

PLATTSMOUTH COMMUNITY SCHOOLS



SUPPORT STAFF HANDBOOK 2023-2024



TABLE OF CONTENTS

SUPPORT STAFF HANDBOOK

Welcome.....	1
Mission Statement.....	2
District Calendar.....	3
Classified Pay Calendar.....	4-7
Team Work.....	8
Support Staff Evaluation Form.....	9
Performance Plan.....	10
Performance Plan Sample.....	11
Staff Development Record.....	12
Support Staff Contract Provisions, Regulations, and Guidelines.....	13-22
Applicable BOE Policies/Procedures.....	23
Internet Policy.....	24-27
Para-Educator/Teacher Associate Job Description.....	28-33
Protocol for Concerns.....	34
Thank You.....	35
Handbook Receipt – Sign and Return.....	36



Welcome to Plattsmouth Community Schools 2023-2024

As support staff, you touch the hearts and minds of students every school day. Your interactions with staff and students will establish the climate for learning with the students with and without special needs.

Many times you will be the adult in the school building who connects with the student. You will be the one to motivate, to encourage, and to establish those high expectations.

You are needed-----every day-----by the students, the teachers, and the administration.

Never underestimate your importance to the effective operation of the school!





Plattsmouth Community School District

The mission of the Plattsmouth Community School District is to work in partnership to ensure

**Academic Success
Respectful Behavior
Career Readiness**

All Means All: Inclusion is Essential

Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment.

Plattsouth Community Schools

2023-2024 Calendar

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

- 7-9 PD New Teachers
- 10-15 PD All Staff/No Students
- 16 First Day of School 1st-9th; PM Kind.
- 17 First Day of School for AM Kind., 10th-12th
- 16-21 Early Childhood Home Visits
- 22 First Day for Early Childhood

September

- 4 No School - Staff & Students
- 8 No School - Teacher PD
- 13 P/T Conferences: MS 4:30 PM-7:30 PM, HS 5-8 PM

October

- 11 End of 1st Qtr.=39 student days
- 11 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 12 No Students-PD for All Teachers
- 12 P/T Conferences: ES 4:30 PM-7:30 PM
- 13 No School for Staff & Students- Teacher Comp. Day

November

- 8 EC P-T Home Visits: 4:30 PM-7:30 PM
- 9 EC P-T Home Visits: 8 AM-7:30 PM, No classes
- 10 EC P-T Home Visits: 8 AM-4 PM, No classes
- 22 No School for Staff & Students
- 23-24 No School for Staff & Students
- 27 No Students - Teacher Planning
- 21 End of 2nd qtr.=45 student days, End of 1st semester
- Student days=84, Teacher days=91(Oct. 13 is a comp. day)

January

- 1-2 No School- Staff & Students
- 3 No Students-PD for All Teachers
- 4 First Day of Second Semester
- 15 No School for Staff & Students

February

- 7 P/T Conferences: MS 4:30 PM-7:30 PM, /HS 5-8 PM
- 19 No Students-PD for All Teachers
- 21 & 22 P-T Conferences: EC 4:30 PM-7:30 PM
- 23 P-T Conferences: EC All Day, No classes at EC

March

- 6 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 7 P/T Conferences: ES 4:30 PM-7:30 PM
- 7 End of 3rd Qtr.=44 student days
- 8 No Students - PD for All Teachers
- 11-15 No School-Spring Break (3/17 is a Teacher Comp. Day)
- 29 No School - Staff and Students

April

- 1 No School - Staff & Students

May

- 8 & 9 PT Conferences: EC 4:30 PM-7:30 PM
- 10 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 13 EC Comp. Day, No classes at EC
- 19 High School Graduation
- 23 Half Day for Students - End of 4th Qtr.=46.5 student days, End of 2nd Semester=90.5 student days
- 24 No Students-PD for All Teachers, Teacher days=95 (Mar. 15 is a comp. day)
- 23-24 Inclement weather make-up days, PD

JANUARY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Parent/Teacher Conferences
	No School for Staff & Students
	Planning day - No students

**Plattsmouth Community Schools
Classified Employees Semi-Monthly
Pay Calendar
2023-24 School Year**

									Number of Weeks
Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	In Pay Period
June/July	26	27	28	29	30	1	2	Thursday	
July	3	4	5	6	7	8	9	August 3, 2023	2
July	10	11	12	13	14	15	16	Friday	
July	17	18	19	20	21	22	23	August 18, 2023	2
July	24	25	26	27	28	29	30		
August	31	1	2	3	4	5	6	Friday	
August	7	8	9	10	11	12	13	September 1, 2023	3
August	14	15	16	17	18	19	20	Monday	
August	21	22	23	24	25	26	27	September 18, 2023	2
Aug/Sept	28	29	30	31	1	2	3	Tuesday	
September	4	5	6	7	8	9	10	October 3, 2023	2
September	11	12	13	14	15	16	17	Wednesday	
September	18	19	20	21	22	23	24	October 18, 2023	2
Sept/Oct	25	26	27	28	29	30	1		
October	2	3	4	5	6	7	8	Friday	3
October	9	10	11	12	13	14	15	November 3, 2023	
October	16	17	18	19	20	21	22	Friday	
October	23	24	25	26	27	28	29	November 17, 2023	2
Oct/Nov	30	31	1	2	3	4	5	Friday	
November	6	7	8	9	10	11	12	December 1, 2023	2
November	13	14	15	16	17	18	19	Monday	
November	20	21	22	23	24	25	26	December 18, 2023	2
Nov/Dec	27	28	29	30	1	2	3	Wednesday	
December	4	5	6	7	8	9	10	January 3, 2024	2
December	11	12	13	14	15	16	17		
December	18	19	20	21	22	23	24	Thursday	
Dec/Jan	25	26	27	28	29	30	31	January 18, 2024	3
January	1	2	3	4	5	6	7	Friday	
January	8	9	10	11	12	13	14	February 2, 2024	2
January	15	16	17	18	19	20	21	Friday	
January	22	23	24	25	26	27	28	February 16, 2024	2
Jan/Feb	29	30	31	1	2	3	4	Friday	
February	5	6	7	8	9	10	11	March 1, 2024	2
February	12	13	14	15	16	17	18	Monday	
February	19	20	21	22	23	24	25	March 18, 2024	2
Feb/Mar	26	27	28	29	1	2	3	Wednesday	
March	4	5	6	7	8	9	10	April 3, 2024	2

**Plattsmouth Community Schools
Classified Employees Semi-Monthly
Pay Calendar
2023-24 School Year**

March	11	12	13	14	15	16	17	Thursday	
March	18	19	20	21	22	23	24	April 18, 2024	2
Mar/Apr	25	26	27	28	29	30	31	Friday	
April	1	2	3	4	5	6	7	May 3, 2024	2
April	8	9	10	11	12	13	14	Friday	
April	15	16	17	18	19	20	21	May 17, 2024	2
April	22	23	24	25	26	27	28	Monday	
May	29	30	1	2	3	4	5	June 3, 2024	2
May	6	7	8	9	10	11	12	Tuesday	
May	13	14	15	16	17	18	19	June 18, 2024	2
May	20	21	22	23	24	25	26	Wednesday	
May/June	27	28	29	30	31	1	2	July 3, 2024	2
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday	
June	17	18	19	20	21	22	23	July 18, 2024	3

**Plattsmouth Community Schools
Classified Employees Monthly Pay
Calendar
2023-24 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks In Pay Period
July	10	11	12	13	14	15	16	Friday August 18, 2023	4
July	17	18	19	20	21	22	23		
July	24	25	26	27	28	29	30		
July/Aug	31	1	2	3	4	5	6		
August	7	8	9	10	11	12	13	Monday September 18, 2023	5
August	14	15	16	17	18	19	20		
August	21	22	23	24	25	26	27		
Aug/Sept	28	29	30	31	1	2	3		
September	4	5	6	7	8	9	10	Wednesday October 18, 2023	4
September	11	12	13	14	15	16	17		
September	18	19	20	21	22	23	24		
Sept/Oct	25	26	27	28	29	30	1		
October	2	3	4	5	6	7	8	Friday November 17, 2023	5
October	9	10	11	12	13	14	15		
October	16	17	18	19	20	21	22		
October	23	24	25	26	27	28	29		
Oct/Nov	30	31	1	2	3	4	5	Monday 12/18/2023	4
November	6	7	8	9	10	11	12		
November	13	14	15	16	17	18	19		
November	20	21	22	23	24	25	26		
Nov/Dec	27	28	29	30	1	2	3	Thursday January 18, 2024	4
December	4	5	6	7	8	9	10		
December	11	12	13	14	15	16	17		
December	18	19	20	21	22	23	24		
December	25	26	27	28	29	30	31	Friday February 16, 2024	5
January	1	2	3	4	5	6	7		
January	8	9	10	11	12	13	14		
January	15	16	17	18	19	20	21		
January	22	23	24	25	26	27	28	Friday February 16, 2024	5
Jan/Feb	29	30	31	1	2	3	4		
February	5	6	7	8	9	10	11		
February	12	13	14	15	16	17	18		

**Plattsmouth Community Schools
Classified Employees Monthly
Pay Calendar
2023-24 School Year**

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Pay Day	Number of Weeks
February	12	13	14	15	16	17	18	Monday 3/18/20234	4
February	19	20	21	22	23	24	25		
Feb/Mar	26	27	28	29	1	2	3		
March	4	5	6	7	8	9	10		
March	11	12	13	14	15	16	17	Thursday April 18, 2024	4
March	18	19	20	21	22	23	24		
March	25	26	27	28	29	30	31		
April	1	2	3	4	5	6	7		
April	8	9	10	11	12	13	14	Friday May 17, 2024	5
April	15	16	17	18	19	20	21		
April	22	23	24	25	26	27	28		
April/May	29	30	1	2	3	4	5		
May	6	7	8	9	10	11	12		
May	13	14	15	16	17	18	19	Tuesday June 18, 2024	4
May	20	21	22	23	24	25	26		
May/June	27	28	29	30	31	1	2		
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday July 18, 2024	5
June	17	18	19	20	21	22	23		
June	24	25	26	27	28	29	30		
July	1	2	3	4	5	6	7		
July	8	9	10	11	12	13	14		
February	12	13	14	15	16	17	18	Monday 3/18/20234	4
February	19	20	21	22	23	24	25		
Feb/Mar	26	27	28	29	1	2	3		
March	4	5	6	7	8	9	10		
March	11	12	13	14	15	16	17	Thursday April 18, 2024	4
March	18	19	20	21	22	23	24		
March	25	26	27	28	29	30	31		
April	1	2	3	4	5	6	7		
April	8	9	10	11	12	13	14	Friday May 17, 2024	5
April	15	16	17	18	19	20	21		
April	22	23	24	25	26	27	28		
April/May	29	30	1	2	3	4	5		
May	6	7	8	9	10	11	12		
May	13	14	15	16	17	18	19	Tuesday June 18, 2024	4
May	20	21	22	23	24	25	26		
May/June	27	28	29	30	31	1	2		
June	3	4	5	6	7	8	9		
June	10	11	12	13	14	15	16	Thursday July 18, 2024	5
June	17	18	19	20	21	22	23		
June	24	25	26	27	28	29	30		
July	1	2	3	4	5	6	7		
July	8	9	10	11	12	13	14		



Our staff is encouraged to be consistent in their attendance. Relationships formed by daily interactions with students are an important part of their positions. When staff is absent, the disruption in a student's routine may affect both academics & behaviors. Sometimes being absent cannot be avoided, but if at all possible, we need everyone here to do the critical job of educating our youth.

Plattsmouth Community School District

SUPPORT STAFF EVALUATION FORM 2023-2024

EMPLOYEE NAME: _____ DATE OF EVALUATION: _____

BUILDING: _____ JOB DESCRIPTION TITLE: _____

WORK PERFORMANCE (any area(s) identified as "Does Not" meet District Expectations will require development of a performance plan)	DISTRICT EXPECTATIONS		SUPERVISOR COMMENTS Must make a comment for each area
	Does	Does Not	
Attendance/Punctuality: Arrives on time, rarely absent. Follows proper reporting procedures when an absence is unavoidable.			
Personal Appearance: Cleanliness, grooming, appropriate apparel.			
Attitude: Enthusiasm for work, willing to meet job requirements, readily accepts suggestions, is loyal to job and employer.			
Confidentiality: Handles confidential information properly.			
Public Relations: Deals tactfully and courteously with members of the community, administrators, teachers, parents and students.			
Initiative: Sees things to do and does them, seeks ways of improving job performance.			
Relationships With People: Ability to get along with others, good relations with coworkers, good team worker.			
Environmental Health/Safety: Complies with district policies relative to safety and environmental programs, participates in training seminars, identifies and reports unsafe conditions promptly and uses equipment provided.			
Overall Job Performance: Meeting the overall expectations of the assignment			Overall Job Performance Comments:

The employee's signature on this report does not represent either acceptance or approval of the appraiser's evaluation. The employee may attach to this form any statements of clarification or rebuttal.

Supervisor/Director/Principal Signature

Employee's Signature

Date

Goal for 2024-2025 School Year:

PLATTSMOUTH COMMUNITY SCHOOLS
Performance Plan

Name:

Date:

Building:

Title:

List the specific job skills to be improved:

1. Work Performance Area:

Improvement Goal:

2. Work Performance Area:

Improvement Goal:

Strategies for Improvement:

Evaluation Timeline (when and how):

The employee's signature on this report does not represent either acceptance or approval of the performance plan. The employee may attach to this form any statements of clarification or rebuttal.

Employee's Comments (optional):

Date

Employee's Signature

Teacher Supervisor Signature

Bldg. Prin. Initials

Distribute copies to: Employee, Supervisor, Building Principal, Asst SpEd Director

PLATTSMOUTH COMMUNITY SCHOOLS
Performance Plan

Name:

Date:

Building:

Title:

List the specific job skill(s) to be improved:

1. Work Performance Area: Attendance/Punctuality

(refer to the work performance area from the evaluation form that is deficient)

Improvement Goal: XXX will demonstrate reliable and dependable attendance.

(describe the deficiency – what caused you to mark the area as not meeting district expectations – also list any formal or informal meetings that took place to address the issue)

From the time school began in XXX until XXX, there have been a total of 53 work days. XXX has missed 12 of those 53 work days (22.6%). The concern with absences has been discussed with XXX many times by both the classroom teacher and the principal. A meeting was held on XXX with XXX, the classroom teacher and the principal to go over the concerns again and to discuss this plan.

2. Work Performance Area: Attendance/Punctuality

Improvement Goal: XXX will clock in and out appropriately, including taking a 30 minute lunch daily unless instructed otherwise or getting prior permission by her supervisor.

Concerns were expressed about XXX not clocking out for a full 30 minute lunch break even though she was not working with children during a 30 minute period daily. These concerns were discussed during a meeting held on XXX with XXX, classroom teacher, and principal.

Strategies for Improvement:

(what exactly do you want the person to do – must be specific and measurable)

XXX will show a pattern of acceptable attendance and will demonstrate appropriate time card management.

Evaluation Timeline (when and how):

A support staff evaluation will be completed by XXX. This evaluation will reflect XXX's performance on the specific job skills noted in this improvement plan. If XXX does not show continued progress towards consistent attendance during the course of this plan, other disciplinary action may be taken, up to, and including termination. If XXX needs assistance with any parts of this plan, she is encouraged to seek help from the classroom teacher or principal.

The employee's signature on this report does not represent either acceptance or approval of the performance plan. The employee may attach to this form any statements of clarification or rebuttal.

Employee's Comments (optional):

<hr/>	<hr/>	<hr/>	<hr/>
Date	Employee's Signature	Teacher Supervisor Signature	Bldg. Prin. Initials

Distribute copies to: Employee, Supervisor, Building Principal, Asst SpEd Director

2022-2023 PCSD Para Educator Staff Development Record – DO NOT INCLUDE SAFE SCHOOLS TRAININGS

Name _____

Date(s)	# of Hours	Topic	Location	Facilitator

Supervisor's Signature: _____ Date: _____

**PLATTSMOUTH COMMUNITY SCHOOL DISTRICT
SUPPORT STAFF CONTRACT PROVISIONS, REGULATIONS, AND GUIDELINES
July 1, 2023, to June 30, 2024**

The Board of Education of the Plattsouth Community School District feels that providing a quality education for students of the District is their goal. The Board recognizes that attainment of this goal is a joint responsibility of the Board, the administrators, the instructional staff, and the support staff. The provisions of this document shall be considered an addendum to each support staff employee's individual contract and part of the agreement between the Plattsouth Community School District and the support staff employee.

I. SUPPORT STAFF EMPLOYEES DEFINED

Support staff employees are employees who are not administrators or employees in positions that require a Nebraska Department of Education teaching license but are employed to fulfill their duties on an hourly basis. Support staff employees shall include, but not be limited to, hourly para educators, custodial employees, clerical/secretarial employees, van drivers, and temporary employees. Salaried employees are not covered by these provisions.

II. LENGTH OF CONTRACT

The District may enter into written agreements with support staff employees. The agreement will state the terms of employment.

Support staff employees' annual days and hours of employment shall be based on the amount of time the school district needs the services of the employee. Support staff employees shall not work hours and days beyond those contracted unless the Superintendent approves the additional days and hours.

Lunch period schedules for all employees shall be established in each operating unit. Lunch periods shall be a minimum of one-half hour per day for employees working in excess of **SIX** consecutive hours per day. Employees must clock out for their lunch break and clock back in when they return to work. Employees tend to be more productive when they are provided a duty-free break. Therefore, any lunch period less than thirty minutes must be approved by the employee's supervisor, in writing, by filling out a timecard adjustment form. Para educators assigned to the early childhood center working in excess of six consecutive hours per day who have the opportunity to eat lunch with the students in their assigned classroom will not be required to clock out for a 30-minute lunch break. These para educators will receive a 15-minute on the clock break scheduled by the classroom teacher. The para educator must follow the guidelines outlined below regarding breaks.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. **When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return.**

III. COMPENSATION

The Board shall determine the compensation to be paid for the support staff employees' positions, keeping in mind the responsibilities and experience of the employee, the educational philosophy of the school district, the financial condition of the school district, and any other considerations as deemed relevant by the Board.

A. Salary Schedule

A salary schedule will be developed annually for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule. Initial placement on the salary schedule is at the discretion of the District.

B. Pay Day

Support staff employees will be paid semimonthly. Direct deposits are made on or about the third (3rd) and eighteenth (18th) day of each month. If the payday falls on a Saturday or Sunday direct deposits will be made on Friday.

C. Electronic Deposit

Employee checks will be direct-deposited into the employee's bank account. Direct deposit forms are available in the district office.

D. Nebraska School Retirement Fund

State law requires all new employees scheduled to work an average of twenty (20) or more hours per week for three (3) calendar months of the plan year to join the Nebraska Public Employees' Retirement System. A regular employee means an employee hired by the public school or under contract in a regular fulltime or parttime position who works a fulltime or parttime schedule on an ongoing basis for twenty (20) or more hours per week. An employee hired as described in this section to provide service for less than twenty (20) hours per week, but who provides service for an average of twenty hours or more per week in each calendar month of any three calendar months of a plan year shall, beginning with the next full payroll period, commence contributions and shall be deemed a regular employee for all future employment with the same employer. The retirement contribution rate is established by law. The district matches the amount of employee deduction plus an additional .1 percent.

E. Overtime Compensation

Support staff employees will be compensated on an hourly basis, whether full time or part time. If an employee is required to work over their daily hours for a specific project, the employee is required to reduce the remainder of their work week to account for the overage, within that specific work week (based on Monday-Sunday work week schedule). If that is not possible, and verified by the supervisor, the employee will be paid at the overtime rate. Overtime is **not permitted** without prior authorization of the superintendent. The work week for purposes of calculating hours is 12:01 a.m. Monday through midnight Sunday.

F. Time Cards

Each workday, support staff employees must clock in, unless prior approval is obtained from the superintendent. This can be accomplished by using badge readers, or a computer designated for clocking in and out in each building, along with the employee's key card. It is the responsibility of the employee to clock in when they begin work each day, clock out when they are not working, and to clock out and back in for a minimum half hour lunch each day, when they are scheduled to work a shift of six consecutive hours or more per day.

At the discretion of the employee's immediate supervisor, additional breaks may be given, but are not required. If an employee intends to remain on the clock for a break, he/she may not leave the campus where their work is performed. When an employee leaves campus for a break, he/she must sign out at the office, clock out when they leave, and clock in when they return. Failure of the employee to maintain an accurate daily time record will result in disciplinary action. Falsification of a time record will be grounds for immediate termination.

G. Missed Punches

If an employee forgets to punch in or out, they must fill out a timecard adjustment form as described below so that their timecard can be corrected. This must be done within **two** business days of the missed punch. **Under no circumstances should an employee quit clocking in and out because they missed a punch. The employee should continue to punch in or out as if they had not missed a punch.** Once the payroll clerk has received the timecard adjustment form and entered the missed punch, the timecard will be corrected.

H. Other Time card Adjustments

All support staff employees are given a schedule to work at the time of hire. The employee's supervisor must approve any deviation from the schedule (additional hours, no lunch, or a missed punch on the timecard), and a timecard adjustment form must be completed.

I. Timecard Adjustment Form Procedures

Timecard adjustment forms are available in the building offices or from the human resources page at pcsd.org. A timecard adjustment form must be filled out by the employee and signed by both the employee and his/her building administrator and received by the payroll clerk at the Administration Office **within two working days** of the date of correction. It is the employee's responsibility to view his/her timecard at the timekeeping website on a regular basis and let the payroll clerk know in writing with a timecard adjustment form if hours are incorrect. Employees who do not deliver their timecard adjustment forms to the payroll clerk within **two** working days of the correction are considered in neglect of duty and are subject to a reprimand and/or immediate dismissal. **Under no circumstances will an employee receive pay for hours not substantiated by a missed punch form and approved by their building administrator within the time noted in this paragraph.**

J. Attendance Incentive

Hourly support staff employees that are employed for an entire semester (either first or second semester) of a school year (first semester=first day required to report through December 31st, second semester=January 1st through last day of school required to report) and do not have more than five absences during that semester, excluding bereavement leave and snow/cold

days, or other days called off by the superintendent, shall receive a \$500 attendance incentive that will be paid at a pay period within a reasonable time after the last day of the semester in which the employee meets the identified criteria. Eligibility for the attendance incentive shall mirror Section V herein – minimum 15 hours per week, 215 days per year, or minimum 25 hours per week, 176 days per year. **Leaving early or arriving late (in excess of one hour) on any workday will count toward absent time off.**

IV. PROBATIONARY PERIOD

The first ninety (90) working days of a newly hired support staff employee shall be considered a probationary period. New employees, regardless of experience, shall be subject to this probationary period. During the probationary period, **the newly hired employee is not eligible to be paid for leave of absence or other benefits, including sick and personal leave and holiday pay.** Probationary employees are subject to immediate termination without prior notification any time during the first ninety (90) working days.

Background checks will be conducted on all newly hired employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

V. LEAVES OF ABSENCE

For personal and other leaves, a request for leave form is to be submitted to the employee's immediate supervisor at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.

Personal leave will be charged in two-hour increments. Sick leave may be used in quarter hour increments. At no time, can sick or personal leave plus time clocked in and out be more than the employee's scheduled hours per day, per their contract.

Staff must utilize paid leave options prior to requesting any unpaid leave.

A. **Personal Leave**

Personal leave for support staff employees must be scheduled and approved by the employee's supervisor in advance. Under no circumstances will personal leave be awarded to an employee unless proper procedures have been followed.

Maximum personal leave available for 12-month employees shall be no greater than **40 days** in any agreement year. Maximum personal leave available for less than 12-month employees shall be no greater than **10 days** in any agreement year. One personal leave day shall mean the number of hours the employee is scheduled to work as noted in their employee contract.

All **permanent** hourly employees scheduled to work **five days a week and a minimum scheduled work day of three hours** per day or more shall have available personal leave based on length of service with the district (excluding substitute employees, seasonal employees, special projects, and volunteer time). The total days of leave described above are made available to employees as follows effective July 1, 2023:

Minimum 15 hours per week, 215 days per year	Years of Service*	Number of Personal Days
12 Month Employees	Years 1 - 5	5 Days
12 Month Employees	Years 6 - 10	10 Days
12 Month Employees	Years 11 - 15	15 Days
12 Month Employees	Years 16 - 20	20 Days
12 Month Employees	Years 21 - 25	25 Days
12 Month Employees	Years 26+	30 Days

Minimum 25 hours per week, 176 days per year	Years of Service*	Number of Personal Days
Less than 12 month Employees	Years 1 - 5	1 Day
Less than 12 month Employees	Years 6 - 10	2 Days
Less than 12 month Employees	Years 11 - 15	3 Days
Less than 12 month Employees	Years 16 - 20	4 Days
Less than 12 month Employees	Years 21 - 25	5 Days
Less than 12 month Employees	Years 26 - 30	6 Days
Less than 12 month Employees	Years 30+	7 Days

**Continuous years of service to the District, without a break in employment.*

Length of service for Personal Time Off is based upon the anniversary date of each employee's start date at the Plattsmouth Community Schools as evidenced by the payroll system. For example, on the sixth anniversary date of employment of November 1, the extra personal days will accumulate on that day. Likewise, the maximum number of sick or personal leave days (i.e. 40 days of PTO for 12-month employees) will cap on the anniversary date of employment.

Classified staff will be limited to the use of five (5) personal/vacation days in any given month.

B. **Sick Leave**

Twelve-month employees will earn one sick leave day for each month that they work from July to June. Less than twelve-month employees will earn one sick leave day for each month that they work from August to May.

Sick leave shall be cumulative up to a maximum of **fifty (50) days**. Employees must call their supervisor as soon as possible before their scheduled work time, but not less than one hour prior to their scheduled work time, so that proper arrangements can be made. Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate dismissal.

Sick leave is to be used for illness or a physical condition that prevents the employee from performing their duties. Sick leave may be used for self or for a member of the employee's immediate family. Immediate family shall mean wife, husband, father, mother, brother, sister, son, daughter, or other minor child in custody.

Sick leave may also be used for the serious illness or injury of extended family members that require the care of a physician or hospitalization that requires the employee to be present. Extended family shall mean grandparent, grandchild, aunt or uncle.

One day shall mean the number of hours the employee is typically scheduled to work, or the average hours actually worked, whichever is less. All sick leave days used by an employee will to be counted toward the total days of leave provided to employees in compliance with the Family Medical Leave Act.

Extended Leave – Sick leave of more than three (3) consecutive days shall be substantiated by a licensed physician's verification, and a Family Medical Leave Act (FMLA) Application must be completed by the employee and submitted to the payroll clerk within two business days of the date of the sick leave

days taken. A support staff employee who is unable to work because of personal illness or disability and who has exhausted all leave available shall be granted a leave of absence without pay for the current semester not to extend beyond one subsequent semester. This leave is only granted when requested by the employee and proper communication about the leave is shared with the building supervisor.

C. Jury Duty

Any support staff employee called for jury duty during working hours shall be provided such time. Any fees or remuneration the support staff employee receives during such leave (exclusive of mileage) shall be paid to the Plattsmouth Community School District, not to exceed the employee's per diem salary for each day of jury duty.

D. Bereavement – Bereavement leave is available only for employees who work five days a week and a minimum scheduled workday of three (3) hours per day.

1. Leave of not more than three (3) days will be granted in each case of death in the family of a support staff employee. One day shall mean the number of hours the employee is typically scheduled to work or the average number of hours actually worked, whichever is less. Members of the family are defined to be: wife, husband, son, daughter, father, mother, father-in-law, mother-in-law, aunt, uncle, aunt-in-law, uncle-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, niece, nephew, grandchild, or anyone for whom the employee has financial responsibility.
2. Bereavement leave is available if the employee calls his/her supervisor prior to their absence and submits a leave form in a timely manner. An obituary notice and/or something similar will be required and must be sent up to the payroll clerk before bereavement leave can be approved as paid leave.

E. Professional Leave

Professional leave may be granted to support staff employees for the purpose of attending meetings and conferences directly related to their assignments. Professional leave is permitted at full pay if the conference or meeting attendance is approved by the support staff employee's supervisor and planned in the budget. If a support staff employee wishes to be absent from duty for a brief period to attend a professional meeting, a written request for approval of such absence shall be filed by the support staff employee at least five (5) days prior to the first day of the anticipated absence. Support staff employees are encouraged to attend professional meetings on days that students are not in school. Support staff employees granted permission to attend professional meetings will be reimbursed for actual expenses upon submission of a detailed log and original detailed receipts.

F. Leave Regulations

The leaves set forth in this section are subject to the District's Family Medical Leave Act Policy. Non-probationary employees will be permitted to use approved sick leave hours or personal days to adjust their total hours for the week to their normal total scheduled hours. At no time will sick leave or personal leave hours be used to inflate the employee's hours so that they exceed the normal scheduled workweek.

Nature of Paid Leaves. Paid leave is available to non-probationary employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions for such leave to be taken that are applicable to the type of paid leave that has been requested.

Except as expressly provided above, earned and unused personal leave will be paid in the support staff employee's final check upon resignation, retirement or termination. No other leave will be paid upon resignation, retirement, or termination unless the employee meets the requirements of the sick leave incentive policy.

Emergency closings due to inclement weather or other conditions shall not be included as paid days unless the principal/supervisor requires the employee (i.e. a maintenance employee that is responsible for snow removal on an emergency closing day) to work on that day, regardless of whether or not the employee had prior approval for leave on the identified day.

To be paid for absence from work, employees must complete the on-line leave form found at www.pcsd.org – forms. Leave forms are due to the supervisor prior to planned absences or immediately upon returning from unplanned absences. **Under no circumstances will leave forms turned in after the payroll has been processed be approved for payment.** The employee and the supervisor must electronically sign the leave form. **Absence forms that are**

not submitted within two working days following an unplanned absence from work will be considered an inaccurate time card and will be subject to disciplinary action and/or immediate dismissal. It is the employee's responsibility to view his timecard at the timekeeping website and let the payroll clerk know if leave time has not been added correctly before the timecard is processed for payment. Leave issues not addressed prior to payment or leave forms turned in after a timecard has been processed for payment will not be paid.

VI. RESIGNATION

Support staff employees who wish to resign during the school year shall give written notice of the intent to resign and shall state their intended final date of employment. Written notice of intent to resign shall be given to the Superintendent and payroll clerk. An exit interview survey will be mailed to a resigning employee after their last pay check, along with Nebraska Retirement System paperwork. All keys and school property will be turned in to the payroll clerk's office or the supervisor's office on the employee's last day of service. The replacement cost of any item of school property that is not turned in will be deducted from the employee's final paycheck.

VII. HEALTH

A. New Support Staff Employees

New support staff employees may be required to take a physical examination and drug screening to provide evidence of physical fitness to perform assigned duties. Such evidence shall be a statement from a licensed physician and/or licensed laboratory, submitted on or before the first working day of the contract year.

B. Other Examinations

Subsequent physical examinations and drug screening may be required at the discretion of the superintendent. In such case, the superintendent will specify the type of examination, the physician, and the District will pay for the examination in full.

C. Absence from Work

Regular, dependable attendance is an essential function of the Employee's position. When a support staff employee is unable to report to work because of health reasons or personal conflicts, the employee must notify his/her immediate supervisor or designee as soon as possible but no less than one hour prior to his/her scheduled work time so that adequate arrangements can be made. Excessive absences are disruptive to the work environment.

Failure to call the supervisor in a timely manner will be considered neglect of duty and may be grounds for immediate termination. Sick leave of more than three consecutive days shall be substantiated by a licensed physician's written verification and a Family Medical Leave Act (FMLA) application. A leave form must be completed by the employee and submitted to the payroll clerk **within two business days of the sick leave days requested.** Leave issues not addressed prior to processing of the related payroll, or leave forms turned in after a timecard has been processed for payment, will not be paid.

VIII. HOLIDAYS

Specified holidays for twelve-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and Independence Day.** A recognized holiday that falls on Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Specified holidays for less than 12-month support staff employees are as follows: **Labor Day, Thanksgiving and the day after, Christmas Day, New Year's Day, and the Friday of spring break.** A recognized holiday that falls on Saturday will be observed the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Support staff employees, including hourly para-educators, FSAs, custodial staff**, and hourly administrative assistants, must work the regularly scheduled school-in-session day prior to the holiday and after the holiday to receive holiday pay unless approved by his/her supervising administrator. If an employee works less than the regularly scheduled school-in-session day before or after the holiday, their holiday pay will be prorated based on the hours worked on those two days. Sick leave (for a medical procedure that requires multiple consecutive days of absence and is accompanied by a doctor's note stating the same (FMLA paperwork must be submitted), and bereavement leave that qualifies under Section V (D), may be used the day prior or the day after a holiday – leave form required.

Holiday pay hours are based on the number of hours the employee is scheduled to work, per their individual employment contracts.

IX. INSURANCE-

Health, Major Medical, and Disability

Support staff employees who work at least 30 hours per week and a minimum of 215 work days per year may be eligible for group health and medical insurance programs as determined by the Board, the insurance carrier, and required by law. These employees will receive either a stipend towards their health insurance premium, which meets the affordability factor of the Affordable Care Act, or \$200.00 per month in-lieu-of insurance compensation added to their monthly paycheck. Support staff employees new to the district shall have the option to elect the health plan or in- lieu-of insurance compensation within their first 30 days of employment.

A. Group Term Life Insurance

Support staff employees who work at least 35 hours per week and a minimum of 215 work days per year will be provided group term life insurance in the amount of \$10,000. The employee may choose an additional \$10,000 or \$20,000 of coverage at a cost of \$2.55 per month for each additional \$10,000 of coverage. Premiums will be paid through payroll deduction.

B. Selection of Carriers

The Board shall select all insurance program carriers. The Board and the insurance carrier shall jointly establish the open enrollment period. If a change of carrier is being considered, support staff employees will be asked for recommendations and information, but such change remains the prerogative of the Board.

D. School Liability

All support staff employees shall be covered by a school-financed liability insurance covering job-related performance of duties.

X. EVALUATIONS

Evaluation of support staff employees on their skills, abilities, and competence shall be an ongoing process. The goal of the formal evaluation of support staff employees shall be to maintain employees who meet or exceed the District's standards of performance, to clarify each employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the District, and to develop a working relationship between the supervisor and the employee.

At a minimum, newly hired employees shall be evaluated by their supervisor near the end of their 90-day probationary period and near the end of their work year. If the 90-day probationary period ends in March, April, or May, the probationary period evaluation will be combined with the end of the work year evaluation. Non-probationary employees shall be evaluated at least once per work year. If a staff member does not meet or exceed the District's standards of performance in all areas, a performance plan must be developed by the employee's direct supervisor (e.g. teacher supervisor). Failure to meet the performance plan may subject the employee to termination. Employees not meeting the expectations described above will be frozen from any vertical movement on the salary schedule and no pay increase will be granted until the performance plan has been successfully met. Successful completion of the performance plan will be evidenced by a performance evaluation in which the staff member meets or exceeds the District standards of performance in all areas.

XI. TRANSFER

Determining the location where a support staff employee's assignment will be performed is the responsibility of the Superintendent and within the sole discretion of the District. In making position assignments, the Superintendent shall consider the qualifications of the employee and the needs of the District.

The employee, the employee's supervisor, or the Superintendent may initiate a transfer. The District will make every effort to provide notice to appropriate staff of vacancies occurring in the District by posting vacancy notices on the school district website. The posting vacancy notice will contain information regarding the job classification, location of work, starting date, hours to be worked, rate of pay, and minimum requirements. The website address is www.pcsd.org.

Any support staff employee may apply for a voluntary transfer to another assignment. The application shall be in writing to the Special Education Administrator. The District will consider all applicants for a vacancy, both internal and external.

It is possible an employee may be asked to move from his/her present position to another position. An involuntary transfer shall be made only after a meeting between the employee and his/her supervisor. If involuntarily transferred to a lesser-compensated position, the employee will continue to earn his/her current wage. The involuntarily transferred employee's wage will be frozen until the wage of the lesser-compensated position catches up to the wage of the employee.

XII. QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a support staff employee position shall have an opportunity to apply and qualify for a support staff employee position in the school district without regard to age, race, creed, color, sex, national origin, religion, or disability. Job applicants for classified employee positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and possession of, or the ability to obtain, the state or other license or certificate that would be required for the position.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. Applications for employment may be obtained on the District website.

XIII. EMPLOYEE DISMISSAL

The District believes support staff employees should perform their jobs, respect Board policy, and obey the law. Support staff employees are at-will employees. Support employees may be terminated at any time with or without just cause. It shall be the responsibility of the Superintendent or Superintendent's designee to dismiss a support staff employee. A support staff employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, immoral or improper conduct, insubordination, reduction in force, willful violation of Board policy or administrative regulations, a violation of the law, and actions which are, in the opinion of the Board, harmful to the welfare of the District, staff, or students. The Superintendent is authorized to suspend an employee, with or without pay, pending action on a dismissal or during investigation of charges against the employee or for disciplinary purposes.

XIV. TRAVEL

Reimbursement for authorized mileage will be paid to staff members that drive their own vehicles during their regularly scheduled working hours between two or more work sites, or for out-of-town travel, **only if** a district vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The district is not liable for physical damage to employee vehicles.

Staff members who drive school vehicles must have a valid driver's license and proof of insurance. They will be provided a driver's certification form to verify this information and shall be given instruction on emergency evacuation and first aid. Staff members must not transport students in their personal vehicles. They are responsible for following safe driving practices, including use of seat belts by all occupants and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

XV. TAX SHELTERED ANNUITY

The Board, at the request of the support staff employee and in accordance with the Internal Revenue Code and the Code of Nebraska, shall withhold and transfer an amount of salary monthly, said amount to be determined by the support staff employee, permitting the support staff employee to participate in a tax-deferred annuity program of the support staff employee's choosing within the parameters of TSA Consulting Group, the district's service provider. It is the responsibility of the employee to set their withholding or transfer amount in accordance with the requirements of the law; the district is not responsible for assuring that the employee is within the guidelines of the law.

XVI. SUBSTITUTE SUPPORT STAFF COMPENSATION

Employees who serve as substitutes workers for district support staff will be compensated at Step 1, the base hourly rate of the identified position. The substitute employee is not eligible for any benefits.

XVII. CONFIDENTIALITY CLAUSE

Employment with the Plattsmouth Community Schools is contingent upon the employee's agreement of total confidentiality regarding any school related matter. Any breach of confidentiality may result in immediate termination of employment.

XVIII. ROLE MODEL

Support staff serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are, in all respects, to conduct themselves in a professional manner. Cell phones are not to be used for personal calls, texting, or for other purposes when students are present. Cell phones must be kept off, or on silent, during work hours. Cell phone calls or text messages may be made before work hours, after work hours, or during lunch breaks. The office will take phone messages for staff when they are with children, in case there is a family emergency. In an emergency situation, you will be notified immediately.

XIX. RELATIONSHIPS

It is important for staff to maintain an effective working relationship with the administration and all colleagues, including other support staff and teachers. Support staff should also maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

XX. CIVILITY

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Plattsmouth Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and Superintendent by the next business day may be subject to disciplinary action up to and including termination. Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

XXI. NOTIFICATION OF ARREST, ETC.

Employees must notify the Superintendent by the next business 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 of incarceration;
- b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or witness, or the crime involves alleged sexual misconduct
- c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools
 - ii. 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 students; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of

Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

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 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 to 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 described herein, may subject the employee to disciplinary action, up to and including termination.

Background checks will be conducted at least once every five years on all employees to ensure that all public school students are provided an environment that is safe and all staff with whom students may come into contact are of highest integrity.

XXII. PROFESSIONAL ATTIRE

It is important for staff to project a professional image to students, parents and co-workers. Appropriate attire and grooming project a professional image. Staff is expected to maintain conservative and professional attire and grooming when on duty. As professionals, staff is expected to be aware of the standard to be maintained. As a minimal guide, staff should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual staff should that be necessary.

Date Approved by the Board of Education

I have been offered a copy of the 2022-23 Support Staff Contract Provisions and understand that I can access the document under the human resources tab at www.pcsd.org.

Date

Employee's Printed Name

Employee's Signature

Applicable Board of Education Policies/Procedures
--

A complete list of all Board of Education policies can be accessed at the following link, <https://www.pcsd.org/Page/19> , or they can be found by going to the Plattsburgh Community Schools website (www.pcsd.org) and clicking on *About PCS*, scroll down and select *Board of Education* and then *Policies*. All of the most current policy updates can be found online.

POLICIES

1000 Community Relations

- 1100 Community Use of School Facilities and Equipment and Supplies

2000 Administration

3000 Business Operations

4000 Personnel

- 4001 Recruitment and Selection
- 4002 Equal Opportunity Employment
- 4003 Employee Antidiscrimination
- 4009 Drug and Substance Use and Abuse
- 4010 Smoking Prohibition
- 4019 Fair Labor Standards Act (Minimum Wage & Overtime)
- 4020 Employee Conduct and Appearance
- 4200 Qualifications of Non-Certificated Support Staff
- 4201 At Will Employees
- 4205 Benefits for Non-Certificated Support Staff
- 4210 Hiring and Dismissal
- 4220 Employment Agreement
- 4230 Assignment and Transfer
- 4240 Complaint Procedure
- 4260 Standards of Performance for Non-Certified Staff
- 4270 Evaluation
- 4280 Initial Training Period
- 4290 Compensation

5000 Students

- 5402 Child Abuse and Neglect
- 5419 Use of Restraints and Seclusion

6000 Instruction

- 6800 Internet Safety and Acceptable Use

8000 Internal Board Policies

9000 By-laws of the Board

A. Internet Safety Policy

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). 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; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as 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.
2. 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.
3. 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.
4. 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.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. 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.
2. 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, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. 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 such 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.

3. 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.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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 minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

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 duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the 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.

- c. 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.

- d. 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,
1. 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).
 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 6. 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.
 7. Users shall not engage in any form of vandalism of the technology resources.
 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. 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:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. 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.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.

5. 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.
6. 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 technology 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 any 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.

7. 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 insure 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.
8. 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 damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
Children's Online Privacy Protection Act, 15 U.S.C. § 6501
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)
LB 512 (2017)

Date of Adoption: March 13, 2006

Reviewed: November 12, 2007

Revised: August 11, 2008

Reviewed: Nov. 9, 2009, Nov. 8, 2010, Nov. 14, 2011, Nov. 12, 2012, Nov. 11, 2013,
Nov. 10, 2014

Revised: Aug. 10, 2015

Reviewed: Nov. 9, 2015

Revised: Aug. 8, 2016

Reviewed: Nov. 14, 2016

Revised: July 10, 2017

Reviewed: Nov. 13, 2017, Nov. 12, 2018, Jan. 13, 2020, Dec. 14, 2020, Jan. 10, 2022

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

Para-Educator/Teacher Associate

Job Description

It is the policy of Plattsmouth Community Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Para-Educator – Teacher Associate
- B. Department:** Student Support
- C. FLSA Status:** Non-Exempt
- D. Essential Requirements:**
 - 1. High School Diploma or equivalent (such as GED)
 - 2. Computer and business machines knowledge
 - 3. Organizational skills
 - 4. Work well with children
 - 5. First aid knowledge
 - 6. Skills in public relations
 - 7. 48 credit hours from an accredited college/university (preferred) or equivalency training provided by the district. Additional requirements for early childhood paraeducators to meet Rule 11 & Head Start requirements.
- E. Reports To:** Building administrators, special education administrators, and supervising teachers
- F. May Receive Guidance From:** Building administrators, special education administrators, and supervising teachers
- G. Essential Job Functions:**
 - 1. Correct papers and record grades
 - 2. Assist in classroom activities
 - 3. Supervise students in all areas of the school and at lunch, activity periods and on playground to guide students to interact harmoniously with other students
 - 4. Assist students with personal needs such as toileting, diapering and other health needs
 - 5. Provide instructional support assistance to students and student groups
 - 6. Ability to handle confidential information with complete security
- H. Working Conditions:**
 - 1. Inside and Outside
 - 2. Heated and air-conditioned building
 - 3. Stressful at times
 - 4. Potential risk of injury, due to aggressive student behavior or environmental conditions

I. Job Tasks:

1. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
2. Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
3. Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
4. Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
5. Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips. Follow the direction and guidance of certified staff to address behavior challenges.
6. Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.
7. Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
8. Distribute tests and homework assignments, and collect them when they are completed.
9. Enforce administration policies and rules governing students.
10. Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
11. Assist students with activities of daily living such as walking, sitting, eating, drinking, toileting, etc.

J. Knowledge:

1. Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

K. Skills

1. Instructing - Teaching others how to do something.

2. Speaking - Talking to others to convey information effectively.
3. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
6. Writing - Communicating effectively in writing as appropriate for the needs of the audience.
7. Service Orientation - Actively looking for ways to help people.
8. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
9. Coordination - Adjusting actions in relation to others' actions.

M. Work Activities:

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and supporting the instruction of others.
2. Getting Information & Maintaining Confidentiality - Observing, receiving, and otherwise obtaining information from all relevant sources. Ensuring that confidential information is only shared with necessary staff.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.

8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

N. Required Employee Abilities:

1. Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression - The ability to communicate information and ideas in writing so others will understand.
3. Speech Clarity - The ability to speak clearly so others can understand you.
4. Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension - The ability to read and understand information and ideas presented in writing.
6. Near Vision - The ability to see details at close range (within a few feet of the observer).
7. Auditory Attention - The ability to focus on a single source of sound in the presence of other distracting sounds.
8. Fluency of Ideas - The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
9. Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

O. At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

P. Essential Functions: The essential functions of the paraeducator position include (1) regular, dependable attendance on the job to complete the duties in the job description; (2) the ability to perform the identified tasks and to possess and utilize the identified

knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements Para-Educator	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
Stamina					
1. Sitting					X
2. Walking					X
3. Standing					X
4. Sprinting/Running		X			
Flexibility					
5. Bending or twisting at the neck more than the average person					
6. Bending or twisting at the trunk more than the average person					
7. Squatting/Stooping/Kneeling				X	
8. Reaching above the head		X			
9. Reaching forward					X
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X	
16. Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder				X	
Shoulder to overhead		X			
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads? YES, usually					
Pushing/Pulling					
23. 25 to 50 pounds				X	
24. 51 to 75 pounds				X	
25. 76 to 90 pounds				X	
26. Over 90 pounds		X			
Carrying					
27. 10 to 25 pounds				X	
28. 26 to 50 pounds				X	
29. 51 to 75 pounds				X	
30. 76 to 90 pounds		X			

Essential Physical Requirements Para-Educator	Item is not a requirement of the job	Occasional -- up to 33% of time	Occasional/Essential -- up to 33% of time, absolutely essential to the job	Frequent -- between 34% - 66%	Continuous -- over 66% of time
31. Over 90 pounds		X			

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Para-Educator/Teacher Associate Signature

Date

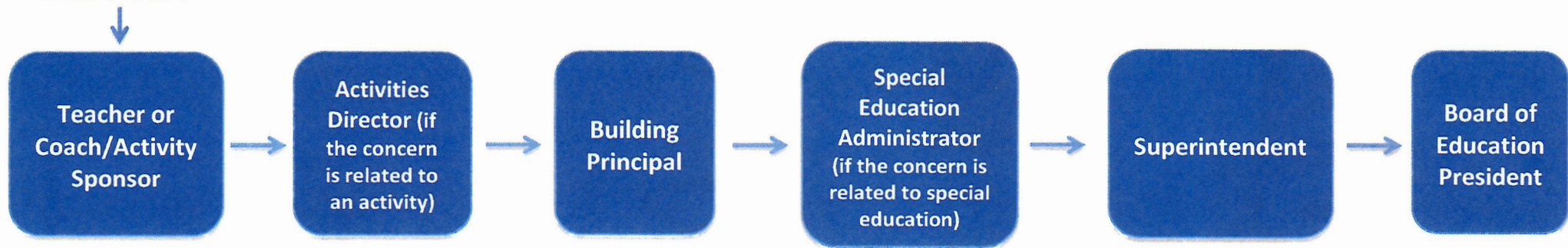
Administrator Signature

Date

Discrimination in the Plattsmouth Community School District is prohibited under Title VII of the Civil Rights Act of 1964. Recognizing the legal, as well as social obligation to make equal employment opportunity a reality, the Plattsmouth Community School District hires and promotes without regard to race, color, gender, national origin, religion, sexual orientation, age, or mental or physical handicap unrelated to job performance. EOE.

PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)

Start here



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2021



Thank You

**THANK YOU FOR YOUR
DEDICATION TO STUDENTS,
THEIR FAMILIES, AND THE
DISTRICT!**

Plattsmouth Community School District



Receipt of the 2023-2024 Support Staff Handbook

My signature below acknowledges receipt of the 2023-2024 Support Staff Handbook of the Plattsmouth Community School District. I understand that I am expected to read and understand these provisions. If I do not understand the provisions, it is my responsibility to ask my supervisor, the human resources manager, or the superintendent for clarification.

Acceptable Use of Computers and Networks Administrator, Faculty, and Staff Agreement

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the "Internet Safety and Acceptable Use Policy" adopted by the Plattsmouth Community Schools (BOE Policy No. 6800), and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools or any of its employees or any of the institutions for networks providing access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____ Building _____

Employee's Signature _____ Date _____

This form will be retained on file by authorized faculty designee
for duration of applicable computer/network/Internet use.

