

# **PLATTSMOUTH HIGH SCHOOL STAFF HANDBOOK**



2024 - 2025

Plattsmouth High School  
1916 East Highway 34  
Plattsmouth, NE 68048  
402-296-3322

**Plattsmouth High School  
Faculty Staff Handbook  
Event + Response = Outcome**

**PLATTSMOUTH HIGH SCHOOL STAFF**

**Administrative Assistants**

Michele Quinn, Office Manager\*  
Kristin Young Att./ Guidance\* \*

**AFJROTC**

Col. Ernie DeSimone\*\*\*  
Msgt Bruce Price\*\*\*

**Business**

Liz LaSure\*\*  
Jana Shuey\*\*

**English/Foreign Language**

Laura Phillips (Dept. Chair)\*\*\*  
Cynthia Duechting  
Kyle Graves\*  
Ardena Mrasek\*  
Monica Olsen\*\*  
Eilene Rodriguez\*\*  
Janel Schweitzer\*\*\*  
Teri Wehrbein\*\*  
Jenna Schambach\*\*

**Family & Consumer Science**

Carmen Hall\*\*  
Brynn Jobman\*\*

**Fine Arts**

Jaden Estes Carlson\*  
Hunter Holoubek\*\*  
Chris Work\*\*

**Guidance Counselors**

Jolene Boesch \*\*\*  
Jeremy Woodworth\*

**Industrial Technology**

Ethan Scholting\*  
Randy Schroeder\*  
Max Yarnell \*

**Library/Media**

Ardena Mrasek\*

**Math**

Nicole Springer (Dept. Chair)\*\*  
Trey Cossel\*\*\*  
Micah Dority\*\*\*  
Matt Rathman\*  
Stephanie Reynolds\*\*\*

**Nurse**

Katie Graves\*\*\*

**Para Professionals**

Noelle Anson\*  
Holly Foote\*  
Kristen Johnson\*  
Nancy Kirk\*  
Sheila Nelson\*\*  
Deanna Rader\*

**Physical Education**

Nick Stein\*\*\*  
Chris Wiseman\*

**Science**

Ashley Classen(Dept. Chair)\*\*  
Katie Bashus\*\*  
Thomas Howard\*\*\*  
Jim Olsen\*

**Social Studies**

Brett Shuler (Dept. Chair)\*  
Austin Lenhoff\*\*  
Cheyenne McClain\*\*\*  
Dan Oatman\*\*\*

**Social Worker**

Katie Lorenzen\*\*

**Special Education**

Curtis Larsen (Dept. Chair)\*  
Sara Baio\*  
David Dukes\*  
Missy Haswell\*\*  
Tim Winters\*

**JAG**

Doug White\*\*  
Sarah Wilcox\*\*\*

**Academy Assignments**

\*ATEAM  
\*\*BEACH  
\*\*\*STEAM

Our Core Team Value:

**POSITIVE** - mentor, encourage, praise, inspire and lead with optimism and positivity

**RESPECTFUL** - value ourselves, each other, and our role in the community

**INTENTIONAL** - purposeful and genuine in our interactions

**DETERMINED** - will not allow failure to overtake us or our teammates

**ENGAGED** - positively and actively involved in a united community

By identifying our core values and announcing them to our community, we are saying to all of our team members that we are accountable to these behaviors and will do our best to adhere to them.

## **WE ARE ASKING YOU TO:**

### **Help Create a Positive Culture**

- Observe and compliment each other
- Take responsibility for the academic growth of students
- Be patient with students and staff - even the ones you may not enjoy

### **Help Create a School Known for Great “Customer Service”**

- Listen intently when someone is speaking to you
- Recover well when mistakes are made
- Acknowledge - Apologize - Affirm
- Respond in a timely manner (one business day)
- Own the problem and attempt to resolve it
- Use eye contact and a friendly greeting (e.g., Hello, how are you? Can I help you?)
- Remember to keep backstage things backstage

### **Avoid Producing a Negative Culture**

- Remove, “That’s the way we’ve always done it” from your responses
- Focus on what more you can do instead of saying, “I gave students the material, it’s not my fault they didn’t learn it”
- Do not pass blame on others such as, “It’s the parents that are the problem”
- Abstain from gossip

## **PROFESSIONAL EXPECTATIONS**

### **1. Be on time and ready to teach**

- a. Be prepared with necessary supplies and equipment
- b. Use class time appropriately - on task, engaged, and teach to the bell
- c. **Teachers/Staff should not use their cell phone during instructional time with students**

### **2. Do your job**

- a. Visibly post learning targets
- b. Modeling
- c. Practice time
- d. Assess

### **3. Demonstrate respect for people and property**

- a. Use appropriate language - professional
- b. Take care of school property

### **4. Respond professionally to staff directive**

#### **Professional Behavior**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The superintendent is responsible for drafting administrative regulations to implement this policy.

#### **Leaving the Regularly Assigned Classroom**

For safety and security reasons, any time that a teacher holds class outside or in a classroom other than their regularly assigned classroom, the teacher must contact an administrator for approval. This will enable the administrative office to locate and/or contact all students and staff members in the event of an emergency, etc.




#### **IEP Conferences**

Individual Education Plan (IEP) conferences are usually organized and scheduled to discuss difficulties an individual student is experiencing at school in an attempt to find solutions so the student can experience success. **ALL** meetings require the presence of a regular education teacher, counselor, administrator, usually a school psychologist, teachers who work with the student and parents. Other school, agency and family representatives may be invited to participate.

# ONE SCHOOL, THREE ACADEMIES



*Career Academies are small learning communities designed to prepare students for college and careers. A "wall-to-wall" approach ensures all students participate in an academy suited to their strengths, interests, and learning preferences.*

A T E A M	<h3>Dedicated and Prepared</h3>  <ul style="list-style-type: none"> <li>▪ Architecture, Construction</li> <li>▪ Transportation/logistics</li> <li>▪ Environment &amp; Agriculture</li> <li>▪ Art</li> <li>▪ Manufacturing</li> </ul> <p><i>Student Organizations: Skills USA, FFA</i></p>	C O U R S E S	CONTINUUM OF EXPERIENCES	
	<h3>Learning through Serving</h3>  <ul style="list-style-type: none"> <li>▪ Business, Marketing &amp; Management</li> <li>▪ Education</li> <li>▪ Arts (Performing)</li> <li>▪ Communications, A/V Technology</li> <li>▪ Human Services &amp; Hospitality</li> </ul> <p><i>Student Organizations: Educators Rising, FCCLA, DECA</i></p>		E X P E R I E N C E S	<ul style="list-style-type: none"> <li>CAREER EXPLORATION</li> <li>PATHWAY COURSES</li> <li>DUAL CREDIT COURSES</li> <li>AP COURSES</li> <li>CAPSTONE COURSE</li> </ul> <ul style="list-style-type: none"> <li>BUSINESS TOURS</li> <li>GROUP COLLEGE VISITS</li> <li>COLLEGE &amp; CAREER FAIR</li> <li>CAREER FIELD TRIPS</li> <li>INDIVIDUAL COLLEGE VISITS</li> </ul>
	<h3>Creative, Ethical, Scientific Minds</h3>  <ul style="list-style-type: none"> <li>▪ Science</li> <li>▪ Technology</li> <li>▪ Engineering</li> <li>▪ Aeronautics</li> <li>▪ Mathematics</li> </ul> <p><i>Student Organizations: FFA, HOSA, Skills USA</i></p>		C O L L E G E & C A R E E R P R E P	<ul style="list-style-type: none"> <li>ACADEMY SELECTION</li> <li>ACADEMY ADVISOR</li> <li>CAREER MENTORS</li> <li>CAREER SPEAKERS</li> <li>PRE-ACT TEST</li> <li>PRACTICE ACT TEST</li> <li>ACT TEST/ASVAB TEST</li> <li>COLLEGE REP VISITS</li> <li>JOB SHADOWING</li> <li>COLLEGE APPLICATIONS</li> <li>FIN. AID/SCHOLARSHIPS</li> <li>CERTIFICATIONS</li> <li>PORTFOLIO</li> <li>INTERNSHIPS</li> </ul>

*Working together to achieve **A**cademic success, respectful **B**ehavior, and **C**areer readiness in a **S**afe environment.*

## ONE SCHOOL, THREE ACADEMIES



### Contact Information:

402-296-3322

[thalvorsen@pcsd.org](mailto:thalvorsen@pcsd.org)

[charvey@pcsd.org](mailto:charvey@pcsd.org)

1916 Old Highway 34

Plattsmouth, NE 68048

## Every PHS Graduate Will Be:

### College Ready

*Every student will be prepared to continue their education in a postsecondary institution.*

All students will complete the courses in the Personal Learning Plan AND at least one of the following:

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class



### Career Ready

*Every student will be prepared to bring value to their workplace.*

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

*community  
and business  
partners*

### Community and World Ready

*Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.*

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

*college courses  
offered from  
four institutions*

*Working together to achieve **A**cademic success, respectful **B**ehavior,  
and **C**areer readiness in a **S**afe environment.*

### **Staff Identification Cards**

All staff are required to wear their school issued ID cards at all times during the school day.

### **Employee Conduct and Appearance**

Employees are role models for the students who come in contact with them before, during and after school hours. Appearance can influence the way in which students, visitors, and other staff members interact with PHS' employees and perceive their abilities to perform their jobs. Therefore, it is the responsibility of the employees to dress, groom, and conduct themselves in a manner appropriate to the educational environment.

All certificated employees will dress in a manner and have an appearance that is appropriate and professional in light of their job duties and work environment. Any appearance that is prohibited for students to wear is also prohibited for staff.

The employee's direct supervising administrator will handle exceptions to the dress code on an individual basis relative to the position or a special event. If an employee is unsure about the appropriateness of a certain type of appearance, he/she should consult with the building principal. However, for health, safety, and professional reasons, flip-flops are not acceptable attire.

Support staff should maintain the same standard of dress expected of certified employees. Certified employees of the school district shall also follow the code of ethics for their professions. **Conferences and Open House are times where PHS staff need to put their best foot forward. All staff are required to dress up professionally for these events.**

Both classified and certified staff will **only be allowed to wear jeans on specified days if they are in good condition.** Jeans may be worn during a designated "jeans week" in which money is being raised for a "worthy cause."

### **Teacher Workday**

The normal teacher workday will be between the hours of 7:30am and 3:45pm. On days when school is dismissed because of inclement weather or other emergencies, or on the days immediately preceding a scheduled holiday, the instructional staff member's day may end ten minutes after the end of the pupils' school day. **Instructional staff are expected to be in their rooms by 7:30. Supervision begins at 7:35am.**

**Personal leave may not be granted during August 14- September 5 and May 9-23. Exceptions may be made for once-in-a-lifetime events (i.e. son or daughter's wedding or graduation). These types of events will be pre approved by the building principal. Emergency Personal Leave for an event, which is beyond the control of the employee, may be used during these periods when personal leave is not allowed.**

**Personal Day requested on a Professional Development Day has to be approved by the building principal and Dr. Hasty. The information missed will need to have a plan for makeup.**

### **Attending School Activities**

Teachers are encouraged to attend school-sponsored activities. Attendance demonstrates interest in students and is greatly appreciated by students and parents. Your ID badge will serve as your pass into regularly scheduled PHS games and activities. We have many talented students. Please support them!

## **Classroom Attendance**

Attendance should be taken and recorded every class period, including advisory. A tardy is any late arrival to any class period. A student will be considered tardy up to the first ten (10) minutes at the start of the day. After ten (10) minutes a student will be counted absent. A student will be considered tardy up to the first six (6) minutes at the start of each subsequent period of the school day. After six (6) minutes a student will be counted absent.

If a student arrives at school after 8:15 AM, they must be buzzed into the building, sign into the main office with the attendance secretary and receive an E-Hallpass before proceeding to class.

## **Lesson Plans**

Lesson plans specifying learning targets, activities, and materials to be used are to be organized on a daily, unit, and semester basis. **Lesson plans should be available for administration to view on Google Docs no later than 8:00am on Monday for the week.**

### **Quality lesson plans contain the following information:**

- Learning target for the day
- Opening activity
- Presentation of content
- Student engaged activities
- Closure/assessment strategies for student learning
- Materials and equipment
- State Standard addressed

### **Lesson expectations - each classroom/lesson will have the following:**

- Clearly stated and posted learning target - student will be able to....
- Learning chunked, utilizing modeling and working with exemplars
- Time for rehearsal of knowledge and skills
- Formative assessment

## **Professional Learning Communities (PLC)**

All staff will be involved in a PLC at the designated time. Each PLC meeting will be facilitated by the Department Chair, have an agenda, and will be centered around student achievement, student data, and instruction.

## **Principal Roundtable /Academy Meetings**

Principal Roundtables will be used to cover pertinent topics that involve, social/emotional behavior of students, behavior management, and academic achievement. When Academy meetings are held the Academy Leader of each Academy will lead the Academy meetings. Academy meetings will be centered on student achievement, academy growth and promotion, and career readiness skills that pertain to the academy.

## **Principal Roundtable Meetings Schedule**

September 25, October 23, November 13, January 22, April 23



### **Academy PLC Schedule**

Academy PLC meetings allow each Academy to meet for the purposes of collaborating about Academy initiatives, discussing student concerns and reviewing National Standards of Practice. Early Release days set aside for Academy PLCs: August 21, October 16, November 6, December 4, January 15, February 5, March 19 and April 16.

### **Faculty Meetings**

All teachers are required to attend faculty meetings. Faculty meetings are held at least once a month and impromptu, if needed. Prompt attendance is required. Agenda items can be submitted up to one day before the meeting for inclusion into a written agenda. Whenever possible, information will be shared with teachers through email. Faculty meetings will be held weekday mornings at 7:15am. All absences from the faculty meeting must be cleared with the building principal prior to the meeting. There will be make-up meetings held the following morning for staff that were absent.

### **Supervising Students**

Teachers should be in their classrooms or in an area where they will be available for students by 7:30am, unless attending a building/district level meeting. All teachers should be in the hallway outside their door during student passing time. All staff members are expected to assist in the supervision of the hallways and restrooms during school, before school, passing periods, and after school. **The best method to prevent inappropriate behavior is to be highly visible in all portions of the building. Students should not be left unsupervised during class.**

### **Doors**

**All doors will be locked at all times.** This is a safety precaution and it will be followed at all times. Outside doors should never be propped open unless maintenance has a temporary reason for it. Teachers should not give students staff keys to unlock areas/doors.

### **Classroom Door Windows**

The windows on the classroom doors will be uncovered at all times.

### **Leaving the Building**

**When leaving the building, it is the responsibility of the teacher to stop at the office to sign out and in.**

For all other leaves, refer to the 2024 - 2025 Master Agreement.

### **Parent-Teacher Conferences**

All teachers are expected to attend Parent-Teacher Conferences. In order to be absent from Parent-Teacher Conferences, you must have prior approval from the building principal. Your Parent-Teacher Conferences need to be completed, or you must have a schedule of times prepared in advance to meet with parents.

### **Assemblies**

Properly planned and organized assemblies can be a valuable educational experience. For every school assembly, all teachers will be responsible for their respective students and must sit with them during the assembly program. **Teachers who do not have a regularly scheduled class will be expected to attend and be disbursed about the facility to supervise.**

### **Substitute Teacher Folders**

This folder should be completed by the end of the second week of school. It should contain the class schedule, duty assignments, lunch schedule, duties to be performed by students, classroom guidelines, attendance procedures, homeroom activities, teachers to ask for assistance, and some emergency activities that the substitute can use for instruction with the students.

### **What I Need (WIN) Time**

**What I Need (WIN) Time will be distributed by Monday morning or the first day of the week.** Advisory teachers need to share with their students that they have WIN time and where to go. WIN time is 3:00-3:30 p.m. each day. Students can also be called in during Advisory to get additional academic support.

### **WHAT I NEED (WIN) TIME LEVELS OF ACADEMIC ACHIEVEMENT**

#### **Level 1**

All students are Level 1.

#### **Level 2**

The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in one or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 4:00pm. Students will have a 4 week grace period at the beginning of the school year.

Students that are placed at Level 2 for academics will be required to attend What I Need (WIN) Time for twenty (20) school days from 3:00 - 3:30 pm, or until they are passing all classes. The Level II Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in WIN.

If after twenty (20) school days a student is still failing a class, they could be moved to Level 3 of the WIN Process.

#### **Level 3**

At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially lose an elective for the next semester and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

#### **Level 4**

At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

### **STUDENT RECORDS**

The teacher is to keep an accurate and up-to-date record on Infinite Campus. This should include, but not be limited to homework, formative assessments, summative assessments, and any special projects and reports. This allows a student's grade to be followed by office staff and parents. **All grades need to be updated weekly and posted by 4:00 PM each Friday.**

**Remember that a student should not be failed at the end of a quarter or semester, if the pupil and parent/guardian have not received warning during the quarter or semester.** If you have a student that is going to be failing, that student's parent/guardian should be notified via email or phone call.

- Reports should be accurately and conscientiously made because they represent a serious estimate of each pupil's degree of success.
- The teacher should be adequately prepared to defend all decisions as given on the report of success.
- The office will notify teachers when grades are due in the computer.

Student cumulative records folders are maintained in the guidance office. These records include all student grades, standardized test scores, teacher comments, important correspondence, health notes, accident reports, records from other schools, notes, reports on student achievement, behavioral problems, pupil test scores, and records of parent conferences.

Parents/guardians and eligible students (those who are 18 or are attending any school after graduation from high school) have certain rights regarding educational records. For more information, see Board Policy No. 5061.

### Progress Reports

To increase communication, and more closely monitor student progress, parents will be informed of definite times to check their child's grades on Infinite Campus. Emails should be sent out to parents approximately every two weeks. Do not limit emails to failing students only; a positive email is always welcomed. Emails for failing students should be sent out and cc'd to the building administrator by 4:00pm Friday prior to the following dates:

September 13	December 6	March 7
September 27	December 20	March 28
October 25	January 17	April 11
November 8	January 31	April 25
	February 14	May 9

### Teacher Assistants

1. Teachers who request a Teacher Assistant will need to meet with the principal to share the performance expectations of the Teacher Assistant and how they will be utilized. **Teacher Assistants will be under the direct supervision of the teacher at all times. They should not be sent from school to run errands for teachers or office personnel.**
2. Under no circumstances are they allowed to leave the classroom without wearing their PHS Teacher Assistant badge.
3. They are to remain in the classroom even when you do not have work for them to do. They should not be sitting in the hallway.
4. Remember that teacher assistants do not perform teaching duties, or manipulate confidential material and data. Students do not carry grade reports to the Guidance Office or to any other location.

### Advisor/Advisee

All students will be assigned to a teacher known as an advisor and will remain with the same teacher for the four years of high school. Teachers are expected to act as advocates for their students and visit with his/her students about career options, preparation for post secondary education, grades on progress reports and report cards, character education traits, and so forth. Assigned activities for the advisor/advisee program will be utilized.

### Advisory Supervision

1. Advisory is designed for students and teachers to make connections. Be as responsible for your advisory assignment as you are to your academic classes. This includes **starting the advisory ON TIME**, and requiring the students to be there on time.

2. On Friday Advisors will be expected to **follow the developed curriculum for Advisory.**
3. On Mondays students are expected to be in their assigned advisory and should not be pulled to other advisories. **They are not to leave to visit other rooms. Tuesday through Thursday students can be requested by other teachers for academic support. Club meetings can take place on Thursdays.**
4. Always have an updated seating chart. If you move a student, be certain to make the change on the chart. Be certain that all students have an assigned seat and try to keep deviations from seating arrangements at a minimum. This is important for the students and for any substitute teacher who may fill in for you.
5. The teacher should always be situated in an area from which the complete advisory can be observed. The teachers supervising study halls have all of the same obligations for classroom management and student academic progress as they would for a regular class.
6. Advisory should be a productive time. Students should be engaged in the advisory curriculum or studying. [Advisory Study Hall Rules are linked here.](#)

## INSTRUCTIONAL PROCEDURES

### Community Resources

The supervising administrator will approve all outside guests utilized as resource people in the classroom. Teachers are encouraged to involve community resource people to complement the instructional program.

### Course Descriptions and Student Expectations

All teachers are required to turn into their supervising administrator a syllabus for each course they are teaching. This syllabus should include at minimum a course description, unit calendar, grade and evaluation criteria, attendance and tardy expectations, and behavior expectations. This syllabus should be distributed to all students in the class and turned in to the supervising administrator **by the first day of school**. Please use the PHS Core Education Common Syllabus Template for all of your classes. It can be found online at <https://docs.google.com/document/d/1yzNDM0DAGc5RZLAfMaJ0XqWsvBL6lmvFT5tcaVHe7UQ/edit?usp=sharing> or ask your building principal.

### Academy Leaders

Academy leaders assist the administration and disseminate information that relates to their assigned academy tasks and responsibilities: Some of these duties include:

- Assist with academy projects, teacher collaborations, etc.
- Serve as liaisons between teachers and administration
- Work with student leaders to plan events and projects within the academy
- Encourage teamwork, collaboration, curricular integration, projects and student empowerment
- Facilitate academy meetings

### Department Leadership Assignments

The department/grade level chairs will serve as the leaders in their particular field. They will be knowledgeable and up-to-date in their subject area, constantly studying the curriculum. It is his/her duty to research and know the new trends and means of learning in their field. It is their responsibility to encourage the teachers of the department to use these methods to meet the needs of the students and provide better educational opportunities.

The department/grade level chairs will serve as the representatives of the school at various curriculum meetings. One important factor that should be noted: At no time is the chairperson to supplant either the work

of the principal, curriculum director or superintendent. Rather, they are given the responsibility to work in cooperation with the administration. He/She will serve as the liaison between the staff and administration.

Department chairs are responsible for collecting information and supplies for the budget. They must review the items desired and present a rationale for purchasing to the administration. Any purchase over \$400 requires the district's purchase order form be completed. Department chairs are responsible for having available current inventories of equipment and books specific to their department.

### **Condition of Classrooms and Offices**

Teachers are responsible for the condition of the classroom and the equipment at all times. Students should not sit on student desks or tables, they should sit on the seat. If the classroom is not to be occupied the next period, teachers will turn out all the lights, close and lock all windows, along with close and lock all doors. **Supplies should be stored in an appropriate manner and floors should be kept free of obstacles.**

### **DISCIPLINE - STUDENT BEHAVIOR**

Every teacher should have classroom expectations and procedures, which are consistent with school expectations and district policy. Classroom expectations should be fair, clearly **communicated** to all students, visibly posted, reviewed frequently, and **consistently** enforced. Additionally, classroom expectations should be posted on the class syllabus that is distributed to all students.

Staff members should be familiar with all school rules and enforce them consistently. School rules can be found in the 2024-2025 PHS Student/Parent Handbook. You can pick up a copy in the office or it can be found online at [Board of Education Policies](#)

Policy 5106 Students

Student Personal Electronic Devices

### **Plattsmouth Community Schools Student Personal Electronic Devices (i.e. Cell phones, headphones, earbuds, smartwatches, etc.)**

These guidelines and procedures are being implemented to help maximize instructional time, reduce the number of outside distractions for students during the school day, standardize communication, and enhance student and staff safety.

### **Plattsmouth Elementary School (K-4), Middle School (5-8) and High School (9-12):**

The expectation is that all elementary school students and middle school will keep personal electronic devices turned off or on silent in their lockers (MS and HS) or other designated area (ES).

- First offense: Phone (or other electronic device) is brought to the office by your teacher. You may pick it up at the end of the day.
- Second offense: Phone (or other electronic device) is brought to the office by your teacher. Your parent/guardian will pick it up.
- Third offense: Phone (or other electronic device) is brought to the office by your teacher. Your

parent/guardians will pick it up. YOU MAY NOT BRING YOUR PHONE TO SCHOOL FOR 30 DAYS or turn it into the office each day for a period of 30 days.

- High school students are allowed to use their electronic devices during lunch unless otherwise directed by administration.
- It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.
- Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student as soon as possible.
- All personal electronic devices must be out of sight or placed in the designated area and completely silenced or powered off during the instructional period (unless given permission by the teacher or it is required as part of the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc. This includes all classrooms, library, gym, locker room, fitness center, auditorium, music room, etc. ).
- Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch, students will be asked to remove them to follow the personal electronic device procedures.
- Earbuds and headphones will not be allowed in the classroom unless it is required as part of the instructional activities and/or the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc.).
- If earbuds or headphones are worn before school, after school, or during lunch, only one earbud may be worn due to safety concerns.
- Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5101 Student Discipline.
- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Adopted: July 15, 2024

Staff will:

- a. Model appropriate technology using utmost professional discretion on educational and personal matters.
  - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication or family emergency.
- b. Enforce the PHS Personal Electronic Device Expectations in all spaces throughout the school day.
- c. Enforce the expectations as written in a fair and equitable manner.
- d. Avoid power struggles by maintaining composure in potentially difficult situations.

Administrators will:

- a. Model appropriate technology using utmost professional discretion on personal matters as well as professional matters pertaining to student safety.
  - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication, or family emergency.
- b. Enforce the PHS Personal Electronic Device Expectations in the office and hallways during the school day.
- c. Enforce the policy as written in a fair and equitable manner.
- d. Avoid power struggles by maintaining composure in potentially difficult situations.
- e. Maintain practices consistent with other building administrators.
- f. Maintain consistent habits of modeling appropriate technology use.
- g. Document instances of personal technology violations in Infinite Campus.

### **Student Behavior**

Good discipline is evident when there is a positive learning climate in the classroom. Therefore, it is the teacher who must assume primary responsibility for discipline in the classroom. Students who do not conform to standards which are necessary to allow the establishment of a positive learning environment, should be dealt with firmly and promptly.

Teachers may assign before or after school detention as a disciplinary measure; however, **they must schedule it when they will be in their classroom to supervise and should contact the student's parent/guardian to notify them.**

If the detention is not served on schedule, the student should be referred to the administration who will take proper disciplinary action with the student. Teachers should shape student behavior. Students who continue to cause disruption to the learning environment should be sent to an administrator. **Every time that a student is sent to the office by a staff member, an email or phone call should be sent to the office within a few minutes.**

Teachers should address every behavior concern as promptly as possible. Private conferences with students, as well as direct communication with parents is encouraged. If necessary, joint conferences with student, teacher, counselor, administrator and parents may be called.

**Teachers need to remember that when they send a student to the office with behavior problems, they have turned the problem over to the administration.** They must accept the consequence that is given. If they have concerns with the consequence, they need to discuss it with the administration.

Only the principal may remove a student permanently from a class. Hallways are not to be used for punishment of students.

### **When a student should be referred for behavior to an administrator:**

A referral for behavior to an administrator should be a teacher's last resort. The following are examples of times a student should be referred to an administrator:

- **Safety/Security Threat** - If a student or students pose a significant threat to safety of others or themselves, they should be referred to an administrator immediately. Examples of a safety/security threat include physical contact with other students or staff, vulgar/obscene language that may escalate to physical contact, bullying/harassment, etc.

- **Repeated Violation of Rules** - If a student is consistently not meeting the teacher's behavior expectations and has gone through the PRIDE Form process, contacted the parents and assigned classroom consequences; then the student should be referred to an administrator.

## **STUDENT EXPECTATIONS:**

1. Arrive to class on time prepared for learning
  - Arrive before tardy bell with materials/supplies
  - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
  - Follow directions
  - Accept feedback from staff in a respectful manner
  - Own your behavior
  - Accept "No" as an answer
3. Demonstrate respect for people and property
  - Use appropriate language
  - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third PRIDE problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher.

### **Consequence for not meeting expectations:**

Minimum sanction - Detention with teacher, mandatory study hall, or short- term suspension

Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

### **Student Appearance**

The school staff has the responsibility to help students develop an understanding of appropriate attire and good taste in matters of dress and appearance. Teachers have the right to require appropriate dress under the conditions of safety or school representation and the responsibility to assist in the enforcement of the above policy. Read the Student Parent Handbook for the dress code at PHS.

## **BUSINESS PROCEDURES**

### **District Funds and Purchase Orders**

Any items requested during the school year must be put on an online purchase order by the building principal or principal designee. **Ordering by staff will not be allowed without first securing that approval from the building principal for non-NSAA activity purchases and the athletics/activities director for all NSAA activity purchases.** The following procedures need to be followed:

- Find the item you wish to purchase and the vendor (must have a W-9 on file)
- Give information to the administrator and the administrator will enter the data from the proper account (anything over \$400 will require a separate form for superintendent approval)
- Once all necessary information is entered and the requisition has been approved, you will be given the requisition number to place the order



If anything is purchased without a proper school issued requisition order, it will be the responsibility of the individual purchasing it. This applies both to ordering items from an outside vendor and to requesting reimbursement for items purchased by a staff member.

Most businesses in Plattsmouth allow school employees to charge items with a valid purchase order. In addition, Some companies will allow purchases with the correct credit cards. Check with Mrs. Quinn or Mr. Halvorsen to obtain the card.

When you charge purchases at a business, you need to obtain a detailed receipt showing the items purchased, and within 24 hours turn in a purchase order for the charged item with the ticket attached. **YOU MUST HAVE A CHARGE TICKET FROM THE BUSINESS WITH THE PURCHASE ORDER. If you choose an out-of-town vendor, you must submit the form 3180 which can be found online, showing the cost savings from an out-of-town vendor versus a local vendor.**

### **Activity Accounts**

At the high school level, an administrative assistant from the administration office is in charge of receiving and depositing activities money into the district's activity fund account on a timely basis. As a backup, office personnel from the building may be required to also count money turned in each day. A spreadsheet is forwarded to the business manager at the end of each month for entry into the accounting system and reconciliation of deposits. A detailed description of each deposit shall be provided on the spreadsheet (e.g., shirts sold, fundraising sales, etc.).

Depositing shall be made at least weekly and more frequently if large sums of money are collected. Staff members in each building are required to turn in money collected from students and patrons for fundraising and other activities to the school office daily. **Money is not to be taken home or away from school premises for any reason. There are no exceptions. Money collected is also not to be kept overnight in a classroom, but is to be turned in to the office each day.**

If the building administrator finds that faculty members are holding money longer than one day in their classroom or any other location, especially away from school premises, the building administrator must address the situation with the faculty member and advise the superintendent.

Any event or activity that is associated with Plattsmouth High School, or sponsored by an organization within Plattsmouth High School, must process all receipts through the activity account. A monthly report is available on all financial activity in your organization's account. Any discrepancy with your records should be noted and brought to the principal or principal's designee's attention immediately.

All requests for money disbursed through the activity account must be accompanied by a purchase order. The purchase request should be legibly written with proper spelling. The principal or principal's designee must approve before you purchase items or services for which you will expect the school to pay. **Sponsors and coaches are financially responsible for their organization's funds.**

**Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.**

### **Procedure for Purchasing with Activity Funds**

1. Obtain activity purchase order number from the building principal or designee.

2. Place your order.
3. Mail, email or phone in your purchase then turn in the copies of invoices and receipts to the office. Check the box that indicates mailed, called, or faxed. **NO ONE ELSE WILL PLACE THIS ORDER.**
4. Occasionally, a check must accompany your order. In this case, attach an addressed envelope to your purchase order when you turn it in for authorization, as well as the order form, filled out completely. The check will be written and sent on with your order. This is the only time a purchase order will be mailed by someone else.
5. Even though you phone in your order, you are reminded that authorization is needed prior to ordering. Be sure to mark on your purchase order "Confirmation Order - Order Phoned In."
6. If you are picking up the order yourself and need the purchase order returned, please note this on the purchase order.
7. All activities money should be turned in to the office immediately upon receiving them.

### **Sales Tax**

We must pay sales tax on all things the school purchases if the school is not the ultimate consumer of the goods. The only exception to this are food items sold in connection with school activities on the school premises. In other words, we must pay sales tax on uniforms, t-shirts, books, magazines, lumber, metal, fabric, car parts, etc. that are used in projects which are taken home. The sales tax collected should be equal to the prevailing rates. Be sure to add enough to the cost of products to cover sales tax and transportation.

### **Fundraising**

All fundraising activities must be scheduled and approved in advance with the high school principal utilizing the proper Plattsmouth Community Schools Request For Fundraising or Camp Activity form. Only one fundraiser per organization will be approved for each semester.

Due to the negative impact fundraising has in school public relations with the community, fundraising is discouraged. If fundraising is to be done, service-oriented fundraising is preferred versus sales. All fundraising should be approved using a request form through the office. Adherence to the following procedures when conducting fundraising activities may be useful to you:

1. All students must be made to follow definite deadlines in the deposit of money or return of unsold items. Establish the expectation that all students will meet the deadline and follow up immediately with the parents of any students who do not meet the deadline.
2. Students must be made to understand that any products they are given must be accounted for when the fundraiser ends. Any unsold merchandise must be returned, if applicable, and if the items are lost or stolen, the student is responsible for replacement of the missing items.
3. All money must be turned into the office in a timely manner. Receipts will be issued for all deposits. Keep those receipts in order to check on any errors that may occur.
4. Profits from the fundraisers may not be spent until all bills have been paid. Activity accounts will not be allowed to have a negative balance. Purchases made with the profits from the fundraiser may be expended only with the authorization of the principal, assistant principal, or activities director.
5. The only fundraisers that will be authorized are those that benefit the school or the involved organization as a whole. No fundraisers will be authorized which result in only personal gain for the individual student.

### **Solicitations**

Participation in any fund or charity drive by either students or employees shall be entirely voluntary so far as each individual is concerned. There shall be no cause for embarrassment for those who do not or cannot participate or contribute.

## **Organization Dues, Material Costs, Fines**

When it comes to organization dues, material costs, fines, etc., the following procedure should be followed:

1. Students should turn in all money for fines directly to the office.
2. All money for materials, such as shop, clothing, and art materials should be turned into the teacher. The teacher should issue the student a receipt. The teacher then turns in the money to the office with the envelope clearly marked, "Material money for \_\_\_\_\_."
3. Any dues turned in by activity sponsors must be counted by the sponsor, placed in the appropriate type of envelope with a completed deposit slip.
4. Students enrolled in courses requiring payment of a fee must be continually reminded of their need to pay their fees. If the student has not paid the fee within two weeks of the beginning of the course, contact the administration. Also check with the principal to see if the student is "WAIVED" from paying for consumable items. **Always refer to the state law about student fees. Remember that students cannot be required to pay for any projects, or to furnish paper, pencils, etc.** The State Student Fee policy is in the Appendix.
5. Discretion must be used in allowing students to accumulate materials bills beyond a minimal level. Parents should be contacted and written verification of parental approval should be obtained before students begin a project. Timely payment must be made by students to keep their bill to a minimal level. Unless payment in full has been received for a project, the project should be held and not released to the student.
6. If assistance is needed in the collection of an account, please contact the administration as soon as the problem arises.
7. Sponsors of fundraisers must establish methods to collect all money and/or sale items from students. Students must not be allowed to hold money for an extended period of time. Accountability for all money must be expected. Sponsors are responsible for ensuring that all of the money is accounted for. Once the sponsor has received money, turn it into the office immediately after counting it.

## **Money Collection**

Money collected should be turned into the office on a daily basis. The school is not responsible for thefts or loss of money. Teachers who collect money must turn the money into the office at the end of the school day. School district money (which includes activity money) is not to be taken off school premises at all. Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

## **COMMUNITY BASED LEARNING EXPERIENCES (CBLE)**

Written approval of the parent or guardian is always required for participation of pupils in Community Based Learning Experiences.

- Appropriate instruction will precede and follow each CBLE activity.
- CBLE activities will be considered as instruction and planned as such with definite objectives determined in advance.
- All CBLE will begin and end at the school, unless prior arrangements with individual parents have been made.
- CBLE activities requiring school bus transportation will not interfere with the regularly scheduled transportation of pupils to and from school.
- Subject to the approval of the transportation supervisor and the superintendent, bus transportation will be provided for bands, or other groups of pupils to participate in activities in communities outside the school district. The principal will approve or disapprove the request and notify the teacher. The activities director will arrange school bus service in advance for the date of the trip.

- The bus driver will see that all rules and regulations are enforced in the use of school buses for CBLE. Certified personnel must assist him/her in doing so.
- When a CBLE is made to a place of business or industry, the teacher will arrange to have an employee of the host company serve as conductor.
- Teachers will accompany pupils on all CBLE and will assume responsibility for their proper conduct.
- Appropriate educational experience and proper supervision will be supplied for pupils whose parents do not wish them to participate in a community activity or CBLE.
- Teachers are to ensure that students pick up any trash from the bus or vehicle before departing.

**YOU CANNOT CHARGE FOR ANY CBLE RELATED TO YOUR CURRICULUM.**

All CBLE are to be scheduled through the principal's office. The scheduling of buses must be done at least two weeks prior to the date of the event with the activities director. Teachers supervising buses should read the bus regulations closely and make students abide by the rules. It is important that students are in attendance in all of their classes as semester finals approach; therefore, all field trips during the school day must be completed four weeks before finals.

Students are not allowed to drive on CBLE. This pertains to all school sponsored trips and is done primarily for insurance and reasons of liability. Any special circumstances should be discussed and cleared through the principal's office.

All students attending a CBLE must have a permission slip signed and on file with the teacher sponsoring the trip prior to going on the trip. A CBLE is considered to be any time a teacher and their class leaves the school campus. Field trip permit forms may be obtained in the school office.

## **PLATTSMOUTH HIGH SCHOOL STAFF OBSERVATIONS**

### **Todd Halvorsen**

Sara Baio P-2  
Jolene Boesch P-1  
Jaden Estes Carlson P-1  
Luke Chadwell P-3  
Micah Dority P-2  
Tina Harvey P-3  
Missy Haswell P-2  
Liz LaSure P-1  
Katie Lorenzen  
Austin Lenhoff P-3  
Matt Rathman-P-2  
Jenna Schambach P-1  
Randy Schroeder-P-2  
Nick Stein-P-1  
Kevin Tilson P-1  
Tim Winters P-2  
Jeremy Woodworth P-1

### **Tina Harvey**

Ashley Classen  
Trey Cossel  
David Dukes  
Kyle Graves  
Carmen Hall  
Hunter Holoubek-P-1  
Thomas Howard  
Brynn Jobman  
Curtis Larsen  
Stephanie Reynolds-P-3  
Ethan Scholting  
Jana Shuey  
Brett Shuler  
Chris Wiseman  
Chris Work

### **Kevin Tilson**

Katie Bashus  
Ernie DeSimone  
Ardena Mrasek  
Cheyenne McClain  
Dan Oatman  
Jim Olsen  
Monica Olsen  
Laura Phillips  
Bruce Price  
Eilene Rodriguez  
Janel Schweitzer  
Nicole Springer  
Teri Wehrbein

\*P = Probationary

## ADVISORY ASSIGNMENT

### Freshman

Estes Carlson ATEAM  
J. Olsen ATEAM  
Scholting ATEAM  
M. Olsen BEACH  
Wehrbein BEACH  
Work BEACH  
Bashus STEAM  
Phillips STEAM

### Sophomore

Wiseman/ ATEAM  
Yarnell  
Haswell BEACH  
Jobman BEACH  
Schambach BEACH  
McClain STEAM  
Schweitzer STEAM

### Junior

Dukes ATEAM  
Larsen ATEAM  
Mrasek ATEAM  
Classen BEACH  
Holoubek BEACH  
LaSure BEACH  
Lenhoff BEACH  
Dority STEAM  
Oatman STEAM

### Senior

Rathman ATEAM  
Schroeder ATEAM  
Shuler ATEAM  
Hall BEACH  
Rodriguez BEACH  
Cossel STEAM  
Howard STEAM

### Stuco 9-12

Shuey

### ROTC

DeSimone 12  
Price 9, 10 & 11

### Odd Days - Advisory Sub:

Kyle Graves

**Lunch Duty:** Stein

**Lunch Duty:** White

**Lunch Duty:** Wilcox

**Lunch Duty:** Counselors

### Math Intervention:

Reynolds

Springer

**BREAKFAST GREETER -7:35 in Cafeteria****Week of:**

August 14	Springer	October 28	McClain	February 3	Reynolds
August 19	LaSure	November 4	M. Olsen	February 10	Schweitzer
August 26	White	November 11	Stein	February 17	J. Olsen
		November 18	Estes Carlson	February 24	Howard
September 3	Shuey	November 25	Phillips	March 3	Schambach
September 9	Wehrbein	December 2	Schroeder	March 10	Spring Break
September 16	Lenhoff	December 9	Bashus	March 17	Scholting
September 23	Work	December 16	Springer	March 24	Shuler
September 30	Lorenzen	January 6	Dority	March 31	DeSimone
October 7	Rodriguez	January 13	Dukes	April 7	Classen
October 14	Rathman	January 21	Mrasek	April 14	Holoubek
October 21	Hall	January 27	Cossel	April 22	Price
				April 28	Wilcox
				May 5	Jobman
				May 12	Oatman
				May 19	Staff

## SOUTH LOT GREETER - 7:35 and 3:35

### Week of:

August 14	Wiseman	October 28	Jobman	February 3	Rathman
August 19	Price	November 4	Hall	February 10	Dority
August 26	DeSimone	November 11	Shuey	February 17	Cossel
		November 18	LaSure	February 24	Rodriguez
September 3	Dukes	November 25	Reynolds	March 3	M. Olsen
September 9	White	December 2	Schroeder	March 10	Spring Break
September 16	Stein	December 9	McClain	March 17	Schweitzer
September 23	Oatman	December 16	Scholting	March 24	Schambach
September 30	Lenhoff	January 6	J. Olsen	March 31	Phillips
October 7	Work	January 13	Howard	April 7	Mrasek
October 14	Estes Carlson	January 21	Classen	April 14	Graves
October 21	Holoubek	January 27	Bashus	April 22	Wehrbein
				April 28	Wilcox
				May 5	Shuler
				May 12	Lorenzen
				May 19	Staff

### LUNCH TIMES

1. The lunch schedule operates in two shifts. It is important that you maintain the schedule in order to achieve a balance in the lunchroom. These times are subject to change dependent on enrollments.
2. Lunch times are 11:02 -11:32 and 11:32 -12:02. First lunch is ATEAM and STEAM.

**Please do not release your students ahead of time. Students should remain in the rooms, not in hallways or stairwells.**

3. On special occasions such as field trips, speakers, major test days, or others, you may adjust your assigned lunch schedule provided that you request permission from the principal ahead of time. Do not adjust your lunch schedule without discussing your schedule with the principal and notifying the cafeteria personnel.



## PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

The school building is open from 7:30am until 3:45pm.

<b>2024 - 2025 Bell Schedule</b>	<b>Monday - Friday</b>
1st/2nd	8:05 - 9:30
3rd/4th	9:34 - 10:59
First Lunch/Advisory	11:02 - 11:32
Second Lunch/Advisory	11:32 - 12:02
5th/6th	12:06 - 1:31
7th/8th	1:35 - 3:00
W.I.N.	3:00 - 3:30

### What I Need (W.I.N.) Time:

Students who are failing a class are assigned to WIN time on Monday through Friday. Make arrangements with someone in your department and have it posted on your door where students should meet, if you are not in the building or need to attend an IEP. Coaches/sponsors need to be with their WIN students until 3:30.

### Early Release Wednesdays:

1st/2nd	8:05 - 9:22
3rd/4th	9:26 - 10:43
First Lunch/Advisory	10:47 - 11:17
Second Lunch/Advisory	11:17 - 11:47
5th/6th	11:51 - 1:08
7th/8th	1:12 - 2:30

### Assembly Schedule:

1st/2nd	8:05 - 9:20
Assembly	9:30-10:30
3rd/4th	10:34 - 11:49
First Lunch/Advisory	11:53 - 12:23
Second Lunch/Advisory	12:23 - 12:53
5th/6th	12:57 - 2:12
7th/8th	2:16 - 3:30

### Late Start:

1st/2nd	10:05 - 11:16
3rd/4th	11:20 - 12:31
5th/6th	12:35 - 2:16 (1st Lunch 12:32-1:05/2nd Lunch 1:05-1:35)
7th/8th	2:20 - 3:30

## **BUILDING SECURITY**

The following guidelines should be utilized to maintain the security of the high school:

1. No student should be in the building before 7:30am and after 3:45pm unless they are under faculty supervision.
2. No students should be in the building beyond the regular school day unless they are under faculty supervision.
3. For security reasons, it is imperative that students not be permitted to have access to school keys.

## **EMERGENCY AND MEDICAL PROCEDURES**

### **Accident Procedure**

If an employee is involved in an accident while in the line of duty, it is necessary to file an accident report within twenty-four (24) hours with the school nurse.

### **Classroom Emergency Procedure**

If a classroom emergency such as a medical situation should occur, send another student to the office for assistance. Never send the injured student or come yourself, as this leaves the student and class unattended. While awaiting assistance from the office, administer first aid if necessary. If the situation involves an injury or accident, a written report on the circumstances must be given to the principal who in turn will notify the superintendent. Forms for writing these reports are available from the office.

### **Emergency Procedure**

In the event of an emergency such as a fire, the person making the discovery should immediately notify the office. It is the responsibility of the office personnel to notify the appropriate authorities. It is also the responsibility of office personnel to meet the authorities outside the building and tell them the location of the emergency.

### **Severe Weather Emergency Procedure**

Tornadoes are common in Nebraska, particularly in the spring. As a result, in coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in early April of each year. In case of severe weather, follow the procedures outlined in the PCS Emergency Operations Plan..

## **HEALTH POLICIES**

### **Accidents**

1. In case of suspected severe injury, an emergency unit will be called immediately at the discretion of the administration or designee.
2. Personnel are urged to stay with an injured student to prevent him/her from being moved until a certified person can render first aid.
3. Parents should always be notified of an injury by phone call or email.
4. When parents are notified, they are to be told what has happened, what has been done, and then ask what they want the school to do.
5. In the event a parent cannot be reached, the emergency person will be called and if this person cannot be contacted, school personnel will make a decision in the best interest of student health and safety.
6. Accident reports are filled out on all major accidents and reports are kept on file in the office of the principal or school nurse.
7. In the event of a serious accident or injury, the student will not be left unattended.

## **Illness**

1. Prescription medication must be brought into school by a parent/guardian. The only person authorized to give medication is the school nurse or those who are trained in medication administration.
2. NO MEDICATION can be furnished by the school.

## **DISASTER PLAN PHILOSOPHY AND INTRODUCTION**

This plan is developed to be used in case of fire, blizzard, tornado, or bomb threat. All members of the faculty and other employees should:

- Familiarize themselves with this plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to make its activation effective

The primary consideration in the event of any type of emergency should be the safety of the personnel in the building. Secondary considerations are the protection of school property and the continued orderly operation of the school.

Any type of emergency procedure is considered to be of a very serious nature and it will be standard procedure to turn individuals falsely initiating such procedures over to the proper authorities for prosecution according to the law.

The greatest danger in any of the emergencies covered in this handbook is probably from panic. Please study the instructions carefully so you will know exactly what to do and you will be able to avoid panic.

### **Notification of Fire**

In the event that a fire is discovered in the building, the person discovering it should immediately activate the fire alarm and report to the office to inform office personnel of the fire.

It is the responsibility of office personnel to notify the fire department. It is also the responsibility of office personnel to meet the fire truck outside the building and tell them the location of the fire.

### **Fire Drills**

Fire drills will be conducted monthly. The signal for a fire drill is a continuous pulsing tone. When this tone sounds, all personnel must leave the building. Be sure that all doors are locked and windows are closed before you leave your room.

### **Fire and Emergency Evacuation Plan**

Fire and emergency escape routes are to be posted in every room where people may be located. Check your classroom immediately to make sure the escape route is posted. Teachers and/or staff will move students to the classroom's designated fire exit.

### **Teacher Responsibilities During Fire Evacuation**

1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.
3. The teacher should exit the building following the last student. Once outside, the teachers are responsible for student control, ensuring that the students are 100 feet from the building and free of fire lanes and should have their grade book with them to take roll and determine the safety of all students under their control.

4. Ensure you have your green and red cards to communicate with administrators or assistants your student attendance at the fire exit location.
5. Keep students quiet at all times to listen for any emergency instructions.

### **Tornado Disaster Plan**

Tornadoes are common in Nebraska, particularly in the spring. As a result, in coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in early April of each year. Teachers and/or staff will move students to the classroom's designated tornado shelter.

### **Teacher Responsibilities During Tornado Evacuation**

1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.
3. Have students 2-3 deep next to the wall in the hallways.
4. Keep students quiet at all times to listen for any emergency instructions.
5. Leave an open aisle down the middle of the hallways.
6. Keep students away from all glass areas including the trophy cases and doorways.
7. Do not congregate students near the fire doors so that if the doors need to be opened for some reason, students will not be behind the doors.
8. Have students cover their heads with their hands and arms.

## **Social Media Usage**

Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District's policies, rules, procedures, and guidelines.

Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.

\*Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Principal/designee of the existence and the intent/purpose of the page prior to such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

A. Professional Responsibility. When using District web pages and/or approved social media sites, staff may not engage in the following:

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.
3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).

B. Personal Responsibility. When using non-District web pages and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. For certificated staff, the District's Code of Ethics and the State Standards of Professional Practice are applicable.

\*Including simultaneously identifying oneself as a District employee and sending, soliciting, or displaying materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. District staff are responsible for all matters which they post or publish.
3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

## PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)



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, 2022

**ADMINISTRATORS, FACULTY AND STAFF AGREEMENT**

**Acceptable Use of Computers and Networks  
Administrators, Faculty and Staff Agreement**

In order to make sure that all members of Plattsmouth Community Schools understand and agree to these rules of conduct for use of the email and Internet systems of the school district, the Plattsmouth School 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, 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, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**RECEIPT OF 2024-25 TEACHER HANDBOOK  
PLATTSMOUTH COMMUNITY SCHOOL DISTRICT**

This signed receipt acknowledges receipt of the 2024-25 Teacher Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature





# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults