW automated calling system will be activated.

SCIP

The Mission Statement of Wahoo's School Community Intervention Program:

Because of our commitment to the education of students, we at Wahoo Public Schools will participate in SCIP to provide a means of assistance for students demonstrating behaviors interfering with their education, which may be related to the use of alcohol and other drugs. The SCIP team will connect students and their families with appropriate resources for assistance, and provide appropriate support within and outside the school environment.

Student referrals will be in written form. These forms may be obtained from the school counselors. This form may be turned into any SCIP team member who will start the process of documentation in motion.

SMOKING

There will be no smoking on school premises at any time.

STAFF TELEPHONE CALLS, MAILBOXES, AND MESSAGES

Staff members will only be called to the telephone in case of emergency. Messages will be placed in the staff member's mailbox or on the phone message system. Staff members are asked to check mailboxes in the morning, noon, and before their evening departure. Emergency messages will be delivered to the teacher immediately.

Staff members are not to use cell phones during times in which they are directly responsible for supervising or instructing students unless it is an emergency situation.

STUDENT USE OF THE TELEPHONE

The telephone in the office is a business telephone. Students will be allowed to use it only in emergency situations (i.e. illness, after school detentions, etc.). In the high school, and middle school, students are to use the phone in the office area with permission from staff. In the elementary students may use the classroom phone with teacher permission and assistance.

MONEY COLLECTIONS

Any staff member that is responsible for collecting money under the pretense of Wahoo Public Schools must adhere to the following guidelines:

- The receipt of all money is to be RECORDED on a spreadsheet or notebook indicating the source.
- All money is to be counted with a TICKET, indicating how much money is contained in the bag or box.
- No staff person should hold money for more than one week and if the sum is over \$100 it should be counted and turned in immediately.
- All school activity with gate receipts or door collections will have TWO PEOPLE count the money and will turn in a TICKET indicating the amount. This includes ball games, soup suppers, and similar activities. It should be turned into an administrator immediately following a game.
- Money needs to be secured in a LOCKABLE SAFE OR FIREPROOF file cabinet.
- Deposits need to SPECIFY the account receiving the money and it should be indicated on the ticket.

SUPPLIES AND PURCHASE ORDERS

Purchase orders must be obtained prior to ordering or purchasing of any supplies or equipment. Purchase orders must be submitted to the building administrator for approval. Teachers will be personally responsible for purchases with no previous purchase order.

Supplies and equipment are requisitioned at the end of each year for the following year. Should other supplies be needed they may be obtained from the office.

TEACHER DUTY HOURS

Teachers' duty time is 7:45 a.m. to 4:00 p.m. during the school week, Monday through Thursday. On Fridays, teachers may leave at 3:30 p.m. Flextime has been approved by the school board and is administered by your building supervisor.

Occasionally, there may be a need for a conference; student staffing or meeting that may require teacher's attendance outside the times listed above.

TRANSCRIPTS AND CERTIFICATES

All certified staff members should have official updated transcripts of all hours for placement on the salary schedule on file in the superintendent's office. Teacher certificates must be registered with the superintendent prior to a teacher receiving a pay check.

VISITORS TO THE BUILDING

All visitors to the building are to report to the principal's office. Class visitors, without written approval from the principal, should be directed to the office immediately.

COMPUTER AND INTERNET USE

This Staff Laptop Computer Policy is a supplement to the Wahoo Public School District's Computer Acceptable Use Policy. The District's Computer Acceptable Use Policy and Staff Laptop Computer Policy apply to the use of all laptop computers inside and outside the school premises and staff members are expected to follow these policies when using the District's laptop computers.

The Wahoo Public School District has decided to allow staff to use the District's laptop computers inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. The District's laptops are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Staff members may use the District's laptops for limited personal purposes subject to this policy and the District's Acceptable Use Policy. Staff members also shall exercise appropriate professional judgment and common sense when using the District's laptop computers.

All laptops and related equipment and accessories are the property of the Wahoo Public School District and are provided to the staff members for a period of time as deemed appropriate by the school's administration. As a condition of their use of the District's laptop computers, staff members must comply with and agree to all of the following:

1. Prior to being issued one of the District's laptop computers, staff members will sign the Laptop Acceptance Form and agree to all outlined policies.
2. Staff members may be take their laptops home. However, the staff member must provide and use a properly padded laptop bag or case. Laptops are required to be at school each in-session day.
3. Staff members should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the Technology Coordinator.

4. It is the staff member's responsibility to take appropriate precautions to prevent damage to or loss/theft of your laptop computer. The staff member will be responsible for the costs to repair or replace the computer if the damage or loss is due to negligence or intentional misconduct. The administration will determine the financial responsibility of the staff member in the event of damage or loss.
5. Staff members will provide access to any laptop computer, equipment, and/or accessories they have been assigned upon request of the Technology Coordinator or the District's administration.
6. The laptop is to be used for school related activities only; it is not for personal use by the staff member or anyone else.

General Laptop Use Rules

If you have important data on the laptop you must sync to your network folder as a safety precaution against hard drive failure. The seconds that it takes to sync your network home are well worth the frustration if/when the computer hard disk fails.

Since the laptop's keyboard and touch pad are permanently attached to the rest of the system, make sure that your hands are clean before using them. Because hand lotion is a major contributing factor to dirt and dust, please make sure your hands are free from lotion before using the computer. It is costly to change a laptop keyboard and/or touch pad that has been damaged by excessive dirt.

Do not place drinks or food in close proximity to your laptop.

Extreme temperatures or sudden changes in temperature can damage a laptop. You should NEVER leave a laptop in an unattended vehicle.

When using the laptop, keep it on a flat, solid surface so that air can circulate through it. For example, using the laptop while it is directly on a bed can cause damage due to overheating.

How to Avoid Laptop Computer Theft

Due to size and portability, laptop computers are especially vulnerable to theft. Staff members should follow the rules set out below. A staff member will be held personally responsible for any District laptop computers, equipment, and/or accessories that are stolen during the time they have been assigned to that staff member. Below are some tips on how to protect your laptop from being stolen.

1. Do not leave a laptop in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight. If you must leave your laptop in a vehicle, the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.
2. Carry your laptop in a nondescript carrying case or bag when traveling.
3. Do not leave a meeting or conference room without your laptop. Take it with you.
4. Never check a laptop as luggage at the airport.
5. Lock the laptop in your office or classroom when you are out of the room or during off-hours or store it in a locked cabinet or desk when possible.

If a theft does occur, immediately notify District's Administration and the Technology Coordinator

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As a staff member of Wahoo 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.

Signature

Date