

Foreword

District OR-1 Support Staff Handbook 2006-2007 School Year

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by support staff employees to provide general information about District OR-1 and to serve as a guide to policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to “Support Staff Employees” are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each support staff employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will control.

This handbook does not create a “contract” of employment. Support staff employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2006-2007 and subsequent school years unless replaced by a later edition.

Section 2 Information About Palmyra District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. The Jr.-Sr. High School (grades 7-12) is located in Palmyra and the Elementary School (grades K-6) is located in Bennet. Students attending the schools of District OR-1 come from the communities of Bennet, Cheney, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district’s close proximity to the metropolitan areas of the state, the labor force is

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diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support. Farming, forestry and fishing make up a relatively small percentage of employment opportunities.

The student population has been relatively stable between 450 to slightly less than 500 students K-12 for the last ten years. With the southeasterly expansion of the city of Lincoln, however, growth in the student population in the next few years appears to be imminent. The recently expanded and remodeled buildings at both Palmyra and Bennet have room for additional students, but the uncertainty of how much and how fast the student population is apt to grow in the near future has created an opportunity to plan for the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 School Mission Statement

The mission of District OR-1 is “Together, we prepare our students to successfully meet the challenges of the future”. Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State’s academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;

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- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life-long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

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Section 4 Members of the Board of Education

Name	Contact Information
Mike Powers, President	shooshoobaby43@netscape.net
Diane Genuchi	cagenuch@aol.com
Jolee Wheatley, Secretary	djwheatley@alltel.net
Douglas Church	charlynnchurch@aol.com
Jo Pflanz	jojejuca@gmail.com
Tami Ringland	missblkno3@yahoo.com

Section 5 Administrative Staff

Name	Position
Clyde L. Childers	Superintendent
David Bottrell	Secondary Principal
Mark Oltman	Assistant Principal/Activities Director
Steve Robb	Elementary Principal

Section 6 Teachers and Counselors Staff

Name	Department	Grades
Julie Baasch	English	7-12
Genie Bahm	Elementary	5
Doralee Bell	Elementary	2
Paula Bright	Special Education	7-12
Burke Brown	Business/Technology	K-12
Jean Cheney	Elementary	2
Gina Christensen	Elementary	5

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Charlynn Church	Science	7-12
Rebecca Cunningham	Family & Consumer Science	7-12
Lisa Dowding	Special Education	K-6
Lonnie Goodrich	Elementary	6
Pam Goodrich	Special Education	K-6
Becky Hall	Elementary	1
Aaron Hoeft	Special Education	7-12
Kim Jensen	Math	7-12
Michael Jorgenson	Industrial Technology	7-12
Mark Kotik	Social Studies	7-12
Lelynn Kramer	Business Education	7-12
Marcel Lacey	Elementary	3
Beth Lenzen	Art	K-12
Lois Linke	Elementary	6
Beth McCreight	Vocal Music	K-12
Kenneth Malone	Vocational Agriculture	7-12
Christy Merryman	Counselor	9-12
Yvonne Meyer	Elementary	1
Sandra Murphy	Instrumental Music	5-12
Connie Niedt	Counselor	K-8
Jeff Panko	Social Studies	7-12
Tonya Papineau	Speech Pathology	PreK-12
Jonna Pester	Math	7-12
Carol Petersen	Librarian/Media	K-12
Gail Prokop	Elementary	K
Rebecca Gill Renken	Spanish	7-12
Florene Schauer	Elementary	3

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Michelle Singleton	Title I	K-6
Gera Stillwell	Elementary	K
Karen Stoner	Special Education	7-12
Stacy Sullivan	Elementary	4
Kim Svoboda	Science	7-12
Michael Sybrant	Elementary	4
Ron Wergin	Physical Education	K-12

Section 7 Support Staff

Name	Building	Position
Deb Boell	Elementary	Lunch Program Supervisor
Laura Dawson	Elementary	Secretary
Marion Ell		Bus Driver
Cathy Fick		Bus Driver
Charles Genuchi	Jr.-Sr. High School	Custodian
Karen Hatcher	District Office	Secretary
John Harrison	Jr.-Sr. High School	Head Custodian
Vicki Hillman		Bus Driver
Randy Holdsworth	Jr.-Sr. High School	Custodian
Jan Jones	Jr.-Sr. High School	Paraeducator
Kelli Jones	Elementary	Library Para
Kathleen Landwehr	Elementary	Food Service
LaDona Lilley	District Office	Bookkeeper
Clayton Maahs		Bus driver
Jule Maahs	Jr.-Sr. High School	Lunchroom Supervisor

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Ken Majors	Elementary	Technology Paraeducator
Carol Nisley	Elementary	Paraeducator
Angela Nitzsche	Elementary	Paraeducator
Penny Roath	Jr.-Sr. High School	Secretary
Shirley Savicky	Jr.-Sr. High School	Food Service
Matt Smidt	Jr.-Sr. High School	Library Paraeducator
Lois Stephen		Bus Driver
Scott Willeford	Elementary	Head Custodian