



AMHERST
PUBLIC SCHOOL

DISTRICT #0119

Teacher
HANDBOOK
POLICIES

2026-2027

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ANNOUNCEMENTS AND CIRCULARS

Daily announcements will be read to classes (PS-12th) at the beginning of first period of each day. Teachers need to have any information for announcements turned into the office by 2:00 p.m. the day before announcement is to be read. The office will compile announcements and email all staff. No announcements shall be made by any school group without authorization from the Administration. Any circulars or advertising displayed within the school shall be approved by the Administration before displaying them.

ASSIGNMENTS

Assignments are important and should be given at appropriate grade levels. Explain the next day's assignments, how to study them, and particular points of interest. Be sure each student understands and receives the assignment. Remember, students are taking many subjects in addition to the one any particular teacher is handling. One subject is as important as the others are; therefore, assignments must be made so they can be met in all classes.

BULLETIN BOARDS

Bulletin boards are the only reflection of schoolwork that many visitors see. They should be developed and presented with pride and care and with an obvious purpose in the instructional program.

CHILD ABUSE AND NEGLECT

Because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

It is the policy of the school district that any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the school administrator who shall then call the Department of Health and Human Resources and give the following information: Name, address, and age of student; name and address of parent or guardian; nature and extent of injuries or description of neglect; any other information that might help establish the cause of the injuries or condition.

School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

Any personal interview or physical inspection of the child shall be conducted in a professional manner.

School employees shall promptly report to the appropriate law enforcement agency and the principal. When they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in Interstate Amateur athletic competition. The term "promptly" means "within a 24-hour period."

Failure to report may result in disciplinary action against the employee or a misdemeanor charge or both.

All records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists, or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

COACHING CLINICS

Coaches are encouraged to attend clinics for their sport or activity.

1. All coaches are encouraged to attend the Nebraska Coaches Clinic. The fee will be paid by the school.
2. All coaches are encouraged to be members of the Nebraska Coaches Association. The fee will be paid by the school.
3. All coaches will be allowed to attend a second clinic during the school year with administration approval. One professional day will be given.
4. All coaches will be allowed to attend the state championship game(s) in their sport(s) during the school year with administration approval. One professional day will be given.
5. A school van can be used if available.
6. Total reimbursed expenses are not to exceed \$400.00 per coach per year.

COMPUTERS/iPad

Computers/ipads are for attendance, gradebook, research, and other related educational purposes. Teachers are under the same computer/ipad guidelines as stated in the student handbook and ipad handbook. Teachers are to monitor student computer/ipad use at all times.

If students are misusing computers/ipads in your classroom, the computers/ipads may be removed from your classroom and a written referral may be issued to the supervising teacher.

CONTRACTS

Generally, re-election of teachers will take place at the regular March Board of Education meeting. Under the contract renewal policy, teachers do not need to be issued a new contract form every year when they have been re-elected. Contracts will be due no later than April 1st.

In cases where termination may be considered, the employee will be notified on or before April 15.

COPYRIGHT AND FAIR USE

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

CORPORAL PUNISHMENT

On September 1, 1988, a Nebraska Legislative Law became effective outlawing corporal punishment. No student will be subjected to spanking, hand slapping or any other punishment technique that could cause physical harm to the child. In the event allegations of administering corporal punishment prove to be true, the teacher may be dismissed. This dismissal would only take place after due process for the teacher.

DRUG FREE WORKPLACE

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor or any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of a conviction.

EFFECTIVE TRAINING

The effective teacher is aware of all activity in all parts of the classroom. An orderly atmosphere is maintained. Effective classroom managers prevent problems from happening through good preparation. Good classroom management is important because it allows the teacher to spend more time helping students learn. Effective teachers do a great deal of planning to establish conditions conducive to effective learning.

In summary, the effective teacher is characterized by some or all of the following:

Planning and Preparation

The teacher:

1. Knows the students - what knowledge, skills, and learning styles they possess.
2. Identifies how each student learns best.
3. Does careful planning and preparation for classes with special emphasis on the first day and the first week of a segment of instruction.
4. Exhibits high expectations for student achievement.

Classroom Management

The teacher:

1. Makes clear the rules, consequences, and procedures and adheres to these rules consistently throughout the year.
2. Provides for a high rate of correct answers by using learning activities that are neither too easy or too difficult for students.
3. Keeps students on academic tasks and promotes extensive content coverage.
4. Remediates individual learning deficiencies with specific transferable skills.
5. Provides a role model for students by a businesslike approach to teaching.
6. Uses direct instruction with the whole class or small groups when teaching for basic skill mastery.
7. Creates a supportive learning atmosphere by showing concern and respect for each student.

Evaluation

The teacher:

1. Monitors student performance during recitation or individual work sessions.
2. Recognizes the student's accomplishment.
3. Provides individualized feedback to students when needed.
4. Follows up on student assignments by grading and returning assignments in a timely fashion.

EVALUATION OF CERTIFICATED EMPLOYEES

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe

and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once every two years. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

EXTRA DUTIES

Teachers will be assigned to help with extracurricular activities. These activities are ways teacher involvement can be expressed to the community. The students participating also enjoy having teachers attend the activities.

FIELD TRIPS

Field trips are not only permitted but are encouraged. We believe that observing and taking part in such activities further enhances the learning situation. These trips should be held in conjunction with a class topic/subject.

All field trips must be approved by the Administration. Prior authorization and arrangements must be completed for the use of school vehicles or a bus driver. Have all arrangements made with the destination prior to leaving on the trip. An agenda for the trip must be provided to the Administration prior to departure on the trip. Inform all students involved all work must be completed for all classes that will be missed. If all work is not satisfactorily completed, the student may not be permitted to go.

A list of the students and date of the trip must be handed out or emailed to all staff affected and the office for attendance/grade purposes.

A permission slip for the student to participate in the field trips must be signed by a parent with the "beginning of the year" packet to be able to participate in the activity. The final decision on who goes will be made by the Administration.

All field trips should be taken prior to the week of graduation.

FORM LETTERS

Any form letters sent out by teachers on school stationery must be cleared by the principal. School stationery should not be used for any correspondence that does not involve school business. All documents should be checked for correct spelling, and all documents should be proofread and neat.

INTERNET SAFETY AND ACCEPTABLE USE POLICY

It is the policy of Amherst Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

Definitions. Key terms are defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the district’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring. It shall be the responsibility of all members of the district staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response.

Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy. This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the district or made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, 3rd-12th grade students (and all parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. PK-2nd grade students will have the Internet Safety and Acceptable Policy explained to them in a language they can understand. Parents and guardians of students in programs operated by the district shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district’s mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Uses. The following are unacceptable uses of technology resources:

Personal Gain: Technology resources shall not be used, and no person shall authorize their use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the district is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the district: sending an e-mail to a family member or friend, paying bills online, using the Internet to access information during a teacher's planning time.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during instructional time; nor may students do so during instructional time.

The occasional use exception also does not permit use of technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation, Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members). Users should not erase, remake, or make unusable another person's computer, information, files, programs, or disks.

Users shall not access resources not specifically granted to the user or engage in electronic trespassing. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.

Users shall not copy, change, or transfer any software without permission from the network administrators. Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name. Users shall not engage in any form of vandalism of the technology resources.

Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

To access any material contrary to the Internet Safety Policy; or to create or generate any such material to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.

To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails

that may imply that the district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

To engage in or promote violations of student conduct rules.

To engage in illegal activity, such as gambling.

In a manner contrary to copyright laws.

In a manner contrary to software licenses.

Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the Internet.

Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technological protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and ensure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions. Violation of the policies and procedures concerning the use of the district technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damage caused and injuries sustained by improper or non-permitted use.

LESSON PLANS

Lesson plans should contain assignments with enough detail to reflect daily goals for each class. All teachers are required to submit lesson plans into Google drive previously set up by administration.

MONEY

Do not leave money in the classroom. All money shall be kept in the central office. If money is lost after it is collected, the instructor will be expected to make up any shortfall. Coaches and P.E. instructors should remind students/athletes that they are responsible for all of their own articles.

NOTICE OF NONDISCRIMINATION

The Amherst Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal

Employees and Others: Superintendent of Schools

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 OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

NSCAS GROWTH and NSCAS SCIENCE ASSESSMENTS SECURITY

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Therefore, all administrators and teachers-especially those who are administering the assessment-must familiarize themselves with NSCAS security procedures. Breaches in security are taken very seriously and must be quickly identified and reported to the NDE Statewide Assessment Office. From there the determination is made as to whether a professional practices complaint will be filed. Review and follow the information [NSCAS Growth security procedures](#) to understand the security procedures and how to report breaches in security.

Districts will maintain a set of policies that includes a reference to the NSCAS [Security Manual](#), Assessment, and Accountability Updates posted on the NDE website at <http://www.education.ne.gov/Assessment>. Whether districts use this sample, the procedures offered by the State School Boards Association, or policies drafted by other law firms, the local district's policy should address the NSCAS [Security Manual](#). NDE encourages all districts with questions to contact their own local school attorney to customize their security policy.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are set by administration. If a teacher is unable to attend Parent-Teacher conferences they will get permission from the administration. The teacher will make sure that parents have the opportunity to discuss their child's progress by calling or scheduling conferences at a convenient time for all parties involved.

PHONES (THE DISTRICT'S PHONE SYSTEM)

Teachers are asked to keep personal local calls to a minimal. Long-distance calls are to only be made if it is school related.

Students ARE NOT ALLOWED to answer the school phone in the classrooms for any reason.

PHONES (PERSONAL CELL PHONES)

Do not make calls during class time. Tell people not to call you during class time. LIMIT TEXT MESSAGING AND VIEWING OF SOCIAL MEDIA. Limit your use of cell phones to essential purposes only.

PURCHASING SUPPLIES AND EQUIPMENT

Purchases of supplies and equipment shall be made with the authorization of the Administration. In the spring of each school year, teachers will be expected to fill out requisition forms. All purchases will be made according to these forms,

after approval by the Administration. Should a teacher need supplies not listed on the requisition forms, that teacher must fill out a purchase order and present it to the Administration. Any employee ordering any supplies or equipment without proper authorization will be personally liable for the payment of the materials. Any item that constitutes a large amount of money will need to be purchased the following year, so it can be allowed for in the budget. All activity funds are kept in the activity account. You can check the financial status of your activity account at the office. No personal purchases are to be charged to the school. Items such as coaches' clothing and shoes are to be charged to the personal account of the person buying them.

REPORT CARDS

It is important that the comments and grades are well thought out, with justification behind each mark and comment. Care should be taken in neatness, legibility, and intelligent language usage.

93-100	(A) Excellent	Inc.	(I) Incomplete
86-92	(B) Good	S	(S) Satisfactory
78-85	(C) Average	N	(N) Needs Improvement
70-77	(D) Poor	U	(U) Unsatisfactory

RESPONISIBILITY IN CASE OF ACCIDENT

The room or playground supervisor shall report all pupil accidents to the Administration immediately. In case of serious injury, the supervisor shall notify the parent immediately. The supervisor must fill out an accident report as soon as possible after the event, on all accidents happening on or in school property.

RIGHTS OF CERTIFIED AND PROBATIONARY TEACHERS

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

SALESMEN

Teachers are not allowed to visit with salesmen during the school day unless they have special permission from the principal. Please advise any salesmen of this policy. If they want to conduct business with the school or teacher, they will plan accordingly. This refers to all salesmen.

School employees shall not visit with or discuss business matters of a personal nature with any business representative during the hours the employee is on duty in the school except by special permission from their supervising Principal or Superintendent.

SCHOOL CALENDAR PROCEDURES

The official school calendar will be maintained in the central office. All activities and events must be submitted to Administration for approval. Once approved, all activities and events will be entered on the calendar in the central office. Nothing will be added to the calendar without authorization of the Administration.

Sponsors are to approve and be present at any activity meetings or organizational meetings. These meetings must be authorized by the Administration. Wednesday night is church night; therefore, no school sponsored activities or practices should be on this night, unless special permission is requested and received.

SCHOOL KEYS

Teachers are provided with keys for their specific area. Keys will not be used to enter another faculty member's area. Keys are not to be loaned to students at any time.

SMOKING/SMOKELESS TOBACCO

Smoking and the use of smokeless tobacco is not allowed anywhere in the school buildings, school grounds or in school vehicles at any time. Smoking and the use of smokeless tobacco should be done discreetly and away from district property, and all areas should be picked up and litter free before leaving the area.

STUDENT ABSENCES

Teachers in grades Preschool through 12th will enter attendance, tardies and lunch count in Power School by 8:20 a.m. each morning school is in session. Teachers in grades 1st through 6th will enter attendance/tardies in Power School by 1 p.m. each afternoon school is in session. Teachers in grades 7th-12th will enter attendance/tardies in Power School at the beginning of periods 2-8th daily for each period school is in session. Teachers in grades Preschool through 6th must inform the office by 8:20 a.m. if he/she knows where the absent student is or if he/she is aware that a student is leaving early that day.

A student who has permission for a planned absence should complete all make-up work prior to the absence. All work missed must be made up or have made arrangements with their teacher for those assignments – or no credit will be given.

Make-up work due to illness should be given to the pupil as soon as he/she returns from the absence. It is the responsibility of the student to make up any work missed. Assignments may be asked for by parents during the absences. Students have 2 days to make up work upon their return.

If any teacher detains a student after class, it is that teacher's responsibility to provide the student with a written excuse (pass) so that the student can be admitted to the next class.

Any student who is absent from classes because of participation in an approved extra-curricular activity will not be counted absent from school during the time of participation.

Elementary students absent for a short time during the day may be counted absent at the discretion of the teacher. They must have their work completed or arrangements made to make it up.

All students in grades Preschool through 12th must sign out of the office before leaving the building during the day for any reason.

SUBSTITUTE TEACHER POLICIES

Substitutes for teachers will be provided by the Administration's authorization, when possible, from the list of substitutes available. Teachers are expected to leave a schedule of class lessons, with enough work to keep students busy throughout the class period.

SUPERVISION OF PUPILS

Teachers are expected to be with their classes during class time, this includes locker rooms. No group of pupils may be permitted to work in the school building after hours unless under the supervision of a sponsor. All school activities must be sponsored. Each teacher is responsible for his/her own students. Pupils going to or from extracurricular activities must be chaperoned. All teachers are expected to attend assemblies and rallies, and to sit with their students. All teachers are to be with their students when assigned, throughout the school day.

Should a student be left unattended, the teacher could be liable in the event something happens to that child. The teacher will receive a written reprimand if students are left unattended.

SUPERVISION OF SCHOOL SPORTING EVENTS

If you accept a complimentary Fort Kearny Conference pass, issued to you by Amherst Public School District, then you are considered to be supervisors of the building and crowd of the event you are attending. This is in effect for both home and away events.

TEACHER APPEARANCE

The manner in which teachers dress influences the respect shown to teachers by students. The dress of teachers should set them apart from the student body. If teachers set a good example, students will respond with respect and admiration. Jeans are not acceptable for faculty members, unless approved for specific purposes by the Administration.

TEACHER DISMISSAL

Teachers may be dismissed for any or all of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions in the teaching contract; (c) for any reason set forth in the teaching contract, (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or (I) physical or mental incapacity.

TEACHER - STUDENT POLICY

Classroom behavior is totally under the control and direction of the teacher. When addressing another teacher in front of students, they should always be addressed as: Mr., Mrs., or Ms., whichever is appropriate. Students should at all times address teachers in a formal manner.

TEACHER'S ABSENCES

In case of absence from teaching duties, the 7-12 teachers must notify the high school principal and PK-6 teachers must notify the elementary principal by 6:30 a.m. the day of the absence. If the absence is planned in advance, the office should be notified of the teacher's plans for the following day by the teacher before 3:00 PM the same day. Personal leave will only be granted when the Administration is notified 24 hours in advance. Notification of personal leave, workshop absences, and sports related absences will be scheduled with the School Office. **DO NOT ASSUME IT WILL AUTOMATICALLY BE APPROVED.** Make certain that the Staff Absence Report form is signed by the principal before turning it into the basket, located in the school office.

TEACHER'S CERTIFICATES

Each teacher is to have a certificate from the Department of Education covering the field in which the teacher is teaching. The certificate must be recorded and signed by the Superintendent of Schools before that teacher can receive a paycheck.

TEACHER'S DUTY HOURS

Teachers shall be on duty from 7:50 A.M. to 3:50 P.M. Monday through Thursday and 7:50 A.M. to 2:50 P.M. on Fridays. Teachers may leave early with prior approval of the Superintendent or the Principal. Should a teacher need to arrive late or leave early and is in a carpool, the rest of the members of the carpool must make other arrangements for transportation. Should a teacher arrive late or leave early without permission, a verbal warning will be issued about the situation; any subsequent infractions will result in a written reprimand, which will be signed, and then be placed in the teacher's permanent file. Any recurrence could result in termination of the teacher's contract. I.E.P. and other duties assigned may fall outside of contract time, but teachers are required to be in attendance.

TEACHER'S MAIL

Each teacher has a mailbox in the office workroom. Each teacher should check their mailbox daily. The mail will be out late-morning. Teachers are not to send students to get mail anytime.

TEACHER'S MEETINGS

All teachers are expected to attend every general teacher's meeting called by the administration unless he/she is excused by the administration. Friday morning meetings will be for all 7-12 staff at 7:40 – 7:55 A.M. Any meeting called for any committee, department, or specific staff by the superintendent or principal shall be attended unless the staff member receives permission to not attend before the meeting time and date.

THE TEACHING PROFESSION

The teaching profession has been made a profession by those who enjoy teaching. Every profession has a code of ethics and teaching is no exception. Be quick to publicly praise the school and your fellow teachers, not quick to criticize. If you have a grievance, please come to the office and discuss it with the administration. DO NOT talk it over in front of a student(s) or around and about the community.

Teachers are judged by what they say, do and wear. We have chosen the profession voluntarily and must assume the associated responsibilities. The conduct of teachers is always closely observed. Many of the students look upon teachers as the model after which they pattern their lives, so be the type of individual that we would have them become. We influence some students every day. This is an awesome privilege and responsibility.

USE OF SCHOOL FACILITY

Staff members are required to schedule the use of the school gyms, commons area, media center, etc. through the school office.

USE OF SCHOOL VANS/VEHICLES

Van drivers are responsible for the safety of the riders and the cleaning of the van after each use. The driver is responsible for reminding all passengers to wear their seat belts at all times. Drivers are in charge of making sure the van is clean, and the trash can be empty. Drivers need to return the keys to the office at the end of EVERY trip. Teachers and sponsors are encouraged to give the office adequate notice of when transportation is needed.

USE OF THE GYMNASIUM

Scheduling the gym for class use will be managed through the school office. Day, time, and activity should be arranged in advance to ensure the availability of the gym.

Should you need the configuration of the gym changed, please schedule that with the head custodian several days in advance. Do not expect the changes to be made at the time the gym is needed for the activity.

All after practice gymnasium use will be scheduled with the office calendar.

VISITORS

Visitors are always welcome at school. If a parent wishes to observe a certain subject or skill, he/she may request to visit during a certain time; otherwise, parents may come at any time. Visitors must check in with the office, and the teacher must be notified ahead of time.

Visitors provide a stimulus as nothing else can. Teachers should give the impression to the parents that they are always welcome to visit the classroom. Stress to the parent/visitor that they should call the teacher first to get the day's activities.

YEAR-END INVENTORIES

All year-end inventories will be turned in to the Superintendent on the Friday of the third full week in May. Summer paychecks will not be issued if inventories are not completed.

YEAR-END TEACHER REPORTS/CHECK-OUT

All staff members will be given a checkout sheet at the end of the year to complete, complete year-end reports, review the following year's requisitions with the Superintendent, complete grade books and check rooms carefully. Teachers will check out on the last workday with their respective building Principal. Summer paychecks will not be issued if the above items are not completed.