

*Pleasanton  
Public  
School*

*Staff  
Handbook*

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## PHILOSOPHY OF THE PLEASANTON PUBLIC SCHOOL DISTRICT

Education in the Pleasanton Public School District embodies the concept of maximum development of innate individual student abilities within the scope and depth potentials of our school district and the resources available to contemporary education. This single concept is directed to the end that through maximum individual development, through instructional guidance and motivation, graduates will be prepared to make a fundamental contribution in the area of citizenship, as well as, possess a sound foundation of knowledge necessary for future decision-making so vital to the welfare of all citizens.

Recognition of the fact that the role of education and the societal demand on education are continually changing, as are the ultimate employment possibilities for the graduate of today, the Pleasanton Public School District encourages post-secondary education for all graduates. Historically, colleges have provided the major source of desired post-secondary educational experience, thus defining, in large amount, curriculum type and orientation for the Pleasanton Public School District, however, recent trends on a national, state, and local basis toward post-secondary vocational training, coupled with the recent emergence of accredited, sophisticated, technical colleges, demand additional curriculum emphasis in broad-based vocational programs at the secondary level.

The administration of the Pleasanton Public School District represents the community, as well as, local, state, and federal governments in the maintenance, operation, and direction of the educational process in the district. Board policies, including staff selection, represent the basic premise of maximum individual student development.

The program of discipline is designed and structured to foster the development of positive individual self-discipline, consistent with contemporary societal guidelines, limitation, privileges and responsibilities, and the Pleasanton Public School District is dedicated to the provision of full and equal educational opportunities for all students, regardless of race, sex, or religious preference.

In conclusion, society is changing, and education is changing to meet the needs of contemporary society, however, educational preparation for individual stability in a change situation is imperative for the ultimate stability of the society. Such an attitude toward total individual student preparation and development is the true representative of the Philosophy of the Pleasanton Public School District.

Adopted by the District Board of Education Winter 1977

## GENERAL EMPLOYMENT GUIDELINES

### PAYCHECKS

Paychecks will be direct deposited on the 15th of each month by the Secretary-Bookkeeper. Checks during the summer months will be mailed to staff member's summer address, if requested. A deposit slip will be emailed on a monthly basis. All staff should always verify check amounts. If any adjustment should be made, the Secretary-Bookkeeper should be contacted. The following information is required before checks may be issued: Legal name, address, phone, Social Security Number, retirement account number, W-4 form, and deductions desired such as health insurance, annuities, etc.

### PAYROLL DEDUCTIONS

1. Federal income tax, state income tax, social security and retirement withholdings, etc., as required, are deducted from each paycheck.
2. Regular payroll deductions if necessary for the approved health insurance, disability insurance and/or life insurance will be made if any employee requests such deductions in writing to the Secretary.
3. Regular payroll deductions for 403B plan and/or cafeteria plan will be made if an employee requests such deductions in writing to the Secretary.

### INSURANCE

1. The Pleasanton Public School District covers all school employees with workmen's compensation insurance. Any employee who is injured while on duty should report such injury to the building Principal who will enter a report in the Superintendent's office.
2. All other insurance deductions (Aflac, family dental, etc) from the payroll check must be authorized by the employee.

## PURCHASE OF SUPPLIES

1. No student, teacher, or employee of the Board shall have power to purchase, or agree to purchase, any supplies or materials for use in the school district, whether or not to be sold to students or used in any department whatsoever, except by a proper requisition through the Superintendent's office. This also applies to purchase of services, such as printing, etc. Collections or donations shall not be taken except by permission and upon the permission of the Principal and sanction of the Superintendent. The Superintendent has authority to make exceptions to the above.
2. Pupil's Supplies
  - a. It is the policy of the school to furnish most instructional supplies to students when necessary.
  - b. Instructors should try to keep the student's expense for school supplies as reasonable as possible. No student should be embarrassed because of inability to purchase certain supplies.

## FUNDS

1. The School Secretary-Bookkeeper is the only person authorized to keep or maintain a bank account of any so-called "school money". Such money may be collected only with permission of the Superintendent.
2. No assessments against students, other than fines, organization dues, etc., shall be made until permission is secured from the Principal and/or the Superintendent. Organizations requiring payment of dues, fees, or assessments, may not be organized without permission of the Principal and/or Superintendent.
3. The Secretary-Bookkeeper will give a receipt for all money paid them; showing to what fund the same is credited.
4. No money should be kept in the offices, library, and teacher's desks or in file cabinets over night. During the day such funds should be kept under lock and key.

## EMPLOYEE FILES

Any teacher, administrator, or full-time employee of the Pleasanton Public School District shall upon his/her request have access to his/her personal file but may not have access to letters of recommendation solicited by the Pleasanton Public School District and to sets of confidential credentials which are a part of his/her file. No other person except school officials while engaged in their professional duties shall be granted access, to such files nor shall the contents thereof be divulged in any manner to any unauthorized person.

## LEAVE

1. All leave by employees should have prior approval by the Superintendent.
2. In case of sickness, the employee should notify their supervisor as early as possible (if possible before 7:00 am) to enable arrangements to be made to cover the employee's work assignment.
3. The Superintendent has final authority over all leave requests.

## EQUIPMENT - BORROWING AND LOANING

It is contrary to Board policy to loan school property to any individual, organization, or institution outside of the school. (Exceptions may be made in special instances, which will benefit the community).

## TELEPHONE ANSWERING AND USING

1. School telephones should be used for school business only. Make conversations brief and to the point, but never hurry a patron or parent. Misunderstandings over the telephone are apt to occur unless we watch very closely what we say.
2. Personal cell phones should only be used during prep time. If a situation arises that you have to have the cell phone on during class time, notify the principal or superintendent of the need

## CANCELLATION OF SCHOOL BECAUSE OF INCLEMENT WEATHER

To assist in eliminating questions, which might arise concerning the cancellation or dismissal of school because of inclement weather, the following guidelines have been established:

1. If school is dismissed during the day because of a storm, the day is still considered a duty day and usual hours of work prevail unless otherwise notified.
2. The Superintendent will notify all local radio and T.V. stations and use ONECALL, if school is to be dismissed.

### VISITORS TO THE SCHOOL BUILDING

All visitors to the school building are required to report to the building office. This includes all salesman, parents, patrons, etc.

### LOYALTY

Loyalty is a necessary virtue in all staff members. It is expected that every Pleasanton Staff member will be loyal to the Pleasanton Public School District. This means not only loyalty to the Board of Education and Administration of the school, but also loyalty to fellow workers.

### PRE-SCHOOL PROCEDURE

A teacher's workday will be called the week previous to/or the week of the opening day of school.

1. Teachers meeting.
2. Check out necessary supplies.
3. Arrange room equipment.
4. Prepare plans for the first day of school.
5. Prepare lesson plans for the first week of school.
6. Secure necessary supplies.

### THE OPENING DAY

The first day is an important one. The first impressions you make may be permanent ones. It is much easier to make a good beginning than to attempt to overcome errors that may be made on the opening day.

Three important things to do the first day:

1. Arrange your room attractively. Pictures on the bulletin boards will help. Be on hand early.
2. Take control of your room or class. Have a definite plan in mind for seating pupils, distributing books and materials. Be sure to take book numbers and conditions of books issued.
3. Start pupils on their regular schoolwork as soon as possible. Having everyone busy as soon as possible will minimize chances of disorder.

### OPENING DAY CHECKLIST

- a. Establish the procedure for controlling the room. Set rules, and enforce them as soon as they need to be enforced. However, harsh punishment the first day is usually out of order.
- b. Take enrollment of pupils. Complete information will be needed on all new students. Contact the Principal counselor or secretary of any new pupils.
- c. Be sure to check textbook numbers and conditions of books as they are issued. Make a list and retain for the end of year check in.
- d. Advise the students of your class content and what your expectations are for the class.
- e. Make an effort to let your students know who you are and also make an effort to get to know your students.

### STUDENT REGISTRATION

All student registration will be on file in the office. If faculty members desire to see student's records, registration, etc., they may stop in the counselor's office and do so.

All student registration must be done through the counselor with the Principals approval. Unless special circumstances exist, no changes will be allowed after the first week of classes.

### ARRIVAL AND DEPARTURE TIMES

Teachers will be in the building no later than 8:00 a.m. in order to supervise students who arrive before class and also to give assistance to those students who need it. Teachers may request students to come early for help. Need to be in your classroom by 8:05 a.m.

Teachers should not leave the building earlier than 4:00 p.m. except on Fridays unless by special permission of the Superintendent or Principal.

Teachers should not allow the bell to serve as a dismissal of students but dismiss students themselves.

## DUTIES

The teacher has the primary duty to teach, if we accomplish this well, we will have no problems with parents or students. Remember that we are teaching kids; everyone is different, think of your approach. Subject matter is not always the only thing.

Teachers are asked to please help control students as they pass classes. Move to your doors and monitor students as needed. This is very important.

All teachers are responsible for their own classroom discipline. If you feel you need help consult the Principal. Be consistent in your discipline. Classroom discipline is a must and it is up to each of us to do our very best which will create a very happy relationship for all. Practice the principles of Quantum Learning and Love n Logic.

Teachers are to enforce all student and school board policies. Teachers are to attend all assemblies and sit among the students. That is what will make our assembly behavior something to be proud of.

## FACULTY MEETINGS

Faculty meetings will be held as needed. Everyone is expected to attend regardless of time of meeting. These meetings will include announcements and educational information.

## SCHOOL CALENDAR

The school calendar is located in the Superintendent's office. If you want a date put on the calendar, please see the Superintendent before pursuing further.

Teachers will be informed by bulletin of all students gone on activity trips in advance of such trips. This is to be done by the sponsor at least one week in advance if such trips.

## ORGANIZATIONAL MEMBERSHIP

The school district promotes membership in professional organizations. These various groups often have good materials available to help your instruction. These organizations also have many good training programs available throughout the year.

## DISCIPLINE

Poor discipline causes the failure of more teachers than any other reason. Without proper discipline, there can be no worthwhile instruction. To be of value, discipline must be constructive, positive, and democratic.

The kind of discipline we want could be based on the following four principles:

1. We want discipline based on devotion to humanitarian principles and ideals such as freedom, justice, and equality for all; rather than discipline based on a more egotistic affiliation of my group.
2. We want discipline based on the recognition of the inherent dignity and rights of every human being, rather than discipline attained through humiliation of the undisciplined.
3. We want self-direction, self-discipline rather than discipline based on obedience to a person in a superior position.
4. We want discipline based on understanding of the goal in view rather than discipline based on taking someone else's word for it.

Some do's and don'ts of discipline:

1. Do use a pleasant and controlled voice in reprimanding students.
2. Don't use group punishment.
3. Do minimize the unimportant breaches of discipline, if they appear to be unintentional.
4. Don't make an example of a student for an example sake.
5. Do treat the individual in terms of his background- know him/her as an individual.
6. Don't set a punishment and not carry it out.
7. Do point out the wrong of the misconduct, rather than point out the individual responsible for the

misconduct.

8. Do build on respect and confidence of the group.

9. Don't let little things build to a major issue before attempting a correction.

10. Practice Quantum Learning and Love n Logic principles and techniques.

Students rarely create problems for teachers whom they respect.

The Principal's office is the step beyond the teacher in discipline cases. If you feel you have a problem warranting help, please contact the Principal. A written record is made of all discipline cases in which the Principal is involved. If a student is sent from your class, he/she will be detained for you a conference between the Principal, the teacher and student will follow when you have free time. This is an effort to improve discipline.

Think of your discipline procedures, sarcasm is never good. Don't punish the whole class if only a few are causing the problem. Don't make threats, which you know are impossible to carry out. Think before you act.

If you feel it is necessary to have students remain after school for disciplinary reasons or conferences, it is your responsibility to supervise them. If you cannot, please see the Principal is notified and make arrangements with him/her to supervise the students. If you ask a student to report after school and they do not show up, notify the Principal and be sure to talk with the student the next day.

Corporal punishment is not legal and is grounds for dismissal.

Be confident of yourself in the classroom. Goodwill rather than fear is the foundation of good behavior.

#### STUDENT MEETINGS-FINANCES-RECORDS

Please establish class meeting dates, times and places with the Principal. The Principal will not schedule dates with students.

Sponsors are encouraged to check class finances monthly.

#### ANNOUNCEMENTS

Announcements will be posted on Powerschool on a daily basis. If you have announcements, please turn them in to the Principal or office either in writing or via e-mail by 3:30 p.m, the day before the announcement should be made or earlier if possible.

#### SUGGESTIONS WELCOME

If you have any suggestions on how you honestly feel things could be done better, please come into the office and we will discuss them. Every effort will be made to consider these. Let's all try to work together to solve our problems. Communication is a two-way street, if you want to be heard, you have to talk.

Remember that everyone has rights, students, teachers, and yourself. Respect the rights and opinions of others. Look for your own faults rather than trying to find fault with your fellow workers.

#### LESSONS PLANS-GRADE BOOK

Lesson plans should be made in advance. Lesson plans should be done prior to leaving school on Friday or first thing Monday morning. The main reason for this is for you to be organized and to aid substitute teachers in knowing what to do. No one plans on being sick, so please keep these handy. A sub folder needs to be kept on or in your desk that contains all information a substitute would need to walk in and teach your class.

Pleasanton operates on a nine-week plan. Report cards are distributed the week following the end of the grading period. All teachers will use the grading scale contained in the student handbook. All teachers are to keep current with student grades on Powerschool. Grades will be updated at least once a week.

Teachers will keep a list of all textbooks loaned to students and hold them responsible for any damage.

You may levy fines as you and the office see fit.

### GENERAL SUPPLIES AND PURCHASES

General supplies are available in the office. All purchasing is done by the Superintendent. Bring requests to the Principal and he/she will handle requests through the Superintendent. Student supplies are to be checked out to you, students are not to go to the office for these. (Except: pencils)

### LIBRARY USE

Arrange at least one day in advance, for your class to go to the library. The librarian will keep a schedule and will be on duty; if possible, to help the students-however each teacher still must supervise his or her own students. When sending individual students to the library, please issue a pass, or inform the librarian that students will be coming in to use the library.

Teachers shall list articles from magazines that they wish to place in the library's vertical files. State the title of the article, name of magazine, issue, date, and page. Please give this to the librarian as soon as you have read the magazine. Please do not take books or magazines from the library without checking them out.

The library will be open until the last day of school, but checking out of materials will not be allowed the last week, so the librarian can start filing and do the inventory. Please inform your students that if they need to write research papers or need library materials that they need to have them checked out before the last week.

### ACCIDENTS--INSURANCE

If any student while under your supervision is involved in any accident, report it to the office immediately. In all cases the parent needs to be notified of the accident as soon as possible. Document what happened, where you were when it happened and what you did. This report is for the legal benefit of all of us.

### ELIGIBILITY

Any student failing two or more classes or any student failing the same class for a two-week period will be ineligible to compete in extra curricular activities. Any student failing a class must report to the teacher for 1/2 hour every day after school until the grade is raised to a passing standard or cleared by the teacher. A down list will be made out every week after the 2nd week of each quarter. The report card grade will be used for eligibility purposes for the first week of each quarter. This will be taken from the down lists you issue by Tuesday noon of each week to the Principal. Please be accurate and up-to-date on the grades, as students need to know where and how they stand. Two progress reports and two personal contacts (phone calls) from the teacher must be sent/made to parents at a minimum, when a failing grade is given for the grading period. If the grade drops in the last week the parents must be informed by a phone call from the teacher.

### GRADE REPORTS--ATTENDANCE REPORTS

Jr/Sr high report cards are issued each nine weeks. Percentage grades will be given, except in the Jr High exploratory classes where letter grades may be given.

Elementary report cards are issued each nine weeks with letter grades given.

A= 93 to 100 - B= 86 to 92 - C= 78 to 85 - D= 70 to 77 - F= 0 to 69 - Inc= Incomplete

Accurate records must be kept of your class attendance as this is the only way we have of getting student attendance. Every teacher must keep their own attendance on PowerSchool – Elementary teachers on a half-day basis and Jr/Sr high teachers on an hourly basis.

Permanent grade records are available in the guidance office. Attendance registers are maintained on Powerschool.



### STUDENT ABSENCES.

Students not in attendance from 8:10 a.m. to 3:40 p.m. are counted absent by percentage of the day absent unless absent under the direction of a school official. Jr/Sr students' absences are recorded by the period(s) missed.

When a student returns from an excused absence, allow the student a limited amount of time, no less than two days for every day missed, to make up their work at full credit.

Tardies are to be handled by the teacher on PowerSchool. Please notify the office for all changes on PowerSchool due to a student being tardy. Do not send a tardy student to the office for a pass for periods 2-8.

### TEACHER ABSENCES

Any teacher having to be absent is to call the school Principal at 388-3408 or 627-5570 before 7:00 a.m. if at all possible. This facilitates the acquiring of substitutes. Please advise the Principal or Superintendent of prior known absences at list three days in advance of the absence to insure a substitute by filling out the absence request form on Google docs. Personal and professional days have to go through the Superintendent for approval.

### PHYSICAL EDUCATION - ATHLETICS

All students participating in athletics must have the NSAA form completed before beginning any practice. No student shall be exempted from a PE class unless by a doctor's note. Daily notes may be excused on parental request. The instructor determines those to be honored.

A coach will not punish a student who is late to practice due to the athlete getting help from an instructor or making up work.

### SCHOOL ACTIVITY TRANSPORTATION

All students participating in any school activity away from home will ride to and from the activity in the transportation provided by the school. If this is not complied with, a student shall not participate. If a student desires to ride home with his/her parents, the parents must personally see the sponsor and ask permission. The parent also needs to make prior arrangements with the school or sponsor. There shall be no exceptions.

### GRIEVANCE PROCEDURE

		Response Time
<i>Step 1</i>	Informal Procedure - Verbal grievance to Principal	2 working days
<i>Step 2</i>	Formal Procedure - Written grievance to Principal	2 working days
<i>Step 3</i>	Written grievance to Superintendent	2 working days
<i>Step 4</i>	Written grievance to the Board of Education	2 working days
<i>Step 5</i>	Impasse procedure - Grievance to fact finding	

### REMINDERS

All pupils must be supervised at all times. Do not send students to a room without supervision. Each teacher is legally responsible for all students assigned to his/her supervision. Prevention and forethought are well worth the time.

Do not let failure surprise the student. Warn them early and notify their parent(s). Use the bulletin board and walls in your room--it adds to your room and your instruction. Fire drills and exit instructions are to be posted on the walls of your classroom. Teachers should read the student and teacher handbooks and enforce all the rules therein. If any questions arise it is the teacher's responsibility to ask the administration (they are not mind readers).

Consider the student first in all situations. We are in the learning business! The student comes first, subject matter second.

Do not talk about other instructors with your students or let students down grade other students, teachers, administration, or support staff of Pleasanton Public School.

Notify the administration immediately if you do something questionable or if something happens out of the ordinary. The administration is able to answer questions of only the things they know about--don't hang yourself out to dry.

## **EMPLOYEE EXPECTATIONS**

### EXPECTATIONS:

1. Observe policies and regulations regarding all leaves and absences.
2. Arrives at work on time and remains at work on all workdays unless expressly permitted to arrive later or leave earlier.
3. Takes responsibility for school property. Monitors conditions in room and in the building and on the grounds in general. Corrects occurrences of writing, defacing and malicious destruction.
4. Attends all scheduled faculty and work committee meetings and is on time unless arrangements have been made with the Principal or Superintendent.
5. Supervises whenever students are in the building during regular school days, including student arrival, between classes and clearing after school.
6. Supervises assigned classes and other assigned duties and does not leave assigned students unsupervised.
7. Telephones parents to notify them of behavioral and academic problems encountered in the classroom. Arranges personal conferences with parents when needed.
8. Exhibits evidence of efforts toward personal and professional growth. Examples: enrolled in graduate coursework, attends workshops, develops a written plan for improvement.
9. Demonstrates ethical behavior. Does not allow students to discuss decisions/actions of other school personnel in a negative manner; follows chain of command in matters of complaint; does not violate or abuse sick leave provisions; observes matters specified in Board Policies and Administrative handbooks and manuals; follows Board and Administrative directives; does not discuss other staff in a negative manner.
10. Meets deadlines for items to be submitted, such as grade reports, requisitions, lesson plans, other.
11. Uses good grammar in spoken and written communications to all audiences and does not use profanity.
12. Exhibits good hygiene and dresses in a manner, which reflects a business-like atmosphere.
13. Promptly reports all serious student infractions of school rules and regulations to the Principal.
14. Promotes good will within the school and in the community; is positive.
15. Is not late for classroom duty.
16. Enforces cleanliness in the classroom and is responsible to see that the classroom is picked up at the end of each period of use.
17. Is responsible in securing the building when sponsoring night activities.
18. Realizes that decisions made are based upon the most efficient functioning of the system and is flexible in conforming to change.
19. Is cognizant of the teaching mission in Pleasanton Schools and strives to offer all teaching resources to the District.
20. Displays emotional control by being able to cope with everyday stress. Is able to confront problems in a rational manner.
21. Exhibits rapport with other certified personnel and works in cooperation with other certified staff members to enhance the teaching mission in the Pleasanton Public School System.
22. Exhibits rapport with non-certified personnel and realizes the importance of the support services provided by non-certified personnel.
23. Faces problems with certificated and non-certificated personnel on a one-to-one basis as an initial means to rectify the problem.
24. Maintains proper moral standards as related to job performance. Refrains from inappropriate intimacies or

familiarities with students.

#### GUIDELINES FOR NOON DUTY

1. Only students who eat at home are to leave the school grounds. Everyone else must have permission to leave from the Principal. Town students who are eating at home may leave five (5) minutes prior to the regular lunch period and must walk home.
2. Students are not to be in their cars during the lunch period without permission of the Principal or the teachers on noon duty.
3. Students are not to be in classrooms without the permission of the teacher assigned to the room.
4. Horseplay, hitting, etc., will not be tolerated.
5. There will be no frisbees, balls, etc., thrown inside the building.
6. No Jr/Sr high student will be allowed on the elementary playground.
7. Students will not be allowed in the locker rooms.

The best way to counteract any problems is to be on the move and not stay in one spot. The more the teachers are in view, the better.

## JOB DESCRIPTION---CLASSROOM TEACHER

### Qualifications:

1. At least a BA or BS degree in Education
2. A valid Nebraska Teaching Certificate and, if possible, an endorsement in assigned area.
3. Recommended by the Superintendent and approved by the Board of Education.

Reports to: The building Principal

Job Goals: To help prepare students for a useful role in our society and to help students learn how to make wise decisions and to be worthy citizens.

To present the curriculum in an organized and motivating manner.

To help the young learn how to make wise use of their leisure time.

### PERFORMANCE RESPONSIBILITIES

1. Help children learn.
2. Supervise students at all times during school and at assigned school activities.
3. Maintain a clean, neat and organized classroom at all times.
4. Keep abreast of new ideas in education. Study these and implement those considered by you and the school to be an asset to the children learning.
5. Inform students of their performance status and open lines of communication to parents, community and school patrons.
6. Cooperate in community activities so as to make one a part of the community in which one works.
7. Assist in whatever way possible in making school a successful operation.
8. Follow all administrative guidelines as set forth in this teacher handbook.
9. See that students follow all rules and regulations as set forth in the student handbook.
10. Follow all policies as set forth in the Board of Education policy handbook.
11. Report any accident in writing the day it happens. .
12. Follow all administrative guidelines as requested by the building Principal.
13. Perform duties in a professional manner exemplifying a sound moral character.
14. Be a positive role model for the students.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be according to current negotiated contract.

EVALUATION: Performance of this job will be evaluated periodically during the year in accordance with the provisions of the Board's Policy of Professional Personnel.

## JOB DESCRIPTION--GUIDANCE COUNSELOR

### QUALIFICATIONS:

1. At least three years of successful teaching experience.
2. A valid certificate as a guidance counselor.
3. A masters degree, or its equivalent, representing intensive course work in the principles and practices of educational guidance; educational testing and measurement; the organization of guidance services; and the psychology of learning.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: The building Principal and Superintendent.

JOB GOALS: To help students overcome problems that impede learning and to assist them in making educational and life plans for their personal fulfillment.

### PERFORMANCE RESPONSIBILITIES

#### A. *Students in groups*

1. Orientation
2. Personal-social adjustment
3. Disseminate occupational information
4. Group testing
5. Field trips to schools, colleges and industry
6. Group counseling and values clarification activities

#### B. *Students as Individuals*

1. Help register new students.
2. Aid students in course selection.
3. Maintain student records and protect their confidentiality.
4. Help students evaluate capabilities, develop special abilities, resolve educational handicaps or personal problems.
5. Work to prevent students' dropping out of school. Work with "at risk" students.
6. Guide students to their participation in school and community activities.
7. Remain readily available to students for counseling.
8. Provide and interpret information about tests and educational/vocational opportunities.
9. Oversee the calculation of senior grade point averages and class rankings and the processing of transcripts in conjunction with the Principal.
10. Supervise preparation and processing of college, vocational school, scholarship and employment applications.
11. Meet with representatives of colleges, vocational schools and military services to discuss their programs and requirements and arrange meetings with the students.
12. Keep a current library of college catalogs, scholarship and testing information, and advanced placement material.
13. Arrange for business and industrial representatives to interview graduates as prospective employees.
14. Obtain and distribute information about financial aid programs for college students.
15. Provide student information to colleges and potential employers according to the law.
16. Make recommendations to colleges for admissions and scholarships.
17. Sponsor and advise the National Honor Society of Pleasanton High School.

#### C. *Instructional Staff*

1. Assist teachers in understanding students by providing factual information about the child.
2. Counsel students with special problems.
3. Act as a resource person for the staff in the areas of careers, employment trends, local sources of information, and the ways and means to apply for jobs.
4. Provide the staff with literature and information that may prove helpful to the understanding of children.

*D. Administration*

1. Aid in planning curriculum and provide information toward improving vocational programs.
2. Provide factual information about discipline problems of any student.
3. Work with the Principal in scheduling and registering students.

*E. Placement Services*

1. Assist in the preparation and adjustment of students to post-school employment.
2. Work toward implementing work-study programs with businesses in the vocational areas where possible.
3. Inform local business and industry of vocational education programs in the school and seek information regarding their job requirements.
4. Provide a placement program for students completing vocational programs.
5. Provide a written report to the administration and Board about placement services for the graduating students each year.

*F. Research Services*

1. Follow-up studies of former students in conjunction with the Principal.
2. Analyze and make use of test data and provide a report to the staff, administration and Board.

*G. Other Services*

1. Confer with parents whenever necessary.
2. Participate in parent-teacher conferences when required.
3. Act as liaison between the school and community agencies, such as welfare and law enforcement.
4. Provide the local community with information about student awards, achievements, important dates, and when testing is to take place.

TERMS OF EMPLOYMENT: Nine-month contract with salary established according to current schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

## JOB DESCRIPTION--LIBRARIAN

QUALIFICATIONS: As set by state certification authorities.

REPORTS TO: Building Principal and Superintendent

### JOB GOAL:

To provide each student with an enriched library environment containing a wide variety and range of materials that will invite intellectual probing, growth, and to aid all students in acquiring the skills needed to take full advantage of library resources.

### PERFORMANCE RESPONSIBILITIES

1. Evaluate, select, and requisition new library materials.
2. Assists teachers in the selection of books and other instructional materials.
3. Informs teachers and other staff members concerning new materials the library acquires.
4. Maintains a comprehensive and efficient system for cataloging all library materials, and instructs teachers and students on use of the system.
5. Arranges for interlibrary loan of materials of interest of use to teachers and students.
6. Works with teachers in planning those assignments likely to lead to extended use of library resources.
7. Promotes appropriate conduct of students using library facilities.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference materials in relation to planned assignments.
9. Presents and discusses materials with a class studying a particular topic, on the invitation of the teacher.
10. Arranges frequently changing book related displays and exhibits likely to interest the library's patrons.
11. Prepares and administers the library budget with the approval of the Superintendent.
12. Schedules the use of the library with the approval of the administration.
13. Maintains library materials according to the guidelines of the State Department of Education.
14. Maintains a list of overdue books and collects fines.
15. Completes an annual inventory of library materials.
16. Attends conferences and training seminars dealing with library functions.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year according to current schedule.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

JOB DESCRIPTION--TEACHER AIDE – (Not Sped Para)

QUALIFICATIONS: Demonstrated interest in and aptitude for work to be performed.

REPORTS TO: Building Principal or designee

JOB GOAL: To provide opportunities for the teacher to attend to the individual needs of students.

PERFORMANCE RESPONSIBILITIES

1. Under supervision of licensed teacher, prepares for and assists with classroom activities.
2. Distributes and collects workbooks, papers, and other materials for instruction.
3. Checks notebooks; supervises testing and make-up work; corrects papers, quizzes and objective type tests; records grades.
4. Performs clerical work.
5. Reads to students, listens to students read, and participates in other forms of oral communication with students.
6. Works with individual students or small groups of students to reinforce learning of material or skills initially introduced by the teacher.
7. Helps students master equipment of instructional materials assigned by the teacher.
8. Helps keep the bulletin board and other classroom learning displays up to date.
9. Assists with the supervision of students during lunch periods, assemblies, play periods, and on field trips.
10. Serves as a source of information and help to any substitute teacher in the absence of the regular teacher.
11. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.

TERMS OF EMPLOYMENT: Nine-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated continuously by the Building Principal.



## TEACHER EVALUATION POLICY

(Revised 2011-12)

### Purpose:

The primary purpose of the teacher evaluation shall be to improve the quality of instruction. In cases where teacher performance on specified criteria is unsatisfactory, evaluation information may be used for termination.

### Evaluators:

Designated personnel holding a Nebraska Administrative Certificate shall participate in the evaluation process. The district shall approve administrator requests to attend workshops, seminars, etc., that center on teacher evaluation that will enhance administrator professional growth in this area. Administrators shall also meet to discuss evaluation techniques within the school system as an ongoing part of evaluations. The evaluation tool will be changed when necessary to meet new requirements and techniques.

### Teacher Evaluation Timetable

August	Present written evaluation procedures to all teaching personnel.
1st Semester	Teacher observations and conferences held for all probationary teachers, and others designated by policy.
January	First evaluation report of staff completed.
2nd Semester	Teacher observations and conferences held for all teachers.
March	Evaluation report of all staff.
April	Recommend teachers for continued employment or separation.

### Definitions of Terms

*Probationary teachers* are those who have served fewer than three, full time, successive years.

*Permanent teachers* are those who have served more than three, full time, successive years.

### Procedures

#### *Purpose*

1. To improve the quality of instruction provided to students served by the school district.
2. To aid the continual professional growth of teachers.
3. To evaluate each teacher's performance using predetermined criteria.

The emphasis of this evaluation plan is on improving instruction by assisting the professional growth of teachers. To do this, evaluators have been trained in evaluation techniques. Components of the process include classroom observation, post-conferences, and periodic evaluation report conferences (at least once each semester for probationary teachers and at least once a year for permanent teachers).

### Classroom Observation

Each probationary teacher will be observed at least, but not limited to, once each semester. Each permanent teacher will be observed at least, but not limited to, once each year. The supervisor will perform additional observations when aid in improving instruction is needed. Teachers should feel free to request observations when they could gain from feedback on specific students, methods, etc.

The observation will include a pre-observation conference when necessary, the actual observation and a post-conference.

The classroom observation shall last an entire instructional period. In cases where the class is not scheduled into specific periods, the observation shall last at least, but not limited to, sixty minutes.

When appropriate, supervisors will use clinical supervision techniques as they observe. This means they will take notes on what is said and done in the classroom. Information from the notes will be used in the post conference with the teacher.

A post-conference will be held as soon after the observation as possible. At this time, the supervisor will share with the teacher both strengths of the lesson and areas for future growth. The notes taken during the observation are used to give specific examples. A teacher may forego the conference by signing off on the classroom conference sheet and/or the evaluation sheet after the administrator has written the forms up.

A Conference Summary form is prepared by the supervisor, signed by the teacher and supervisor, and placed in the teacher's personnel file. A copy is given to the teacher. Additional teacher comments may be written and attached to this form within 7 days.

When needed, future conferences are scheduled. Drop-in visits may also occur depending on individual situations.

#### Teacher Evaluation Report

The teacher evaluation report will reflect an overall picture of the teacher's performance. Classroom observation, and ongoing contacts with the teacher will form the basis for this report.

The three criteria reflected on the evaluation report are: lesson planning; instructional delivery; and teaching dispositions. Evaluation criteria are an extension of the school district goals.

### Drug Free School and Community Policy

Buffalo County School District No. 10-0105 is committed to providing an employment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District.

#### PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 404.11), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by an employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees Within fifty (50) miles of the administrative offices of the District. If no programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee.

The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such list.

5. Sanctions which may be taken against an employee for noncompliance with this policy may be anyone or more or the following:

- a. An oral reprimand.
- b. A written reprimand.
- c. Suspension with pay.
- d. Suspension without pay.
- e. Termination of employment.
- f. Cancellation of employment.
- g. Nonrenewal of employment.
- h. Referral to appropriate authorities for criminal prosecution.
- i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment of the District.
- j. Mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.

6. Disciplinary action sought to be imposed by the Superintendent or his designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in sole discretion of the Superintendent or his designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

7. Conviction of any employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other officials of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, State and Federal statutes, State and Federal regulations, and any applicable case law. '

8. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare, is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee of the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

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.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any employee of the District engaging in unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by the standards set forth in this handbook and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

Dated the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_ .

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(Signature of employee)