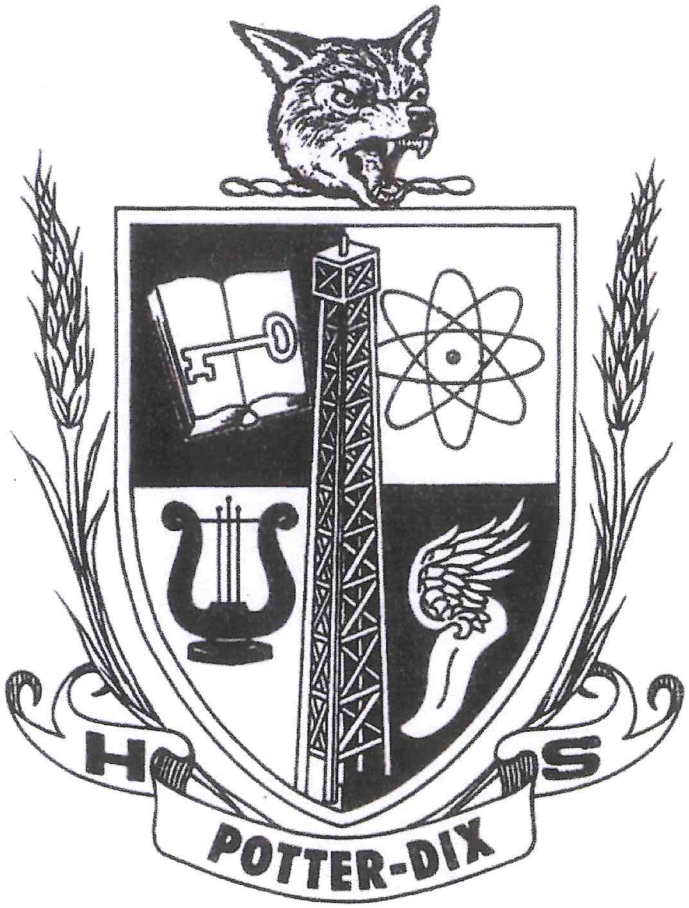
POTTER-DIX PUBLIC SCHOOLS



Faculty Handbook

2016-17

POTTER-DIX PUBLIC SCHOOLS

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POTTER-DIX PUBLIC SCHOOL'S MISSION STATEMENT

The mission of Potter-Dix Schools is to develop productive and responsible citizens.

INTRODUCTION

The purpose of this handbook is to put as much useful information as possible into one place to aid the teachers in the performance of their duties at Potter-Dix Public Schools. The handbook will also provide for consistency in carrying out school policies and regulations. It does not preempt other documents, such as Board policy, employment contracts, or the negotiated agreement. The information included in this handbook applies to all certificated staff including administrators except where not applicable.

All guidelines and procedures in this faculty handbook are subject to change and should in no way be deemed to be terms of an employment contract. When changes to guidelines or procedures are made they could be given to the teachers as single sheets to be added to the handbook; others will be added at the beginning of the year. Teachers are responsible for the information in the handbook and will be asked to turn in their handbooks at the close of the school year.

The Board of Education and the administration of Potter-Dix Public Schools states that without attempting to be specific, or to limit the foregoing, we would consider the following to be exclusively within the school's managements prerogative: the right to hire; to maintain order and efficiency; to schedule work; to control transfers and assignments; to determine what extra-curricular activities may be supported or sponsored; and to determine the curriculum, class size, and types of specialists to be employed.

We hope that you have set goals for yourself this year and are successful in your efforts to reach them. Working together and with one goal in common – the welfare and betterment of our students – this will be a most successful year.

SCHOOL DIRECTORY

Board of Education

Donna Juelfs, President
Lori Biesecker, Treasurer
Mike Rotert, Vice President
Chris Bogert, Member
Chandell Oleson, Secretary
Claire Smith, Member

Faculty and Staff

Administration

Mike Williams, Superintendent

Jane Brown – 7-12 Principal

Faculty

Elementary

Beth Bogert – Title I/P.E./Computers
Krista Deal – Kindergarten
Jeff Einspahr – Technology
Pam Haack – 1st Grade
Sharon Johnson – Media Specialist
Kristin Kasten – 3rd Grade
Sabine Kasten – 4th Grade
Chari Mohr – 2nd Grade
Glynis Mueller – 5th Grade
Sara Nicklas – Resource
Blythe Reuter – 6th Grade
Chris Stevens – Music
Jennifer Thomas – Art
Paula Wolff – Guidance

Secondary

Jerry Brown – Industrial Technology
Ryan Coffey – Social Studies
Jeff Einspahr – Technology
Angala Frerichs – Math
Dale Frerichs – Science
Brad Hicks – Math/P.E.
Gina Hill – English
Evelyn Hornbarger – Middle School
Sharon Johnson – Media Specialist
Kristi Jung – Business
Ryan Mumm – Physical Education
Sara Nicklas - Resource
Chris Stevens – Music
Jennifer Thomas – Art
Jo Wells – Science
Paula Wolff – Guidance

Bus Drivers	**Cooks**	**Custodians/Maintenance**	**Clerical/Aides**
Ashley Anton	Kevin Frei (Potter)	Randy Bohac (Dix)	Pat Biesecker (Dix)
??	Soni Moench (Potter)	Kevin Frei (Potter)	Barbara Frederick (Dix)
??	Stephanie Paxton (Dix)	Gregg Wolff (Potter)	Linda Gunderson (Potter)
Jeff Kasten	Deb Serres (Dix)		Val Maas (Dix)
			Renae Monheiser (Dix)
			Nicole Reeve (Potter)
			Sharon Rose (Dix)
			?? (will travel to both sites)

POTTER-DIX PUBLIC SCHOOLS PHILOSOPHY AND OBJECTIVES

The Board of Education believes that the focal point of concern in our school system is the student. The Potter-Dix Public Schools system will strive to provide the maximum education opportunity for each individual according to his/her capacities and needs.

A major responsibility of a school system is to the patrons of the district. The Potter-Dix Board of Education encourages participation from parents, students, teachers, and members of the community in helping to determine the needs and direction of the Potter-Dix Public Schools.

Potter-Dix Public Schools accepts the responsibility to aid the student in recognizing the importance of education. The acceptance of an educational opportunity rests primarily with the student, but it is also shared with the family and school.

Students should be encouraged through the program opportunities offered to develop a sense of personal responsibility for the constructive use of their time and effort.

Learning is voluntary and is directed by one's own desire and is usually intentional rather than accidental. One of the basic purposes of public education is to help young people live successfully as adults. Self-direction and purpose are critical to this end.

OBJECTIVES

Potter-Dix Public Schools will provide an atmosphere conducive to appropriate physical, mental, emotional, and social development of each student. Development of these characteristics will be met by:

1. Additions and adaptations of the physical plant to meet contemporary educational needs;
2. Guidance and counseling services;
3. Comprehensive art, music, and physical education programs;
4. Appropriate special need education and special need programs;
5. A flexible and diverse curriculum;
6. A staff of competent professionals to develop and meet curriculum objectives;
7. Individual study and small group interaction;
8. Interscholastic athletic competition;
9. The development of vocational skills through course offerings in business education, and industrial technology;
10. An extensive activities program characterized by diversity in scope and offerings in order to maximize the fulfillment of individual needs and goals.

Potter-Dix Public Schools will provide each student the opportunity:

1. Within his/her capabilities, to develop an understanding of the sciences and the influence this body of knowledge has on human life;
2. To understand and appreciate the humanities and fine arts and the influence these areas of knowledge have on human life;
3. To develop interests that will result in wise use of leisure time;
4. To understand and practice moral and ethical principles as a functioning member of society;
5. To provide each student with an intrinsic feeling of self-worth, personal responsibility, the necessity for cooperation with others, and respect for the rights of all people.

NOTICE OF NON-DISCRIMINATION

The Potter-Dix Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mike Williams, Superintendent, 303 Walnut St., Potter, NE 69156 (308) 879-4434 (mike.williams@pdcoyotes.org).

Employees and Others: Mike Williams, Superintendent, 303 Walnut St., Potter, NE 69156 (308) 879-4434 (mike.williams@pdcoyotes.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ACTIVITY CALENDARS

A school activity calendar is located in both offices. All activities must be approved by the administration and scheduled using these calendars. If there is a discrepancy, the high school office calendar will take precedence. No Wednesday or Sunday activities will be scheduled without administrative approval. A weekly calendar of activities will be distributed to each employee each week. A monthly calendar of activities will be distributed to patrons and given to each teacher at the beginning of the month.

ANNOUNCEMENTS

Announcements will be available via e-mail at the beginning of each school day. Information for the announcements must be in the office by 4:00 p.m. the preceding day. The faculty section of the announcements is for the faculty only and should not be shared with the students.

ASSEMBLIES

When students are dismissed to the gym for an assembly, please sit with your class. If you do not have a class, please mix with the students. We don't want all teachers sitting in one area. This will help keep order during the assembly.

BUS RULES

The bus driver has the authority to assign each student a seat. It is the responsibility of each student to assist in keeping the bus clean. Any damage to the bus must be reported at once. If negligence is the cause, students must pay the damages. Conversation with driver must be held to a minimum. Do not extend any part of the body outside the bus while the bus is in motion. Do not use the rear door except for emergency exit.

A bus discipline matrix is included with this handbook. The following are general rules for students who are riding school transportation:

1. The bus driver may assign seats;
2. Be courteous;
3. No profanity;
4. Keep the bus clean, no eating or drinking on the shuttle buses;
5. Violence is prohibited;
6. Remain seated;
7. No smoking;
8. Keep your hands and head inside the bus;
9. Do not destroy property;
10. For your own safety, do not distract the driver through misbehavior.

SHUTTLE BUS DISCIPLINE MATRIX:

This plan is designed to be progressive and students who are passengers on the bus/van will be disciplined according to the charts below. These student bus/van conduct rules are established to maintain a safe atmosphere where students can learn to be productive and responsible citizens. Riding a school bus is a privilege, not a right, and the consequences of misconduct could result in the denial of transportation. Violations of these rules will result in disciplinary action.

The principal/designee is responsible for ensuring all rules, procedures, policies are enforced. It is the responsibility of the transportation department to notify appropriate administrative staff of all disciplinary concerns. It is the responsibility of the administration to follow the guidelines.

Category 1
Violations:

- **Eating/drinking while on board the bus**
- **Failure to sit in seat as assigned by bus monitor/driver**
- **Failure to stay seated (bottom on seat, feet on the floor, facing forward in seat)**
- **Failure to keep toys inside backpack/bag**

Violation
Verbal or written warning from school principal or designee, Parent Conference, if action is repeated possibility of suspension from the bus.

Category 2
Violations:

- **Inappropriate Gestures/Behaviors**
- **Profanity/Vulgarity**
- **Refusing to remain seated, changing seats, standing on seats, climbing over or under seats**
- **Refusing to share a seat with other students**
- **Talking and/or yelling loudly, refusing to maintain quiet**
- **Talking when stopped at railroad tracks**

First Offense	Second Offense	Third Offense	Fourth Offense
1 day suspension from school transportation Parent Conference	**3 day suspension from school transpiration Parent Conference**	**5 day suspension from school bus transportation Parent Conference**	**15 day suspension from school bus transportation**

Category 3

Violations:

- **Indecent Material**
- **Jeopardizing the Safety of Self or Others**
- **Exposing arms or other body parts through bus window**
- **Not following Request of School Official**
- **Fighting on the bus**
- **Harassment/Intimidation/Bullying**
- **Throwing objects out of bus window or in the bus**
- **Vandalism of seats or other bus equipment**
- **Intentionally harassing, threatening, or intimidating other students, driver, or bus monitor**
- **Climbing through windows or exiting the Emergency Exit without authorization**
- **Smoking on the bus**
- **Lighting a cigarette or striking a match**
- **Tampering with Emergency Exit**
- **Insubordination**

First Offense	Second Offense	Third Offense	Fourth Offense
3 day suspension from school transportation, Parent Conference	5 day suspension from school transportation, Parent Conference	10 day suspension from school transportation, Parent Conference	Expulsion from school bus for remainder of semester

Category 4

- **Open/Persistent Defiance of Authority**
- **Threatening Behavior**
- **Physical Assault**
- **Under the Influence of Alcohol/Drugs**
- **Possession of Alcohol/Drugs/Drug Paraphernalia**
- **Other**

First Offense	Second Offense
15 day suspension from school transpiration	Expulsion from school bus for remainder of year

Category 5

- **Extortion**
- **Selling, Giving, or Exchanging Drugs/Alcohol***
- **Possession of a Weapon Other than a Firearm (i.e. knife)**
- **Possession of a firearm**
- **Terroristic Threats**
- **Other**

First Offense	Second Offense	Third Offense	Fourth Offense
Out of School Suspension and Recommended Expulsion, Police Contact, Expulsion from school bus for remainder of year			

CLASSROOM PROCEDURE

It is the responsibility of each teacher to see that classroom assignments are carried out in the most efficient manner. There

seems to be quite a variety of concepts among teachers as to what constitutes good classroom management. The following are items believed to be essential and should be included. These suggestions are not meant to curtail academic freedom in the classroom, but to provide some consistency.

1. An atmosphere conducive to learning should prevail by insisting that students adhere to the principles of courtesy and good citizenship. Respect for fellow students and instructors should be insisted upon. It is suggested that approximately 10 minutes of supervised study be given. Proper supervision implies that the instructor will circulate through the classroom to see that students are working on their assignments.
2. Students should enter and leave classrooms in an orderly fashion. Don't allow students to gather in the doorway just before the bell rings.
3. During class discussions, only one person should speak at a time. This is a matter of courtesy and should be taught in every class. In certain classes it may be necessary for the teacher to recognize students before they are allowed to speak until they are aware of proper behavior.
4. Orderly habits and treatment of others should be a part of the student's conduct in class, halls, and school grounds. Teachers should make an effort to have students treat their classmates and teachers in a friendly manner. It is the teacher's responsibility to correct any student seen acting in a discourteous manner.
5. Students should take their assigned seats as soon as they arrive in class. Standing at the windows or congregating in the corners of the room should not be permitted. There should be no loud talking as students enter or leave the room.
6. Class should always begin on time. Classes will not begin on time if students and teachers are congregating in the hall.
7. Teachers are not to leave students unsupervised in the classroom. Damage to school property and injury to students may occur when classrooms are left unattended. Leaving a classroom full of students unattended may result in a lawsuit against the teacher.
8. Don't allow students to sit on desktops or backs of chairs. The best way to get this across is for the teacher to refrain from sitting on desks or backs of chairs.
9. Ask the students to keep paper and trash picked up throughout the school day.
10. The teacher is to handle all cases of classroom discipline except those of an extreme or repetitive nature.

CLASSROOM RULES AND GRADING SYSTEM

At the beginning of each school year (before the end of the second week of school, August 26, 2016), the teacher will see that each student and the administration has a copy of the individual teacher's classroom rules and grading system. Any time the teacher makes a change in the rules or grading system, the students should receive a new copy.

CLASSROOM WINDOWS

Keep the windows of your classroom door free of any material. By looking through the door-window one can usually determine whether a lecture or testing situation exists and therefore decide whether or not to disrupt the class.

COLLECTION OF FUNDS

Teachers are encouraged to turn in any money collected from students immediately. If money is lost due to theft while in the teacher or sponsor's possession, the teacher or sponsor will make up the amount stolen. Once money is turned in, it is the office's responsibility.

COMMUNITY RELATIONS

Faculty and staff membership in community activities is indicative of your attitude toward the community. Do not spread yourself too thin, but your participation is important. Too often school personnel are accused of not taking part in the community life.

COMPLAINT PROCEDURES

All complaints are to be handled by the building principal. If necessary, the appropriate forms can be obtained from their office. Please see Board policy 2450. Please note, failure to follow Board policy 2450 is considered insubordination.

CONTROVERSIAL ISSUES

Controversial issues exist where there are sharp differences of opinion concerning an idea or a line of action. In order that students may develop intelligent attitudes and understandings concerning significant aspects of living, they should be afforded opportunities within the classroom to deal with such issues to the extent appropriate for their level of maturity and the educational mission of the District.

In considering such issues, it shall be the purpose of our schools to provide students the opportunity:

1. To study controversial issues concerning which the students, at their level of maturity, should have begun to form an opinion or to seek information about;
2. To have access to all relevant, educationally appropriate information, including the materials that circulate freely in the community;
3. To study under competent instruction in an atmosphere of freedom from bias and prejudice;
4. To form, and in an appropriate manner and in appropriate forum, to express the students' own judgments on controversial issues;
5. To recognize that reasonable compromise is often an important facet in decision making in our society;
6. To respect the opinions of others.

COPY MACHINES

Please try to use the copy machines during your prep period, noon break, or before and after school. Office personnel will try to keep the machines open during these times for faculty use. Please avoid leaving students unattended to rush to the office or teacher work area to copy necessary material. Chances are another teacher may be forced off of the machine during his/her prep period. Good organization of prep time will help avoid this situation.

COPYRIGHT

It is the intent of the Board of Education of Potter-Dix District 9 to adhere to the provisions of the current copyright laws and Congressional guidelines.

The Board recognizes that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this school.

The Board directs that Potter-Dix District 9 School employees adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

The Board further directs that:

1. Unlawful copies of copyrighted materials may not be produced on school-owned equipment.
2. Unlawful copies of copyrighted material may not be used with school-owned equipment, with school-owned facilities, or at school-sponsored functions.
3. The legal and/or insurance protection of the school will not be extended to employees who unlawfully copy and use copyrighted materials.

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with the published provisions regarding fair use and public display, and are further expected to be able to provide their superintendent, upon request, the justification under Sections107 or 110 of the United States Code Title 17 for copies that have been made or used.

Employees who use copyrighted materials, which do not fall within fair use or public display guidelines, will be able to substantiate that the materials meet one of the following tests:

1. The materials have been purchased from an authorized vendor, by the individual employee or the school, and a record of the purchase exists;
2. The materials are copies covered by a licensing agreement between the copyright owner and the corporation or the individual employee;
3. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase of licensing and a valid agreement exists which allows for such use.

Though there continues to be controversy regarding interpretation of the copyright laws, this policy represents a sincere effort to cooperate legally.

CORPORAL PUNISHMENT

Every teacher is expected to take care of classroom discipline; however, corporal punishment is not to be used (this is state law). A staff member is allowed to use physical force only in self-defense, the protection of others, or to safeguard property.

CRISIS RESPONSE TEAM

The purpose of the Potter-Dix Public Schools Crisis Team is to assess crisis situations and plan intervention strategies for students, faculty, and community when the situation is deemed necessary by the team. Properly organized management of a crisis should reduce unnecessary emotional or psychological damage within the school and community.

To contact this team during the school year call 879-4434 week days between 7:30 a.m. and 4:30 p.m. or 250-2300 during the evenings or summer. Members of the team are Paula Wolff, Counselor (250-2300), Jane Brown, 7-12 Principal (874-6044), Beth Bogert, Title I, (235-5197), Dale Frerichs, 7-12 Science (249-3337), Kevin Frei, Fire Dept. (250-1908), Sabine Kasten, 4th Grade (249-3803), Ryan Mumm, 7-12 P.E. (430-2466), and Chris Stevens, Music (249-1905). The team provides the following services:

- Create an action plan;
- Assist in handling media coverage;
- Facilitate staff meetings to provide information related to the crisis;
- Support school staff;
- Help teacher's process information with students;
- Work with students individually or in groups;
- Be available for contact with parents;
- Provide helpful, factual information to parents.

DETENTION

Students requested to make up time for disciplinary reasons will be required to stay at least 30 minutes. Students required to make up time will call their parents with the teacher present (teacher should dial the number, wait for phone to ring and give the receiver to the student). Teachers have flexibility in arranging the day the time is to be made up. Make sure that the student has an opportunity to arrange transportation, especially if the student rides the bus. If a student is going to make up time in the morning they must be here by 7:30 a.m. Students who fail to show up for the teacher should be referred to the administration. If the student fails to show up for the teacher a second time then the administration will double the time the student was to make up for the teacher.

DISCIPLINE AND CLASSROOM MANAGEMENT

Good discipline does not just happen nor can one solve a problem and then forget it. Good discipline is the result of good planning. Teachers are urged to set a standard of good order, punctuality, neatness, and good manners. Insist that these standards are kept. The problem student is a student with unsolved problems. About half of these problems are brought to school and the other half are developed there. All problems have causes even though often only the symptoms are evident.

Students are individuals and each deserves study.

Here are some suggestions, though it is not an all inclusive list, for maintaining good classroom management:

1. Learn your students' names immediately. Very seldom do teachers encounter any real discipline problems the first week of school. If you can call each of your students by the first name by the end of the first week of school, you will automatically eliminate many problems;
2. Learn the previous school experiences of your students through cumulative records, but be careful not to let them bias you;
3. Develop to your fullest extent qualities which in themselves will aid in the prevention of disorder; self-confidence, a sympathetic understanding of and liking for young people, a sense of humor, and sense of justice and fair play;
4. Always be prepared for class, as idle time is playtime. Thorough preparation is absolutely essential, but don't allow your lesson plans to serve as a straightjacket. Make your classroom an interesting, meaningful, and vital place to be;
5. Make your assignments reasonable and clear. Be definite and concise in your directions.
6. Know your subject, but don't make the mistake of thinking that the goal of teaching is to have your pupils learn all that you know about it. Your challenge is to see what contribution your subject can make to their needs and abilities;
7. Establish a businesslike atmosphere in your classroom. Be a sharp dresser and stand at the door at the beginning of each period. This gives you an opportunity to be friendly by greeting your pupils and exchanging casual remarks. It also encourages students to get to class on time and discourages horseplay in the halls. Then when the bell rings, close your door and start class promptly;
8. Be prepared for the unexpected. A good disciplinarian anticipates problems before they occur;
9. Keep rules to a minimum. However, if you find they are necessary, be sure your students know them. If you expect your pupils to behave in a certain way, tell them, and explain the reasons why;
10. Be consistent. When you reprimand an action one day and ignore it the next, students don't know what to expect;
11. Don't make threats that you cannot enforce, or your words will mean nothing;
12. Never punish the entire class for the actions of a few. Not only is it unfair to the innocent, who will harbor resentment, but it is also educationally unsound and indefensible;
13. Control your temper. When you lose your cool you lose your ability to solve the discipline problem sanely, rationally, and thoughtfully. A cardinal rule to remember is, "Never say anything to a student that you would not say in the presence of his/her parents;"
14. Watch your tongue. Humiliating a child by a public reprimand is seldom a wise method of discipline;
15. Change the routine. Do something nice for class occasionally. Rearrange the room and use your bulletin boards as instructional tools;
16. Be as courteous to your class as you expect them to be with you. Establish a good teacher-student relationship as well as a good peer relationship among class members. Let the students know you like them. Look for things to praise, especially in students who are discipline problems. Accept them as worthwhile in spite of their misbehavior. Disapprove of the act, but not the individual;
17. Be careful not to become buddy-buddy with your students. The striving for popularity is perhaps the greatest pitfall of a beginning teacher. Your goal is respect, not popularity. You will find that if they respect you, they will probably like you;
18. Learn the pupil's problems. It may be more important for you to find out something than to do something. Look for the reasons behind misbehavior. It often stems from the fact that the curriculum -- or the teaching approach -- does not interest your pupils;
19. Don't make study a punishment. The teacher who keeps children after school to study math or write an essay, as a penalty for misbehavior, is saying: Study is an unpleasant thing. There is no joy or satisfaction in it. It's so painful that I use it as punishment. This hardly creates a thirst for learning in youngsters;
20. Don't be afraid to apologize if you've treated a pupil unjustly. You'll gain, not lose, the respect of the class for admitting your error;
21. Don't be afraid to use the telephone. This is one of the most effective, yet little used means of obtaining assistance in dealing with a disruptive student. Most parents will support the teacher but they can't if they are unaware of what is going on. In most cases, a call home will solve the problem;
22. Avoid arguing with students. Discuss differences of opinion in private. Class time is instruction time;
23. Walk and talk among the students;
24. Don't see and hear everything;
25. Avoid physical force; use your mind, not your muscle;
26. Don't try to do the impossible. Some students have emotional problems only a better-trained person can solve. When a youngster is a constant troublemaker and all your efforts to help him/her fail, perhaps you should refer him/her. There are limits to what a teacher can do in child study, diagnosis, and treatment.
27. Keep administration informed when dealing with a problem student, but seek administrative help only after all other

means have failed.

EVALUATIONS

All certificated employees will be evaluated by their immediate supervisor (building principal) as prescribed by Board policy. Probationary teachers – less than three (3) years of experience at Potter-Dix – will be formally evaluated at least once each semester during their first three years. Tenured teachers – three (3) or more years of experience at Potter-Dix – will be formally evaluated at least once each year. Building principals may informally evaluate each certificated employee through walk-throughs or other means as deemed appropriate by the respective building principal. The formal evaluation forms are included with this handbook.

FACULTY FUNDAMENTALS

1. **Be On Time** — Be at the building by 7:45 a.m. every day. Be in your classroom before the tardy bell rings;
2. **Document** — Accurate records are essential. Behavioral problems are diffused when you can show documentation of action, dates, times, etc.;
3. **Tardy Policy and Procedure** — Everyone must be consistent;
4. **Start Class on Time** — Everything is geared toward the concept of protecting instructional time. Make good use of it;
5. **Mutual Respect with Students** — We must model the behavior we wish to see in our students;
6. **Hallway Supervision Between Classes** — Everyone shares in this duty. Everyone is responsible. Notify your nearest colleague if you cannot be there;
7. **Stick by the Rules and Expectations** — Do not violate handbook guidelines. Students are very much aware if everyone is not treated on the same basis;
8. **Do Not Leave Your Classroom Unsupervised** — Your students are your legal responsibility. Don't abuse this duty;
9. **Lesson Plans are a Major Part of Organization** — Due every Monday morning in the principal's office;
10. **End of the Work Day is 4:00 p.m.** – Unless otherwise noted by the administration;
11. **Early Sign Out is OK with Prior Approval from the Administration;**
12. **Dress, Talk and Groom Yourself as a Professional at all Times;**
13. **Keep Students in their seats until the bell rings.**

FACULTY MEETINGS

Notice of faculty meetings will be sent in an e-mail, placed in the daily announcements, on the weekly calendar, or on the marker boards in the teachers' lounges. Teachers who are unable to attend a faculty meeting should notify the administration in advance. Teachers who miss faculty meetings are responsible for meeting with the administration and obtaining the information presented at this meeting.

FUNDRAISING

All teachers shall earnestly seek to educate students in the services performed by the humanitarian agencies, and shall encourage students to participate in their financial support as a social and community project, but no fund-raising drives are to be conducted by non-school agencies or for non-school activities among the student population. Students may engage in raising funds, under the control of school officials, for certain approved student activities, and provided the project has the approval of the principal of the school involved.

Students or student groups desiring to raise money through fund drives in one form or another will present their written requests to the elementary and/or secondary principal for their approval.

The approval will be based on the following criteria:

1. Where the funds will be used. Preference will be given to those activities in which usage of tax money would be doubtful or illegal, such as trips and awards of a personal nature. Any drive which seeks or tends to circumvent a Board decision will be rejected. A definite goal for the expenditure of the funds received must be established;

2. Quality of the product or suitability of the product sold. Items which are overpriced or of an embarrassing or controversial nature to the school will be rejected. Items which are in direct competition with local businesses shall be avoided where practicable;
3. The number of fund drives per organization are limited to three (3) per year. Additional fund drives must have administrative approval;
4. The Board will not be responsible for any losses incurred. The building principal will need to approve locations and subject matter of all posters posted in the drive.

GRADING SYSTEM

The grading system of Potter-Dix High School is the percentage system. The letter equivalents are:

Grades K-3:	S+	Satisfactory	S-	Satisfactory
	S	Satisfactory	N	Needs Improvement
Grades 4-12:	A	94-100	D	70-77
	B	86-93	F	Below 70
	C	78-85	P	Passing, achieving within capabilities

Report cards are prepared during the week following the end of each nine week period. Teachers will record at least two grades per week per student.

At the conclusion of each semester, all teachers are required to discuss all failing or potentially failing students with the building principal before grades are recorded. Students in grades K-8 must pass all of their core subjects, if not they will repeat that grade/class, unless extenuating circumstances prevail.

GRADUATION REQUIREMENTS (Revised as of August 2003)

10 hours constitutes	2 semesters of a 90 minute class or 2 semesters of a 50 minute class meeting everyday
5 hours constitutes	1 semester of a 90 minute class or 1 semester of a 50 minute class meeting every day or 2 semesters of a 50 minute class meeting every other day
2.5 hours constitutes	1 semester of a 50 minute class meeting every other day

Minimum requirements for graduation from High School are as follows (Grades 9-12):

	SEMESTERS	HOURS
English (English 9, 10, 11, 12)	8	40
Mathematics (Algebra I, Geometry, Math 11)	6	30
Science (Physics 9, Biology 10, and Chemistry 11)	6	30
Social Studies (World Geog 9, World History 10, Am History 11, Am Govt 12)	8	40
Career and Technical Education - Business, Computer Graphics, Industrial Technology, Community Involvement, Journalism (Not more than 10 hours can be from any one-subject area to meet requirements.)	4	20
Physical Education/Health (PE/Health 10)	2	10
Fine Arts- (Music and Art)	2-90 min. 4-50 min.	10
Computer (Computer Applications 9)	2	10
Speech	1	5
Personal Finance/Economics (12)	2	10
Required		185
Electives		80
	Total	275

Elective Classes

English--Expository Writing, Grammar, Creative Writing, Reading, Modern Lit, Advanced Speech, Comp I & II
Business- (Career and Technical Education) Business Law, Accounting I or II, Personal Finance, Advanced Computer Applications
Math-Business Math, Geometry, Algebra I or II, Calculus, Advanced Math, College Algebra, College Calculus
Science-Chemistry II, Advanced Biology, Anatomy, Engineering I & II, A & P, Advanced Physics
Social Science-Psychology, Sociology Language-Spanish I & II
Journalism - (Career and Technical Education) - Year Book
Community Involvement - (Career and Technical Education) -- Community Involvement
Industrial Technology-- (Career and Technical Education) Drafting, Woods I, II, III or IV, Metals, Industrial Tech., Mechanics, Electricity, Building Construction, Welding, Auto CAD,
Art-Art I, Crafts, Photography, Advanced Art
Physical Education-PE/Weights
****English and Social Science Electives may be used to fill requirements only if a required class is not passed.

1. A minimum attendance of eight semesters (the normal amount of time) in Grades 9-12 is required for graduation. During that time, a minimum of 200 semester hours of "solids" must be taken plus at least 75 additional semester hours of work. These are minimum requirements; many students will want to exceed the minimum.
2. A student may drop or add a class up to three days after the start of the semester. A permission note must be signed by the guardians, teachers and principal.
3. All courses of study will be developed and evaluated individually through conferences with the counselor, principal, and/or superintendent. Courses elected, and any changes in the program, should be approved by the student's parents or guardians, and principal.
4. Transfer students and others who may be unable to comply with the requirements due to extenuating circumstances will have their programs evaluated individually by the counselor and principal who will recommend adjustments to the superintendent for confirmation.
5. Near the end of each school term, the superintendent, upon advice from the principal, will certify to the Board of Education the names of all students who have (and have not) successfully completed the requirements for graduation from High School. Diplomas will be awarded to those who complete the requirements. Seniors will check out of classes the Tuesday prior to graduation, * Providing there is no senior sneak day(s) and/or prank. Any senior not completing graduation requirements will not be allowed to participate in commencement exercises.
6. Midterm graduation: Graduation at the end of the first semester of the senior year may be recommended by a special graduation committee composed of the Superintendent of Schools, the High School Principal and the Guidance Counselor. Final approval will be made by the Board of Education at the Regular January meeting with student and parents in attendance. The recommending committee shall use the following guidelines:
   A. A request in writing be made to the High School Principal by the senior student on or before November 1st of the current year stating reasons for desiring early graduation.
   B. Written approval of the parents or guardian will be presented to the High School Principal by the senior student on or before December 1st of the current year.
   C. Student Qualifications for midterm graduation shall be the same as for the spring graduation with the exception of the eight semester requirement.
   D. Valid reasons for midterm graduation could include but shall not be limited to:
      1) Marriage
      2) Immediate enrollment in college or trade school
      3) Enlistment in the Armed Services
      4) Pregnancy

Diplomas will be issued at the Regular February Board Meeting.

INCOMPLETES

Students receiving an incomplete will have two (2) school weeks to make it up. After that time, the grade not made up will become an "F" unless arrangements have been made with the teacher. When students have made up their incompletes please report the grade to the office.

INITIATIONS AND HAZING

The practice of holding initiations or hazing for entrance or admission into classes, activities, or organizations will not be permitted.

INSTRUCTIONAL HOURS

The Potter-Dix Board of Education recognizes the importance of uninterrupted instructional time in its classrooms. At the same time the Board realizes that some interruptions to the instructional process are educational in nature and others throughout the course of the school term are unavoidable and necessary. Therefore, the purpose of this policy is to sustain the intent of the language found in LB994 in relation to improving instruction by curtailing interruptions in as much as possible while balancing philosophies of the community and the Board of Education as to the educational value of those activities which cause interruptions. The instructional hour shall consist of 60 minutes, which allow for teachers and students to be in attendance. Nebraska School Activities Association sponsored state contests and state playoff participation may be included in the required instructional hours.

The minimum instructional hours shall not include time used for school lunch but will include passing time used going to and from classes and elementary recess time. Interruptions to the instructional hour for assemblies, pep rallies, picture day, class meetings, field trips, and any other activities are considered to be extensions of the classroom and may be included in the required instructional hours but shall be limited in number.

KEYS & DOORS

Keys should not be given to students. They should not be given to adults outside the school organization. Classrooms not occupied by the teacher should be locked – especially during lunch periods. If you come to school during the evening or on weekends, remember to lock the doors behind you. Lock all doors you find unlocked. Under no circumstances are students to be allowed in the building after school hours without faculty or staff supervision.

LAW ENFORCEMENT OFFICERS

Should law enforcement officers wish to interview any student during school hours, the school officials shall contact the student's parents before such interview shall be allowed unless law enforcement officers have a warrant for arrest.

LESSON PLANS

All teachers are asked to hand in lesson plans on Monday morning of each week, placed in the principal's office or mailbox. These plans should indicate the goals for the lesson and the methods used to meet those goals, and the plans should be thorough enough to be understood easily by a substitute. All teachers are required to turn in lesson plans each week.

LUNCH BREAK

After eating lunch, students will be required to stay in the lunchroom until dismissed by the principal or other faculty member.

MAIL BOXES

Each teacher has a mailbox in the office. This should be cleaned out daily.

MASTER TEACHER CONTRACT

The 2016-17 Master Teacher Contract is included in this Faculty Handbook. All salary and health/dental insurance information is contained therein.

The school also carries Workmen's Compensation Insurance as required by law. This coverage applies to accidents while at work on school duty and any accidents must be reported immediately. The school also carries liability insurance on all employees in the amount of $100,000 on each person and up to $1,000,000 per accident plus $50,000 property damage. The recently acquired liability insurance provided $1,000,000 for all school employees for "wrongful act" claims involving slander, civil rights, and other personal liability suits.

MEDIA CENTER

The goal of the media center is to help teachers make the most effective and efficient use of the facilities as possible. In order to do this advance notice is needed when planning to bring in a class. There is a sign up board in the media center for this purpose. Please sign the appropriate time slot and indicate the purpose of the visit. The number of classes allowed to visit the media center at one time is three. Any more than three creates an atmosphere that is not conducive to learning. Please send a student to check the number of classes signed up for visits before bringing in a class.

The computer system allows the staff to provide bibliographies of materials in some specific areas that are available. The staff will be happy to gather materials ahead of time and have them ready if the actual research process is not important to the project or if time is short.

Teachers must remain with their students when visiting the media center. This is also true when the media specialist comes to the classroom. This will aid in follow-up questions and discussion.

NEWS RELEASE FOR MEDIA

News releases (except sports) to media outlets are to be turned into the office for approval and actual release.

NOTIFICATION OF ARREST, CRIMINAL CHARGES, AND CERTIFICATE, LICENSE, OR CHILD ABUSE COMPLAINTS

Employees must notify the Superintendent by the next working day after:

1. **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
    a. The maximum penalty for the crime equals or exceeds six months incarceration;
    b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
    c. Conviction would impact performance of employee's job responsibilities, including offenses that:
        1) Would impact the responsibility to be a role model for students;
        2) Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
        3) Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
2. **Certificate or License.** The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position;
3. **Child Abuse.** The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive' determination that occurred at any time. Current employees must give such disclosure within ten (10) days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

PARENTAL VISITATIONS

Routine visitation by parents is encouraged by the school. Teachers are encouraged to invite parents to discuss problems with students where there are difficulties. The administration should be informed of serious difficulties that require parent involvement and should always be involved when parents come to school with a serious problem. Chastising a student or students because of parental complaint or visitation will be grounds for administrative recommendation for immediate dismissal. This is one of the most serious offenses a teacher or administrator can commit because one single incident can cause a drastic breakdown in the smooth community-school relationship that everyone constantly works so hard to insure.

PARKING

Faculty and staff members may park where it is most convenient as long as driveways or building exits are not blocked.

PASSES TO SCHOOL EVENTS

As a faculty member, you are encouraged to attend school activities. This helps facilitate good relations with the participating students, parents, and the community in general. Conference (MAC) passes are provided for each faculty and staff members and their spouses for admission to these school activities.

Faculty members will be required to take tickets at school activities. Those admitted free to all District sponsored school activities are:

1. All visiting cheerleaders;
2. Anyone showing a MAC Conference pass;
3. Other conference passes displayed by a team Potter-Dix is playing if they reciprocate;
4. Members of the press;
5. All school employees, senior citizens and K-12 students;
6. These may be changed if we are hosting a NSAA activity.

Admission prices will be $4.00 for adults, and $3.00 for students. Annual passes for P-D adults are $25.00. The only exception will be when an activity is sponsored by an individual class or organization for the purpose of raising funds.

PAYROLL DEDUCTIONS

Teachers may request payroll deductions for professional dues, annuities, additional withholding, etc.

When sick leave allowances have been exhausted, an unauthorized professional leave has been taken, or a teacher takes personal leave without pay, a deduction of 1/183 of the teacher's contract will be made. The deduction will ordinarily be made from the June check.

PERSONAL LEAVE

Personal leave of three (3) days will be granted with a written request from the teacher five (5) days in advance.

Personal leave will consist of business or a case of extreme importance to the individual that cannot be taken care of outside the regular school day. All personal leave days must have prior approval of the administration unless it is an emergency. In case leave permission is denied and leave is taken anyway, 1/183 of the contract excluding unit pay will be deducted.

The Board may allow, upon the approval of the Superintendent, absence beyond policies concerning personal leave, providing the teacher's pay is deducted 1/183rd of annual salary, not including extra-duty pay, for each day absent and that the school name and pay the substitute. In no case may a teacher use sick leave time for personal leave. Personal leave is not accumulative. Unused personal leave is reimbursed at current substitute teacher pay.

Funerals as outlined in the sick leave guideline will count as sick leave. Funerals not provided for in the sick leave policy will count as personal leave.

PLAYGROUND RULES AND SUPERVISOR'S EXPECTATIONS

The following are the rules that the students will follow while on the playground:

1. At least one teacher or paraprofessional shall be on duty when students are on the playground. Students are to remain on the sidewalk until the staff member is outside on the playground;
2. Stay on the playground areas as designated:
   A. West boundary – fence
   B. East boundary – fence
   C. South boundary – track (north side of the trees)
   D. North boundary – sidewalk;
3. Students remain in sight of the staff member(s);
4. Gravel and rocks should remain on the ground;
5. Those taking equipment out for recess are responsible to return the equipment back to the classroom;
6. Touch or tag football only;
7. Electronic devices are to remain in the classroom;
8. Playground equipment is to be used as it is intended:
   A. Teeter-Totters – sitting only, two (2) students at a time;
   B. Spinners – feet remain on the base, two (2) students at a time, use for one minute if others are waiting;
   C. Slides – sit down, feet first, one (1) student at a time, keep the slide clear of all obstructions;
   D. Monkey Bars – be courteous, use hands to propel yourself, stay below the top bars;
   E. Swings – remain seated, push from behind, one (1) student at a time;
   F. Basketball Hoops – use for shooting basketballs;
9. Do not play on or around the heating/cooling units;
10. Winter guidelines:
    A. Use good judgment when temperatures are cold. Hats, coats, and boots are recommended;
    B. Snow is to remain on the ground;
11. When the bell rings or you hear three (3) whistles, line up quickly and quietly as directed;
12. Consequences for not following these rules:
    A. 1st Offense – warning
    B. 2nd Offense – 5-minute time-out
    C. 3rd Offense – go the principal's office
    D. Progressions of the consequences may be altered at any time depending on the seriousness of the violations.

If these rules are to be meaningful and are to work, every teacher must enforce them whenever a violation is observed. If new rules are needed or old rules need to be revised or dropped, it must be done together so that everyone is aware of the changes. By consistent and fair and use a good measure of common sense when supervising students. Discipline on the playground as well as in the classroom is the teacher's responsibility. Extreme cases of a serious nature or continued violations by a student should be referred to the Principal.

1. Except in rare instances, the staff member on duty should solve playground problems. The next help is from the

homeroom teacher of the child involved. If this does not result in a satisfactory solution of the problem, consult the administration;
2. Periodically, have the children spend a few minutes picking up litter, glass, etc. This will make them aware of the work involved and may help decrease littering. It will also make the playground safer;
3. Check the front and sides of the building periodically to see that all children are where they can be watched;
4. Be sparing, but reasonable, about permission to go into the building before the proper time;
5. It is each staff member's responsibility to put a reasonable limit on the amount of equipment taken outside. Check to see that it is returned;
6. The staff member should not hesitate to stop an activity that ordinary prudence would indicate as potentially dangerous;
7. On days when the playground is wet or muddy, the staff member should decide whether to keep the children on paved areas. If in doubt, check with the head custodian.

PROFESSIONAL GROWTH POLICY

The following is Board policy 4140 governing professional growth:

Every six years the teachers in the Potter-Dix Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditment of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt[1]
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities[2]		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation Committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be be considered by Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.
All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

PROFESSIONAL LEAVE

Two (2) days of professional leave are granted per year upon approval of the administration and is not cumulative. Coaches may use professional leave to attend clinics, other coaching conferences, or to attend state competitions. Professional leave will not be granted when a stipend or salary is earned for attendance at the event being attended.

PROFESSIONALISM AND ETHICS

Each teacher is expected to conduct himself/herself in a professional manner. Laws have recognized teaching as a profession by the State Legislature.

This school has had a lengthy tradition in having the majority of its faculty members belonging to the local, state, and national teacher organizations. Yet, the administration will not influence your decision on this matter in any way.

The NSEA is your organization. Its convention is your series of meetings for your benefit. The school has no policy on attendance or involvement in your professional organizations. Convention days are not counted as part of your yearly contract.

We expect our teachers to follow NDE Rule 27, *Regulations and Standards for Professional Practices Crit*eria. Very often, though, one hears criticism that is in poor taste. Be discreet and professional when discussing or criticizing other teachers, your students, or the school. Loyalty is an integral part of most any code. If you work for an organization, support that organization. Employees shall not act as agents or accept commissions, or other rewards for books or other school educational materials, the selection or purchase of which they influence. If there are things you cannot support, bring them out and discuss them with those in charge of the organization. Anything less than that will be considered unethical by this school: gossiping, talking behind one's back, or causing unrest with fellow teachers are undesirable examples.

Students and patrons shall not be encouraged in any way to give personal gifts to school personnel. If such gifts are offered, school personnel shall minimize such acts and they will not give publicity or public recognition to such gifts.

PROGRESS REPORTS

Parents of students who are failing, working below their ability or have made significant improvement will receive a progress report from the teacher. Progress reports will be mailed out at approximately three-week intervals. At least one progress report should be written for each student in each class during each semester.

- Please consider the progress report as an invitation to the parent to visit. Be prepared to justify the report. DON'T FORGET TO REPORT "OUTSTANDING" PROGRESS.
- No down slips should be given to resource students who are working up to their ability. The best that some students can get may be a 69%. Please take a few minutes and read the special education student's I.E.P.

PURCHASES

Purchases for teaching supplies must be approved by the administration. Orders must be sent on school purchase order forms unless the administration has given permission to do otherwise. Purchase orders may be made out by the teacher, but must be given to the administrator for approval. A copy remains in the office for bookkeeping purposes. Fill out the order form completely. Items or materials for examination or preview should be cleared through the administration prior to ordering. If ordered without office approval, you will be responsible for the bill. When a supply in the storeroom is low, please inform office personnel so that it may be reordered.

REMOVAL OF A STUDENT FROM A CLASSROOM

When it becomes necessary to remove a student from the classroom for disciplinary reasons, the following procedure will be used:

1. Notify the office that the student is on the way;
2. Send the student to the office;
3. See the principal as soon as possible after the incident and before the school day is over;
4. A conference between the administration, teacher and student may take place at the end of the school day. During the conference, those involved will:
    a. Review the incident;

b. Determine a course of action;
c. Determine or review appropriate disciplinary measures;
d. Determine or review when the student may return to class;
e. Document the incident (Principal and teacher).

REPAIRS

All repairs or maintenance work are to be requested from the administration. Repairs should be requested as soon as they are needed rather than letting small problems develop into big ones. This would include facility repairs or repairs to equipment. Please report all repairs promptly.

REPORTING ACCIDENTS ON SCHOOL PROPERTY & SCHOOL SPONSORED ACTIVITIES

Teachers, coaches, and sponsors will report any accidents to the office staff and complete a school accident report even though it may not be necessary for the student to leave school.

SCHOOL CANCELLATION

If school is cancelled because of inclement weather or for any other reason, it will be announced on KSID (Sidney) 1340 AM / 98.7 FM, on the KNEB website (www.kneb.com), and "One Call" will be activated. Please do not call the superintendent in regard to this. Wait for the announcement via radio or telephone.

SCHOOL EQUIPMENT AND FACILITIES

No school equipment will be loaned to organizations or individuals outside of the school system. The best rule to follow is "if you don't own it don't loan it." If you are responsible for a program (4-5-6 basketball, scouts, etc.) and that program uses school facilities, you or a school employee must be present anytime the building is in use by students. If you are unable to be present then there is no activity that day. You may not give your keys to someone to open the building and conduct an activity.

SECONDARY CLASSROOM PARTIES

It is very difficult for students to move from a party atmosphere in one classroom to a learning atmosphere in another. Parties are not allowed in secondary classrooms without prior administrative approval. No food or drinks should be allowed in any classroom.

SICK LEAVE

Each teacher shall be granted ten (10) days sick leave per year, cumulative to forty (40) days without loss of pay. Death or serious illness of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, or other member of the immediate household, or personal illness, shall be constituted as sick leave. In certain instances, with prior approval by the administration, sick leave may be used to attend the funeral of those not listed above. After using thirty (30) days of sick leave the user must submit a health report from a doctor before using any more sick leave. A teacher administered sick bank is also available.

After all accumulated days are used by the teacher, he/she may personally request emergency days through the administration or the Board of Education. If the Board of Education grants any of these days, the teacher will be subject to a salary deduction at the rate of 1/183rd of the contract salary, not including extra-duty pay, for each day owed the District. This deduction will be made, on mutually agreed upon terms, within the current contract year.

In order to prevent possible abuse of the sick leave policy, employees absent due to illness and using sick leave may be required upon request of the Superintendent to provide a physician's statement that they are unable to perform their duties at school, stating the nature of the illness, and the anticipated date of return to work.

SMOKING AND TOBACCO

In order to promulgate a healthy environment for students and staff and to encourage healthy behavior in students, it is the Board of Education's intent that there will be no tobacco use of any kind allowed in any school building, on school property, or in any school vehicle at any time. This policy shall extend to all employees, students, and individuals attending school-sponsored events, productions, or meetings as well privately sponsored functions held within the school facilities. All school staff members are charged with the responsibility of making certain everyone is aware of this policy, its administration, and enforcement. The superintendent of schools, at his or her discretion, may, from time to time, make exceptions to this policy.

SOCIAL MEDIA

Social media (e.g., FaceBook, Twitter, SnapChat) have become valuable communication tools within our society. Just as they can be helpful, they can also be a distraction, or even harmful. Please be careful if you communicate with your students through social media, that the communication is professional and has an educational need and importance. Each year, too many teachers across the state and country get themselves in difficult situations by communicating with students in unprofessional, and even illegal, ways via social media. Teachers should not use social media for personal reasons during the school day (7:45 a.m.-4:00 p.m.).

SOLICIATIONS

No salesmen or private business representatives shall be allowed to contact teachers or students during the time school is in session, unless with prior approval from the administration. Students should not be allowed to leave the school with strangers or even talk to them on school property. Solicitation for donations from students is prohibited except for programs approved by the administration.

STAFF PROFESSIONAL DRESS CODE

Education is a professional occupation thus educators should dress professionally.

What is not appropriate?

- First of all, anything that is not appropriate for the students, is not appropriate for the faculty (e.g., short skirts, tank tops, shirts that expose the midriff and/or back, mesh shirts);
- Warm-Up/Sweat Suits - There are many very nice warm-up or sweat suits, but they are not professional dress. It is appropriate for P.E. teachers to wear nice looking sweat suits/gym shorts with a polo style shirt to P.E. classes, but it is not appropriate dress for teachers teaching in the classroom on a regular basis;
- Tennis Shoes - There are many dress shoes that are as comfortable as tennis shoes. Please wear dress shoes in the classroom;
- Other – Casual flip-flops, t-shirts and sweatshirts, jeans of any color, and shorts are not professionally appropriate for the classroom.

Are there exceptions to the dress code?

Jeans may be worn on Fridays if a $20 donation is made to the Staff Scholarship fund. Do not coordinate your jeans on Fridays with other clothes that would not be acceptable on the other work days. Also, on special days like an elementary track day, or other days as approved by the administration, exceptions, including jeans may be allowed.

What are some past practices that need to be changed?

- Coaches wearing jeans, t-shirts, and/or sweat suits to class prior to leaving for a competition. You will have plenty

of time to change prior to leaving;
- Teachers wearing jeans to staff development workshops.

How can faculty dress make the workplace more safe for teachers?

- Wear good quality shoes that get good traction and are built low to the ground;
- Don't wear loose clothing such as neck ties around power equipment, especially in the shop.

What are other issues for professional dress?

- Teachers wearing faded or worn out clothes;
- Excessively wrinkled clothes;
- Shirts untucked that are designed to be tucked in;
- Teachers dressing like students thus not standing apart;
- Men need to regularly shave, or grow a beard;
- Looking professional at public events.

STUDENT AND PERSONNEL LISTS

School personnel shall not provide lists of names of graduating seniors, or school students, or school personnel to any agencies outside the school except nonprofit institutions of higher learning and military recruiters.

STUDENT DISCIPLINE MATRIX

This plan is designed to be progressive and students who are repeatedly referred to the principals' office for additional disciplinary measures will be disciplined according to the charts below. Classroom teachers are responsible for initial discipline of a student who is disobedient or disrespectful in class, through email to the principal. Each time a student receives an office referral he/she will receive a specific amount of points. Any points received will be cumulative throughout the year. The accumulation of 90 points or more will result in recommended expulsion to the Board of Education.

These student conduct rules are established to maintain a school atmosphere where students can learn to be productive and responsible citizens. Violations of these rules will result in disciplinary action.

Category 1
Violations:

- **Public Display of Affection**
- **Dress Code Violation**
- **Disruption of Class**
- **Parking Illegally**
- **Cell Phone (confiscation)**
- **Sleeping in class**
- **Other**

Points	First Offense	Second Offense	Third Offense	Fourth Offense
4	Warning	Detention	ISS (1 Day)	OSS (1 Day)

Category 2
Violations:

- **Inappropriate Gestures/Behaviors**
- **Profanity/Vulgarity**
- **Failure to Attend Detention**

- Disruption of class/school/assembly
- Lying
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
8	ISS (1 Day)	OSS (1 Day)	OSS (3 Days)	OSS (5 Days)

Category 3

Violations:

- Cheating/Plagiarism
- Skipping/Cutting Class
- Disorderly Conduct
- Indecent Material
- Jeopardizing the Safety of Self or Others
- Leaving School Grounds Without Permission
- Misuse of School Material and Equipment
- Not Following Request of School Official
- Use/Possession of Tobacco Products *
- Careless Driving/Speeding
- Trespassing
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
12	ISS (1 Day)	OSS (2 Days)	OSS (3 Days)	OSS (5 Days)

* Refer to Substance Abuse Policy

Category 4

- False call/Forgery of Notes
- Vandalism I (A value of less than $100)
- Theft I (A value of less than $100.00)
- Disrespect to Faculty Members
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
16	ISS (1 day)	OSS (2 days)	OSS (3 days)	OSS (5 days)

Category 5

- Gross Misbehavior
- Harassment/Intimidation/Bullying
- Vandalism II (A value of more than $100.00)
- Theft II (A value of more than $100.00)
- Insubordination
- Fighting
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
20	ISS (2 days)	OSS (3 days)	OSS (5 days)	OSS (10 days)

Category 6

- Indecent Behavior
- Open/Persistent Defiance of Authority
- Threatening Behavior
- Physical Assault
- Under the Influence of Alcohol/Drugs *
- Possession of Alcohol/Drugs/Drug Paraphernalia*
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
30	OSS (3 days)	OSS (5 days)	OSS (10 days)	Recommended Expulsion

Category 7

- Extortion
- False Fire Alarm
- Selling, Giving, or Exchanging Drugs/Alcohol*
- Possession of a Weapon Other than a Firearm (i.e. knife)
- Possession or use of Firecrackers/Fireworks
- Terroristic Threats
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
45	Out of School Suspension and Recommended Expulsion, Police Contact	Recommended Expulsion and Police Contact		

Category 8

- Arson
- Bomb Threat
- Physical Assault (school employee)
- Possession and/or use of Explosives
- Use of any Instrument as a Weapon
- Possession of a Firearm
- Other

Points	First Offense	Second Offense	Third Offense	Fourth Offense
90	Expulsion (1 yr.) and Police Contact			

STUDENT ILLNESS OR ACCIDENTS

In the event of student illness or injury, the principal should be notified immediately, then the parent or guardian or someone else that might be designated on the student's emergency form (by the parent) should be notified immediately and if deemed advisable by the school, such person shall be requested to come to the school and get the child. If this is not possible, a school employee shall take the child home or to the home of a designated person. A student should never be sent home without checking to see if the parents are home. In case of an emergency, the school may call the family physician or an available emergency physician for administration of temporary aid. The Board of Education may make available to each child enrolled in its school at the beginning of the school year an accident policy which will provide indemnity for a student going to and from school, while at school, or at any school sponsored affairs, in the event of an accident. The parent of each child wishing this policy must pay the premium. Each student is encouraged to file an emergency accident form with the school office.

STUDENT USE OF COPY MACHINES

Students may use the copy machine to copy class related material only when authorized by the teacher whose class material is being copied. In all situations, the student will need permission from office personnel to use the copy machine.

STUDENT PSYCHOLOGICAL REFERRAL PROCEDURE: STUDENT ASSISTANCE TEAM

As the school year progresses, teachers will become aware of students that either have more than normal difficulty with the learning process or who have problems adjusting to the school environment. When this situation occurs, the teacher should fill out a REQUEST FOR ASSISTANCE form (found in the Faculty Handbook) and give the completed form to the guidance counselor.

The guidance counselor will review the form and give it to the chairman of the STUDENT ASSISTANCE TEAM. The chairman will notify the administration of the need for a meeting and then arrange a meeting of the team.

The STUDENT ASSISTANCE TEAM will meet and review the teacher's request for assistance form and make recommendations to all of that student's teachers. The teachers will try to implement the recommendations. After a period of time determined by the STUDENT ASSISTANCE TEAM, the teachers and the team will meet to determine the student's progress or lack of progress. If the teachers and the team decide that the student has not made sufficient progress the team will recommend new suggestions or recommend a psychological evaluation by the school psychologist.

The special education teacher will make arrangements for the evaluation and obtain parental permission. Some basic guidelines on psychological evaluations are:

1. No testing of kindergarten students before Christmas.
2. No testing of first or second graders before completion of the fourth week of school.
3. No testing of new students until after their fourth week of school.

Whenever the STUDENT ASSISTANCE TEAM, the guidance counselor, and the administration believe that the situation warrants suspension of the above rules, they may do so.

STUDENT RECORDS

A State-approved permanent record system for all students shall be kept up to date with grades earned, attendance, health tests, activities and honors earned. Transcripts of these records will be sent to other institutions on their request or request of the student.

SUPERVISION

We are legally liable for our students whenever they are on school property or at a school activity. At no times should students be in the school building without direct supervision of a faculty or staff member. Recess, noon duty, playground, and activities after school require the presence of a faculty or staff member.

General supervision is an area that keeps a school running smoothly. Even though you may not "Be on duty," you are expected to assist with things as they come up near where you are. Between class hallway supervision or before and after school, or to and from the lunchroom are examples of times we all need to assist with general supervision.

If teachers need to leave the school premises during the day, be sure to notify the office of where you will be and for how long. This should not be done while students are under your supervision, and then only if absolutely necessary.

Teachers are completely responsible for the supervision of their classes at all times, including assemblies. If you will be gone for any reason, be sure that your classes are taken care of. Please inform the office as to the manner in which your classes are to be supervised.

No student should be in the locker room during the last period of the day. No coach/teacher may give permission for students to dress early for practice.

TEACHER CERTIFICATION AND TRANSCRIPTS

State law requires that teacher's certificates must be registered with the superintendent. A copy of the certificate and accurate college transcripts must be in the office. Anytime a teacher has new college hours that will cause a move on the salary schedule, a new complete transcript will be needed.

TEACHER CONTRACTS

In late January or early February of each year, a Letter of Intent will be issued to each teacher. While this is not binding on either party, it will serve its purpose by identifying at an early date those wishing to be considered for reemployment and those that definitely will not be returning. The return date will be listed on the letter of intent.

Teachers who do not wish to be considered for employment for the forth coming school year will be asked to submit or sign a letter of resignation no later than the May Board Meeting.

Teacher contracts will be written and sent out in late March or early April. Fifteen (15) days will be allowed to consider the contract proposal. Once the contract is signed it becomes legally binding upon both parties until dissolution of the contract becomes mutually agreeable with both parties. Circumstances may take place which causes an individual to request release from the contract. Please refer to the negotiated agreement between the Potter-Dix Board of Education and the Potter-Dix Education Association that is included in this handbook for contract specifics.

Teaching contracts like all contracts should be entered into in good faith. They are a "two-way street" and neither party should have an advantage in terminating them. It is hoped that professional people enter employment matters in a professional manner.

Pay will be made by Direct Deposit and will be available in your bank on the 15th of each month. Please do not ask for an early paycheck or other special arrangements.

TEACHER DISMISSAL

If an evaluation by the administration determines that a teacher is performing inadequately or continually fails to meet minimum Board expectations, that teacher will be notified and a conference will be scheduled. After attempts have been made to improve and little or no success is noted, the teacher will be notified in writing on or before April 15 of the inadequate performance and the plans for recommendation of non-renewal of that teacher's contract.

If consideration is being given to amending or terminating a contract, the administration must notify the teacher in writing by

April 15, showing the cause for action. Any teacher so notified shall have the right to file within seven (7) days of receipt of such notice a written request with the Secretary of the Board of Education, the Superintendent or Superintendent designee for a hearing before the Board. Upon receipt of such request, the Board shall order the hearing to be held within thirty (30) days, and shall give written notice of the time, date and place of the hearing to the teacher within five (5) days, unless extended by mutual agreement and confirmed in writing. The Board shall take final action on amending or terminating a contract not later than May 15, with the teacher being notified in writing of this final action.

TEACHER HOURS

Teachers are to be at school by 7:45 a.m. and in their rooms by 7:55 a.m. Teachers may leave school at 4:00 p.m. On Fridays and other days when students are dismissed early, teachers are to be in the building until regular (M-Th, 3:35 p.m.) student dismissal time, unless the administration has communicated other expectations. In-service or special permission would be exceptions.

When you are absent from school it is your responsibility to check the announcements for the period of time missed for information concerning you. A copy of each day's announcements may be found in the office.

TEACHERS MISSING REGULARLY SCHEDULED CLASSES

Sometimes it is necessary for teachers to miss a regularly scheduled class. Examples: practice for elementary music programs, special education teachers who must test an individual student and will require an extended period of time. When these situations occur, either the teacher who will miss the regularly scheduled class or the teacher who is responsible for the students who are missing the class will meet with the administration to arrange for the change in schedule.

TEACHING ADULT EDUCATION CLASSES OR DUAL CREDIT CLASSES

Teachers are encouraged to participate in the broadening experience of working with adults in the community through participation in teaching classes in the Adult Education Program. Any tuition earned from dual credit classes will be shared equally between the teacher and the school.

TELEPHONE SYSTEM

All the classrooms will have telephones in them. This was done for safety and security, convenience sake, and has a way to improve communication throughout the building. Students are not allowed to use these telephones at any time for any reason. With permission, they may use the phone in the offices. The use of personal cell phones during class time should be limited to emergencies.

TESTS

In the best interest of all students and the quality of education, students are not allowed to correct each other's tests. A student correcting another student's test has little, if any, educational value. This method of correcting tests allows for student discrimination of other students, violates student privacy, and it does not afford the teacher an opportunity to evaluate the student properly. For immediate feedback, teachers may allow students to correct daily work (short quizzes, homework) within the class. Under no circumstance should a student's grade be read aloud in class! This practice can only have a negative effect on those students who do poorly. If a student is absent on the day of a test, they should not be given the same test when they return. If for some reason the same test is used, it should only be given under DIRECT SUPERVISION of the teacher.

If the same tests were used from year to year (a practice not recommended) it would be wise not to return them to the students to keep. The test could be passed out for review for additions to their notes, but handed back at the end of the class period.

TIPS TO PREVENT CHEATING

Here are some helpful hints from our students (with some modification from the administration) to assist teachers in their continuing effort to curtail the amount of cheating going on at school.

1. When giving a test or quiz, make the student put all books, papers, etc., inside the desks. In classrooms without desks, books and papers should be stacked on the floor or counter top. Only those materials needed for the test should be on the desk;
2. Don't let students sit next to each other if there is enough room in the classroom to separate them;
3. Students who are absent or miss a test should not be allowed to take the same test as the rest of the class;
4. Pass back tests and quizzes for review, but when the review is finished, collect and keep them;
5. Please walk around the room during the test or quiz to help keep the students honest;
6. Don't give second chances. If a student is caught cheating, give a zero. Students know the rules and have been warned;
7. It is tough to study for more than two tests being given on the same day;
8. Collect assignments, tests, and quizzes. Copy the grades in the book. DON'T HAVE STUDENTS READ THE GRADES--SOMETIMES THEY DON'T TELL THE TRUTH;
9. When a teacher allows students to correct their own or another student's work, they will sometimes "help out" by filling in or changing answers;
10. When a teacher allows study time in their class and the students have homework in that class, the teacher should see that the students work on the assigned homework;
11. Even with all of the best effort, copying of work sheets and homework will continue. If the teachers recognize this statement as a fact, don't count homework more than 20% of the grade. In some classes, students are allowed to work together so much it is difficult to tell when work is being copied and when an assignment is being done jointly. The proof of what is learned in class ultimately comes from quizzes and tests if properly administered.

TEXTBOOKS AND TEXTBOOK PURCHASES

Textbooks are to be stored in the classroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Workbooks do not become the property of the students and in most cases should be retained by the school.

A textbook rotation system has been established to help with when textbooks for different classes need to be purchased. This system will be followed, but may be adjusted by the administration based upon the condition of the existing textbooks, curricular needs, or state standard requirements.

TRANSPORTATION

If a bus or van is needed for an activity or other instructional purpose, complete a transportation request one (1) week in advance if not earlier. The administration and transportation director will be making all vehicle assignments and departure time determinations. Students and the sponsor are required to clean up the vehicle after the trip and should be instructed in proper riding etiquette. So no misunderstandings arise, the faculty member in charge of the group is in charge of the complete trip, except for matters of bus maintenance and operation.

USE OF VIDEO TAPES/DVD's IN THE CLASSROOM

1. The tape/dvd must be included in lesson plans for the week it is to be used (specific day is not necessary). If a tape/dvd becomes available on short notice and hasn't been included in the lesson plans for that week, amend the plans and turn in a copy to the principal before showing the film or tape;
2. Preview all videotapes/dvd's before showing them. Make sure they are appropriate as to content and grade level;
3. Have some activities as lead-in and follow-up to the tape/dvd;
4. Make sure all videotapes/dvd's are returned to the media center or sent back on time.

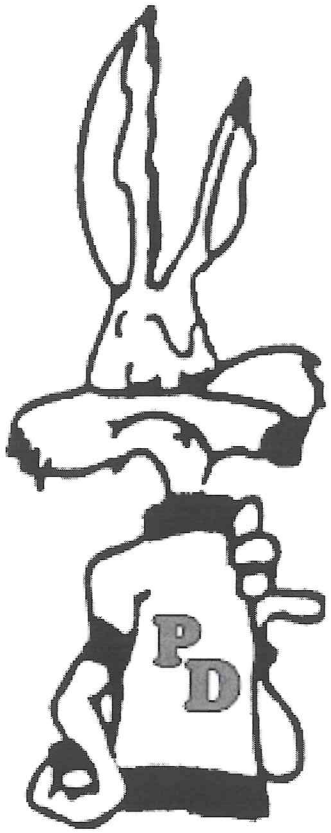
VIDEO CAMERA / iPAD USE

When a conflict concerning the use of the video camera/iPad equipment occurs, the following priority list will be used:

1. Academic areas in school.
2. Academic areas outside school.
3. Extracurricular activities related to academics.
4. State competitions.
5. District competitions.
6. Conference competitions.
7. Varsity home competition. Two home activities on the same day-use will be determined on who used the equipment last for a home activity.
8. Varsity away competition. Two away activities on the same day-use will be determined on who used the equipment last for an away activity.
9. Reserve tournaments.
10. Reserve competition.
11. Junior high competition.
12. Other

POTTER-DIX PUBLIC SCHOOLS

EMERGENCY PROCEDURES



TORNADO PLAN

Two tornado drills will be conducted each year; one each semester. A tornado drill will be signaled by 5 short rings on the bell system. For drills or actual tornados, the following procedure will be followed:

Potter Site - Upon hearing this signal proceed immediately to the locker rooms. Grades 9-12 will use the east gym locker room and Grade 7-8 will use the west gym locker room. Crouch on the floor; cover head with hands and arms.

Dix Site - Upon hearing this signal, all classes will proceed immediately to the middle locker room.

During a tornado drill or tornado, follow these guidelines:

1. Teacher take students in an orderly fashion to their designated areas;
2. Teacher shut windows and turn off lights;
3. Teacher take grade book and take roll once in the designated area;
4. Students and teachers are to remain in designated area until told to return to class;
5. The tornado announcement will be relayed by the principal;
6. Students should not panic, but walk briskly to their designated area.

GENERAL RULES:

1. After getting into the shelter area, remain calm and quiet so that instructions may be heard. Teachers will be there to supervise;
2. Stay away from windows and doors;
3. Teacher -- take the emergency kits along;
4. Suggestion to older students -- in the event of an actual alarm, the conduct of older students can have a very positive effect on the younger children.

EVALUATION OF DRILLS:

1. Faculty, students, and other personnel should offer any suggestions that would make the drill more effective;
2. Report suggestions to the administration.

FIRE EVACUATION PROCEDURE

Public schools in Nebraska are required by state law to have one fire drill for every month they are in session. Potter-Dix Public Schools conducts ten (10) fire drills per school year.

Whenever the fire alarm is sounded, all students and faculty are to cease all activities and leave the building immediately. These regulations are to be observed:

1. Students nearest the windows will close them before leaving.
2. Students will leave each room one row at a time, starting with the row nearest the door, and proceed down the hallway to the proper exit in an orderly manner.
3. The instructor will be the last to leave the room and will turn out the lights and close the door.
4. All instructors will take their emergency kits with them.
5. The first two students reaching the exit doors will hold the doors wide open until everyone is out.
6. It is important to move far enough away from the building to avoid possible injury and to remain clear of any emergency vehicle traffic.
7. For drills, everyone will be instructed to return to the buildings. Students will return in an orderly manner with the last students out being the first in.

The following guidelines and rules will be observed for the Potter building:

Room No.	Exit Routes	Room No.	Exit Routes
111	Go West and out South exit	Office	Use West door of lobby
112	Go West and out South exit	139	Use North exit
117	Go West and out West exit	148	Use North exit
118	Use South Room exit	149	Use shop exit
124	Use South Room exit	201	Go North and out West exit of lobby
127	Go West and out West exit	202	Go North and out West exit of lobby

Room No.	Exit Routes	Room No.	Exit Routes
128	Go West and out West exit	203	Go South and out Southwest exit
129	Go West and out West exit	204	Go North and out Southwest exit
130	Go East and out South exit	206	Go North and out West exit of lobby
131	Use South exit	Kitchen	Use South Exit
132	Go West and out South exit	Gymnasium	Use East exit in gym
133	Use West door of lobby	Cafeteria	Use East Exit

The following guidelines and rules will be observed for the Dix building:

Room	Exit Routes
Kindergarten Room	Exit out the South door of the classroom
1st Grade Room	Exit out the South door of the classroom
2nd Grade Room	Exit out South door of 1st Grade classroom
3rd Grade Room	Exit out the South door of the classroom
4th Grade Room	Exit out the West doors
5th Grade Room	Exit out the West doors
6th Grade Room	Exit out the South door of the classroom
Music Room	Exit out South door of Kindergarten room
Lunch Room	Exit out the Main entrance
Resource Room	Exit out the Northeast entrance
Gymnasium	Exit out the Northeast entrance
Locker Room	Exit out the South entrance
Kitchen	Exit out the South door of the kitchen
Art	Exit out the South door of the art room
Guidance	Exit out the East door
Computer Lab	Exit out the East door
Library	Exit out the East door
Office	Exit out the main North entrance

EMERGENCY LOCK-DOWN

In a situation where the school needs to be locked-down, these are procedures that will followed:

1. Lockdown of the entire school may be necessary during the following:
   - Drug dog search of the school;
   - The Sheriff's Department (or other authorized personnel) notifies the school that something is occurring within the community, such as an escaped fugitive;
   - Other reasons as deemed necessary by the administration.
2. After a 30 second bell, the administrator will say "Lockdown level 1, 2, or 3"
   - **"Staff and students, the school is now in lockdown. Lock your doors and stay in your classrooms until further notice."**
3. The secretary of the school will notify the other school of the lockdown with the exception of drug dog searches. The school will contact the daycare as a courtesy, if the lockdown is due to a community response.
   - **Level I**: Lock doors, continue class as usual;
   - **Level II**: Lock doors, close curtains and windows, continue class as usual;
   - **Level III**: Lock doors, open a curtain and window, direct students to hide and be silent.

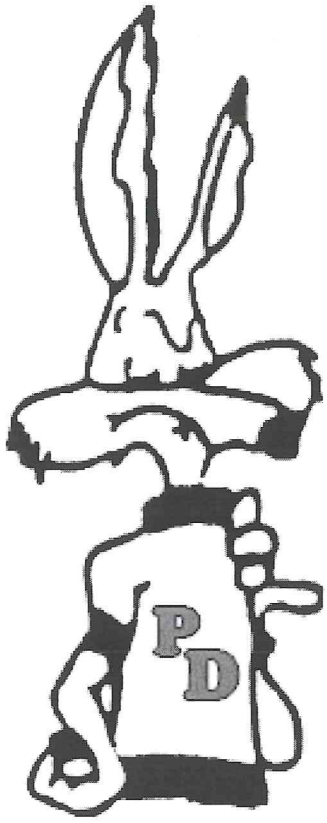
Intruder/Hostage Lockdown

1. If there appears to be an intruder or hostage situation: **30 second bell and all page over the intercom – "Lockdown Level 1, 2, or 3"**;
2. Staff will turn off the lights in their room and move students away from doors with windows. Follow Level III lockdown procedure;
3. If outside when a lockdown pages, move to the closest classroom with all students around you. If they are not students in your class, determine the teacher they should be with and contact that teacher;
4. DO NOT ALLOW STUDENTS TO LEAVE THE CLASSROOM;

5. In the event of an intruder, either before school, during lunch, or after school, students and staff that are in the foyer, gym, main lobby, or locker rooms will evacuate through the hallway to the cafeteria;
6. **"All Clear"** will be sounded over the intercom by the principal or office staff when situation is deemed safe to return normal duties;
7. **Do Not** open the door until a business card or badge has been slid under.

POTTER-DIX PUBLIC SCHOOLS

SCHEDULES,
ASSIGNMENTS, & DATES



2016-17 EXTRA DUTY ASSIGNMENTS

Activities Director.....Jerry Brown
Head Football Coach.....Dale Frerichs
Asst. Football Coach.....Ryan Coffey
Head Volleyball Coach.....Sarah Dvorak
Asst. Volleyball Coach.....Brad Hicks
Head Boys' Basketball Coach.....Ryan Mumm
Asst. Boys' Basketball Coach.....Ryan Coffey
Head Girls' Basketball Coach.....Jeff Einspahr
Asst. Girls' Basketball Coach.....Lance Juelfs
Head Track Coach.....Dale Frerichs
Asst. Track Coaches.....Krista Deal & ??
Head Golf Coach.....Ryan Mumm
JH Football Coach.....Ryan Mumm
JH Volleyball Coach.....Dale Frerichs
JH Boys' Basketball Coach.....Ryan Mumm
JH Girls' Basketball Coach.....Dale Frerichs
JH Boys' Track Coach.....Ryan Mumm
JH Girls' Track Coach.....Dale Frerichs
Cheerleading Sponsor.....Donna Juelfs
JH Cheerleading Sponsor.....Jennifer Thomas
Concessions.....Nancy Hutchinson
Instrumental & Vocal Music.....Chris Stevens
Asst. Vocal Music.....Kristi Jung
One-Act Play.....Beth Bogert
Asst. One-Act Play.....Val Maas
Speech.....Chandell Oleson
Asst. Speech.....Evelyn Hornbarger & Kristin Kasten
Yearbook Sponsor.....Jennifer Thomas
Student Council Sponsor.....Jo Wells
National Honor Society.....Kristi Jung
Destination Imagination.....Sabine Kasten
7th Grade Sponsors.....Chris Stevens & Jennifer Thomas
8th Grade Sponsors.....Evelyn Hornbarger & Sharon Johnson
9th Grade Sponsors.....Kristi Jung & Ryan Mumm
10th Grade Sponsors.....Gina Hill & Jo Wells
11th Grade Sponsors.....Angala Frerichs, Dale Frerichs, & Ryan Coffey
12th Grade Sponsors.....Brad Hicks & Paula Wolff

QUARTER ENDING DATES

End of 1st quarter	October 20, 2016	Grades due by Monday, October 24
End of 2nd quarter	December 22, 2016	Grades due by Wednesday, January 4
End of 3rd quarter	March 8, 2017	Grades due by Tuesday, March 14
End of 4th quarter	May 17, 2017	Grades due by Thursday, May 18

PARENT TEACHER CONFERENCES

September 22, 2016	3:00 to 8:00 p.m. at Potter	Grades due by Tuesday, September 20
January 26, 2017	3:00 to 8:00 p.m. at Dix	Grades due by Tuesday, January 24

PROGRESS REPORT DUE DATES

1ST QUARTER:	September 2, September 22 (P/T Conf.)
2ND QUARTER:	November 11, December 2
3RD QUARTER:	January 26 (P/T Conf.), February 17
4TH QUARTER:	March 31, April 21

K-12 STAFF DEVELOPMENT DATES – subject to change

1st Semester
Friday, September 9 – 1:1 technology
Friday, October 7 – 1:1 technology
Friday, October 28 – 1:1 technology
Friday, November 4 – 1:1 technology
Friday, November 18 – 1:1 technology
Friday, December 9 – 1:1 technology

2nd Semester
Friday, January 20 – Instructional model research
Friday, February 24 – Instructional model research
Friday, March 17 – Instructional model research
Friday, April 7 – Instructional model research
Friday, April 28 – Instructional model research

ELEMENTARY STAFF MEETING DATES – subject to change

1st Semester
Thursday, September 8
Thursday, October 6
Thursday, November 3
Thursday, December 1

2nd Semester
Thursday, January 5
Thursday, February 2
Thursday, March 2
Thursday, April 6
Thursday, May 4