

2022-23 LOOMIS STAFF HANDBOOK

We Operate on Leadership, Values, Excellence and Success.



Loomis Public School
101 Bryan Street
PO Box 250
Loomis, NE 68958
(308) 876-2111

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INTENT OF HANDBOOK

Welcome to Loomis Public School. This handbook is intended to be used by teachers and other staff members to provide general information and to serve as a guide to the District's policies, rules, and regulations, employment, and performance expectations.

Each staff member is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in the handbook is detailed and specific; it is not intended to be all encompassing so as to cover every situation and circumstance.

Each staff member is required to sign the Receipt of Staff Handbook Acknowledgement form and return it before the end of the first week of school.

MISSION AND VALUE STATEMENTS

In cooperation with family and community, our mission is to prepare all students to succeed as responsible citizens in a changing world through progressive educational methods.

- We believe the Educational Process must involve the school, the family and the community.
- The Loomis district must be progressively involved in educational advancements because Loomis School students are entitled to a quality, high level education.
- We believe in promoting behavioral discipline for the advancement of the educational process.
- We believe that all students deserve the time and effort needed to maximize their potential
- We believe in emphasizing positive community values and morals, as well as respect for others
- We believe in providing a pleasant learning environment
- We believe that technology is important
- We believe in preserving our constitutional freedoms
- We believe in preparing our students to succeed in a global environment

We Operate on Leadership, Values, Excellence and Success!

SCHOOL HOURS

7:35 A.M.	Teacher On Duty
8:00 A.M.	School Day Begins
3:25 P.M. (Monday Through Thursday).....	Preschool and Elementary Dismissal
3:35 P.M. (Monday Through Thursday).....	Secondary Dismissal
2:26 P.M. (Friday).....	Elementary Dismissal
2:36 P.M. (Friday).....	Secondary Dismissal

PRESCHOOL DAYS AND HOURS

August 17, 2022	First Day of Preschool
May 4, 2022	Last Day of Preschool

The Preschool is in session Monday through Thursday from 7:35 a.m. to 3:25 pm.
No Preschool on Fridays.

Staff Directory

POSITION	NAME	STREET OR BOX	TOWN	PHONE	PHONE
Board President	Dale Gray	10675 Rockfalls Rd	Holdrege	337-2329	991-0348
Board Vice President	Allan Meyer	73458 I Rd	Loomis	308-440-9255	
Board Secretary	Duane Schoff	PO Box 286	Loomis	991-9192	293-3760
Board Treasurer	Scott Schukar	10848 747 Rd	Overton 68863	308-440-5644	
Board Member	Gary Regelin	PO BOX 205	Loomis	876-2505	991-8675
Board Member	Kelly Anderson	10919 740 Rd	Loomis	991-2478	
Superintendent	Sam Dunn	PO Box 281	Loomis	830-3236	
Principal	Nate Weaver	102 Norman St	Loomis	3083904007	
Psych	Tricia Hakonson	75177 Dr 428	Elwood 68937	308-249-2715	
Secretary	Heidi Rademaker	73395 G RD	Loomis	876-8208	991-6815
Secretary	Cheryl Dunn	PO Box 281	Loomis	308-830-3001	
Office Aide/Aide	Kelsey Bailey	715 Logan Street	Holdrege	991-8626	
Pre-School	Karissa Roberg	1411 9th Ave	Holdrege	991-6604	
Kindergarten	Dana Meyer	73458 I Road	Loomis	991-0774	
First Grade	Paige Dryden	1305 Arthur St.	Holdrege	999-7322	
Second Grade	Cheryl Orcutt	1103 Brown	Holdrege	995-2058	991-4402
Third Grade	Lindsey Palmer	10852 746 Rd	Elm Creek 68836	991-3365	
Fourth Grade	Jenny Cox	923 Tibbals St	Holdrege	999-3301	
Fifth Grade	Shelby Anderson	PO Box 202	Loomis	402-840-1393	
Sixth Grade	Jackson Noakes	PO Box 702	Alma 68920	308-385-8556	
Math Intervention	Kristin Weaver	102 Norman St	Loomis	850-7982	
Spec Ed 7-12					
Spec Ed Elem	Jackie Johnson	72856 N Rd	Holdrege	991-6108	991-2149
Speech Path	Nicole Mattson	825 Maberly	Holdrege	991-8262	
Title Reading	Kim Schukar	10848 747 Rd	Overton 68863	991-5426	

Aide	Allison Perry	PO BOX 242	Loomis	991-8066	
Aide	Brittany Brush	301 Bryan St	Loomis	991-9725	
Aide	Ann Erickson	PO Box 294	Loomis	308-293-9003	
Aide	Randy Lienemann	PO Box 145	Loomis	999-0483	
Aide	Michelle Szekely	105 Bryan St	Loomis	991-4221	
Aide	Taryn Abramson	PO Box 154	Loomis	991-9445	
Aide	Lila Wilken	327 Montrose Ave	Bertrand	308-472-3285	
Aide	Carla Johnson	1019 Burlington St	Holdrege	991-7729	
Music	Anne Norris	2524 S Gustin St	Holdrege	785-734-7181	
English	Ashley Lindstrom	136 W 14th Ave	Holdrege	402-641-0137	
Math/Gov't	Becky Maaske	210 W 15TH	Holdrege	991-8092	
Social Studies	Casey Vrbka	140 W 9TH	Holdrege	991-8292	
Science	Clinton Anderson	P.O Box 202	Loomis	402-764-0895	
Industrial Arts	Tye Spies	73866 J Road	Loomis	308-546-7040	
PE/AD	Drew Billeter	PO Box 224	Loomis	991-1578	
Tech/Science/PE	Dustin Freeman	PO BOX 263	Loomis	750-4148	
Business	Malaika Hanika	1201 Logan St.	Holdrege		
English	Julie Johnson	73465 K RD	Holdrege	995-4886	991-1110
Math	Mikala Vrbka	140 W 9TH	Holdrege	999-0834	
Library	Roxann Hunhoff	310 MINOR AVE	Bertrand	991-2507	
Ag	Samantha Lavene	909 KNIGHT ST	Bertrand	402-560-5045	
Spanish	Shennon Helms	1826 Tilden	Holdrege	995-2394	999-7819
Art	Steph Rodenbaugh	PO BOX 203	Loomis	876-2519	991-2984
Guidance	Whitney Billeter	PO Box 224	Loomis	991-6826	
Custodian	CJ Ganser	1006 Blaine St	Holdrege	991-4917	
Custodian	Melanie Refior	PO Box 153	Loomis	876-2274	991-4872
Custodian	Cole Birkel	101 S Saxon	Loomis	4022767818	
Nutrition Mgr	Silver Beach	803 Central St	Oxford	3086558188	

Assistant Cook	Amber Davis	1438 Phelps Ave	Atlanta	999-0332	
Assistant Cook PT	Savannah Masten	PO Box 185	Loomis	4026415906	
Assistant Cook PT	Nancy Schukar	302 Ludeke St	Loomis	876-2262	
Bus Driver	Tom Thompson	PO BOX 160	Loomis	876-2584	999-0038
Bus Driver/Asst Tr	Mike Szekely	105 BRYAN ST	Loomis	991-0373	
Bus Driver					
Bus Driver	Kelly Thorell	PO Box 274	Loomis	995-7810	
Asst Football	Zac Sweet	36787 W Big Creek Rd	Mullen 69152	308-546-7240	
VB	Carrie Trompke	10878 733 Rd	Loomis	991-2110	
GBB	Derek Billeter	73395 J Rd	Loomis	991-6615	

CHAIN OF COMMAND

The superintendent shall be in control of all school district operations except as provided by another policy or as otherwise provided by law. Following is the administrative chain of command working from the lowest level on the chain upward.

Student Discipline:	1. Classroom Teacher 2. Principal/Assistant Principal 3. Superintendent
Instruction or Curriculum:	1. Teacher 2. Principal/Curriculum Director 3. Superintendent
Transportation:	1. Bus Driver 2. Principal/Assistant Principal 3. Superintendent
Facilities, Grounds, or Maintenance:	1. Custodial staff 2. Head custodian 3. Principal 4. Superintendent
Policy or Handbook:	1. Principal 2. Superintendent
Athletics:	1. Coach 2. Athletic/Activities Director 3. Principal 4. Superintendent
Personnel:	1. Employee in question 2. Principal 3. Superintendent

If any matter that is not covered or if other questions arise, the matter should be referred to the Principal in the absence of the superintendent. The Principal will either address the matter or assign it to another individual for resolution, as he or she deems appropriate.

		Loomis School Calendar 2022-2023															
		August							February								
9	Teacher Workday	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	9	11:50PM Dismissal PTC 1:00-8:00
10	Teacher Workday		1	2	3	4	5	6				1	2	3	4	10	NO SCHOOL
11	1:50 Out 1st Day of School	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
17	Start of Pre-School	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
		21	22	23	24	25	26	27	19	20	21	22	23	24	25		
17	Teacher Days	28	29	30	31				26	27	28					19	Teacher Days
15	Student Days															19	Student Days
		September							March								
5	NO SCHOOL - LABOR DAY	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	15-17	NO SCHOOL - SPRING BREAK
15	11:50PM Dismissal PTC 1:00-8:00					1	2	3				1	2	3	4		
16	NO SCHOOL	4	5	6	7	8	9	10	5	6	7	8	9	10	11		
		11	12	13	14	15	16	17	12	13	14	15	16	17	18		
		18	19	20	21	22	23	24	19	20	21	22	23	24	25		
20	Teacher Days	25	26	27	28	29	30		26	27	28	29	30	31		20	Teacher Days
20	Student Days															20	Student Days
		October							April								
17	Teacher Work day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	7	NO SCHOOL - EASTER BREAK
28	NO SCHOOL							1							1	10	NO SCHOOL - EASTER BREAK
		2	3	4	5	6	7	8	2	3	4	5	6	7	8		
		9	10	11	12	13	14	15	9	10	11	12	13	14	15		
20	Teacher Days	16	17	18	19	20	21	22	16	17	18	19	20	21	22	18	Teacher Days
19	Student Days	23	24	25	26	27	28	29	26/30	24	25	26	27	28	29	18	Student Days
		30	31														
		November							May								
23	1:50PM Dismissal	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	4	Last Day of Pre-School
24-25	Thanksgiving Break			1	2	3	4	5		1	2	3	4	5	6	6	Graduation
		6	7	8	9	10	11	12	7	8	9	10	11	12	13	17	1:50PM Dismissal
		13	14	15	16	17	18	19	14	15	16	17	18	19	20	18-19	Teacher Work Day
		20	21	22	23	24	25	26	21	22	23	24	25	26	27		
20	Teacher Days	27	28	29	30				28	29	30	31				15	Teacher Days
20	Student Days															13	Student Days
		December							June								
21	Teacher Work day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
22-31	Christmas Break					1	2	3									
23-27	NSAA MORITURIUM	4	5	6	7	8	9	10									
		11	12	13	14	15	16	17									
		18	19	20	21	22	23	24									
15	Teacher Days	25	26	27	28	29	30	31									
14	Student Days																
		January							July								
2-3	No School	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
4	No School-Teacher Workday	1	2	3	4	5	6	7									
5	Classes Resume	8	9	10	11	12	13	14									
27	11:50 Out L-Club Tourney	15	16	17	18	19	20	21									
		22	23	24	25	26	27	28									
20	Teacher Days	29	30	31													
19	Student Days																
	Graduation																
	Teacher In-Service																
	Early Dismissal																
	No School																
	Pre-School																
	Parent-Teacher Conferences																
Student Days: 177 days																	
Teacher Days: 184 Days																	

Mon-Thur	8:00-8:48	8:51-9:39	9:42-10:30	10:33-11:21	11:24-12:12	12:12-12:42	12:45-1:33	1:36-2:24	2:27-3:18	3:18-3:36
Friday	8:00-8:43	8:46-9:29	9:32-10:15	10:18-11:01	11:04-11:47	11:47-12:18	12:21-1:04	1:07-1:50	1:53-2:36	3:18-3:36
Teacher/Ext	1	2	3	4	5	Lunch	6	7	8	Reading Block
C.Anderson	Performance Nutrition	CHEMISTRY	SCIENCE 8	BIOLOGY 10	SCIENCE 9		A & P	Performance Nutrition	Plan	
D. Billeter	Striv	AD	Weights	ELEM PE	PLAN		ELEM PE	ELEM PE	JH ATHL/WTS	
D Freeman	TECH	PLAN	ENVIRONMENTAL SCIENCE	ELEM PE	SCIENCE 7		TECH	TECH	TECH TIME	
M Hanika	RESOURCE	ODW Math	Basic Business		RESOURCE		RESOURCE	CAREERS 9/Finance 9	PLAN	
S. Helms	French2	INTERNATIONAL FOODS	SPANISH 2	PLAN	SPANISH 1		French 1	SPEECH 9	SPANISH 4\ELL	
R Hunhoff	JOURNALISM/MS OFFIC MS WORD S2	LIBRARY	Plan	Elem Library	LIBRARY		JOURNALISM	ELEM LIBRARY	Study Hall 11/12	
J Johnson	XXXXXXX	LANGUAGE ARTS 12	LANGUAGE ARTS 10	READING 8	LANGUAGE ARTS 11		PLAN	APPLIED COMM 12	XXXXXXX	
S. Lavene	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX		FOODS S1 PLANT SCIENCE S2	VET SCIENCE	AGRICULTURE/DIVERSIFIED AG	
A. Lindstrom	Health 1 & 2 /Striv	LANGUAGE ART 7	PLAN	LANGUAGE ARTS 9	LANGUAGE ARTS 8		READING 7	JH READING REVIEW	7-12 Reading Interventions	
B Maaske	PLAN	MATH 8	MATH 7	AMERICAN GOVERNMENT	COLLEGE ALGEBRA		ALGEBRA 1	JH MATH REVIEW	Modern Problems/Coding	
A Norris	7-12 BAND	PLAN	Elem Band	ELEM MUSIC	STUDY HALL 11-12		ELEM MUSIC	JH CHORUS T/TH	9-12 CHORUS	
S Rodenbaugh	PLAN	HS ART	ART	ELEM ART	HS ART		ELEM ART	JH ART	HS ART	
T. Spies	Welding 1&2	Plan	Auto basics/Basic Construction	Intro to IT	Drafting		Woods 1 & 2	JH SHOP	WTS	
C Vrbka	PSYCHOLOGY SOCIOLOGY	WORLD STUDIES 9	CRIMINAL JUSTICE BASIC ECONOMICS/Striv	GEOGRAPHY 7	PLAN		AMERICAN HISTORY 8	AMERICAN HISTORY 11	JH ATHL/WTS	
M VRBKA	Plan	GEOMETRY	PRE-ALGEBRA	ALGEBRA 2	PRE-CALC		Consumer Math	ALGEBRA 1A	ALGEBRA 1B	
W BILLETER								FINANCIAL LITERACY SENIOR SEMINAR	JH ATHL	

SCHEDULES - CLASS & LUNCH TIMES 2022-23

REGULAR DAY: MONDAY-THURSDAY

1 st Period	8:00-8:48
2 nd Period	8:51-9:39
3 rd Period	9:42-10:30
4 th Period	10:33-11:21
5 th Period	11:24-12:12
ELEMENTARY LUNCH 11:25	
SECONDARY LUNCH 12:12-12:42	
6 TH Period	12:45 -1:33
7 th Period	1:36-2:24
8 th Period	2:27-3:15
9 th Period	3:18-3:36

11:50 Dismissal Schedule

1 st Period	8:00 - 8:23
2 nd Period	8:26- 8:49
3 rd Period	8:52 - 9:15
4 th Period	9:18 - 9:41
5 th Period	9:44 - 10:07
6 th Period	10:10-10:33
7 th Period	10:36-11:00
ELEMENTARY LUNCH 11:00	
8 TH Period	11:03-11:26
SECONDARY LUNCH 11:26-11:50	

1:50 Dismissal Schedule

1 st Period	8:00 - 8:37
2 nd Period	8:40 - 9:17
3 rd Period	9:20 - 9:57
4 th Period	10:00-10:37
5 th Period	10:40 -11:17
6 th Period	11:20 -11:57
ELEMENTARY LIUNCH 11:25	
Specials teachers eat lunch - 11:20	
Elementary Specials - 11:57 - 12:27	
SECONDARY LUNCH 11:57-12:27	
7 TH Period	12:30-1:07
8 th Period	1:10-1:50

FRIDAY SCHEDULE

1 st Period	8:00-8:43
2 nd Period	8:46-9:29
3 rd Period	9:32-10:15
4 th Period	10:18-11:01
5 th Period	11:04-11:47
ELEMENTRY LUNCH 11:05	
SECONDARY LUNCH 11:47-12:18	
6 th Period	12:21-1:04
7 th Period	1:07-1:50
8 th Period	1:53-2:36

10:00 Late Start

1 st Period	10:00-10:35
2 nd Period	10:38-11:13
3 rd Period	11:16-11:51
4 th Period	11:54-12:29
Specials teachers eat lunch - 11:54	
Elementary Specials - 12:29 - 12:59	
ELEMENTARY LUNCH: 11:25	
SECONDARY LUNCH 12:29-12:59	
5 TH Period	1:02-1:37
6 th Period	1:40-2:15
7 th Period	2:18-2:53
8 th Period	2:56-3:36

10:00 Late Start - Friday

1 st Period	10:00-10:28
2 nd Period	10:31-10:59
3 rd Period	11:00-11:30
4 th Period	11:33-12:02
Elementary Lunch 11:05	
Secondary Lunch 12:02-12:30	
5 th Period	12:33-1:01
6 th Period	1:04-1:32
7 th Period	1:35-2:03
8 th Period	2:06-2:36

[illegible]

ELEMENTARY/SECONDARY MORNING DUTY 2022-23

Week of	OLD GYM	BREAKFAST	BREAKFAST	Week of	OLD GYM	BREAKFAST	BREAKFAST	ELEMENTARY HALL DUTY	ELEMENTARY HALL DUTY
8/11/22	Kim Schukar	Julie Johnson	Dana Meyer	1/5/23	Malaika Hanika	Mikala Vrbka	Dana Meyer		Cheryl Orcutt
8/15/22	Michelle Szekely	Anne Norris	Shannon Helms	1/9/23	Whitney Bileter	Dustin Freeman	Alison Perry		Taryn Abramson
8/22/22	Malaika Hanika	Becky Maaske	Anne Norris	1/16/23	Drew Bileter	Steph Rodenbaugh	Kristin Weaver		Paige Dryden
8/29/22	Dustin Freeman	Mikala Vrbka	Carla Johnson	1/23/23	Tye Spies	Ashley Lindstrom	Jenny Cox		Dana Meyer
9/5/22	Roxann Hunhoff	Dustin Freeman	Alison Perry	1/30/23	Clinton Anderson	Michelle Szekely	Casey Vrbka		Shelby Anderson
9/12/22	Drew Bileter	Steph Rodenbaugh	Lindsey Palmer	2/6/23	Julie Johnson	Kim Schukar	Steph Rodenbaugh		Jackson Noakes
9/19/22	Tye Spies	Casey Vrbka	Cheryl Orcutt	2/13/23	Malaika Hanika	Anne Norris	Cheryl Orcutt		Lindsey Palmer
9/26/22	Clinton Anderson	Ashley Lindstrom	Jackie Johnson	2/20/23	Whitney Bileter	Becky Maaske	Lila Wilken		Jenny Cox
10/3/22	Shannon Helms	Kim Schukar	Alison Perry	2/27/23	Mikala Vrbka	Shannon Helms	Paige Dryden		Jackie Johnson
10/10/23	Anne Norris	Whitney Bileter	Jenny Cox	3/6/23	Roxann Hunhoff	Dustin Freeman	Britney Brush		Jackson Noakes
10/17/23	Michelle Szekely	Malaika Hanika	Shelby Anderson	3/13/23	Drew Bileter	Michelle Szekely	Carla Johnson		Cheryl Orcutt
10/24/22	Mikala Vrbka	Tye Spies	Jackson Noakes	3/20/23	Clinton Anderson	Julie Johnson	Alison Perry		Shelby Anderson
#####	Shannon Helms	Roxann Hunhoff	Jenny Cox	3/27/23	Mikala Vrbka	Ashley Lindstrom	Whitney Bileter		Lindsey Palmer
11/7/22	Steph Rodenbaugh	Drew Bileter	Lila Wilken	4/6/23	Kim Schukar	Julie Johnson	Carla Johnson		Jackson Noakes
11/14/22	Casey Vrbka	Tye Spies	Paige Dryden	4/10/23	Anne Norris	Malaika Hanika	Ashley Lindstrom		Jackie Johnson
11/21/22	Ashley Lindstrom	Clinton Anderson	Kristin Weaver	4/17/23	Becky Maaske	Casey Vrbka	Kristin Weaver		Taryn Abramson
11/28/22	Kim Schukar	Julie Johnson	Carla Johnson	4/24/23	Casey Vrbka	Shannon Helms	Britney Brush		Paige Dryden
12/5/22	Roxann Hunhoff	Whitney Bileter	Alison Perry	5/1/23	Dustin Freeman	Roxann Hunhoff	Shelby Anderson		Lila Wilken
12/12/22	Malaika Hanika	Becky Maaske	Lindsey Palmer	5/8/23	Steph Rodenbaugh	Drew Bileter	Jackson Noakes		Jenny Cox
12/19/22	Tye Spies	Clinton Anderson	Lila Wilken	5/15/23	Becky Maaske	Michelle Szekely	Carla Johnson		Dana Meyer

Morning Duty starts at 7:25

Secondary teacher, that are not on morning duty, report as "hall monitors" @ 7:55.

Week of:	Teacher	Week of:	Teacher
		1/9/23	Ashley Lindstrom
8/15/22	Casey Vrbka	1/16/23	Shari Anderson
8/22/22	Malaika Hanika	1/23/23	Roxann Hunhoff
8/29/22	Shelby Anderson	1/30/23	Jackson Noakes
9/5/22	Jenny Cox	2/6/23	Ashley Lindstrom
9/12/22	Cheryl Orcutt	2/13/23	Shelby Anderson
9/19/22	Becky Maaske	2/20/23	Paige Dryden
9/26/22	Roxann Hunhoff	2/27/23	Anne Norris
10/3/22	Jackson Noakes	3/6/23	Jenny Cox
10/10/22	Karissa Roberg	3/13/23	Dana Meyer
10/17/22	Steph Rodenbaugh	3/20/23	Cheryl Orcutt
10/24/22	Lindsey Palmer	3/27/23	Mikayla Vrbka
10/31/2022	Kim Schukar	4/3/23	Kristin Weaver
11/7/22	Mikayla Vrbka	4/10/23	Becky Maaske
11/14/22	Tye Spies	4/17/23	Kim Schukar
11/21/22	Paige Dryden	4/24/23	Dustin Freeman
11/28/22	Anne Norris	5/1/23	Lindsey Palmer
12/5/22	Clinton Anderson	5/8/23	Shennon Helms
12/12/22	Dana Meyer	5/15/23	Karrissa Roberg
12/19/22	Clinton Anderson		

STAFF ATHLETIC GATE WORK SCHEDULE

Staff members are once again asked to donate their time by taking money at the gate of home athletic events. PLEASE go to "Concessions 2020-21" Google doc that Heidi has shared with staff and sign up to work. If you are unable to work the assigned date or time slot, please find a replacement and let Cheryl Dunn of the changes so we can keep a current roster. Thank you. If you have questions, please talk to Mr. Weaver.

<https://docs.google.com/spreadsheets/d/1VoeJEkkFjJ6tDnzBuqkKqT1ws8pPdxUzM3vh-bNqofg/edit#gid=0>

General Rules and Regulations for all Staff Members

ABSENCES FROM WORK

Paid Leave

Staff members are provided with paid sick and personal leave in accordance with the negotiated agreement and Board policy. During such paid leaves, teachers shall continue to receive all salary and fringe benefits.

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are required when possible. A staff member who becomes ill outside of school hours and is unable to work is to contact Cheryl at (308) 830-3001 as soon as possible so that a substitute may be acquired. All requests for leave must be submitted on Software Unlimited.

Sick Leave

Sick leave can be used for the illness of members of the immediate family or non-immediate family including parents, spouse, children, grandparents, in-laws, brothers, sisters, grandchildren, aunts and uncles.

Bereavement Leave

Staff members may use any amount of their sick leave for bereavement purposes with no restrictions concerning their relationship to the deceased.

Personal and Vacation Leave

Staff members may submit a request for leave for personal reasons. Personal leave requests should be submitted no less than one week before the date of the leave. Except in an emergency, personal leave will not be available following a school vacation but will be allowed on a day prior to a school vacation. Personal leave is limited to three staff members gone on any one day. Personal leave will not be granted on the first day of school or the last day of school.

ACADEMIC ACHIEVEMENT

The Loomis Board of Education is committed to providing a quality education for all Loomis Public School students consistent with the school's mission statement. Effective, quality instruction by all teachers is an essential means of meeting the District's mission of providing a quality education.

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure students understanding and learning of the principles and concepts to be presented to students within the curriculum. Teachers will model classroom instruction on the educational model implemented by the

District and are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument.

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and the community. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement.

ACTIVITY SUPERVISION

Students participating in after-school activities must have supervision at all times. Athletes should not be left unattended anywhere in the building including the locker rooms. Coaches and activity sponsors are responsible for turning off all lights and ensuring that all doors are locked. All activity sponsors are required to report to duty assignments on time and be vigilant while supervising students.

ANNOUNCEMENTS

All daily announcements must be submitted by first period by 8:00 a.m. Daily announcements will be read at 9:35 a.m. on Monday through Thursday and at 9:25 a.m. on Fridays in the first period classes and in the gym with the elementary. Please send your information exactly how it is to be read and how many days it needs to run.

ATTENDANCE TRACKING

Teachers are required to submit attendance on PowerSchool at the beginning of each class period. The attendance information needs to be accurate and complete.

Elementary teachers are required to submit attendance on PowerSchool at the beginning of the school day and again right after lunch.

CELL PHONE USE

Teachers are not allowed to use phones or cell phones during instructional time or during professional development time except in the case of an emergency. All staff members are required to keep their phone on silent and out of sight.

CLASSROOM SUPERVISION

Proper supervision of students is your responsibility. Teachers are not allowed to leave a classroom unattended at any time; the need to make a copy is not greater than the need to supervise your students. If an emergency requires you to leave, call the office or a nearby staff member to cover.

DISCIPLINE

Discipline is a necessary prerequisite to a sound educational program. Teachers are responsible for student discipline regardless of grade level and whether or not the student has a class with the teacher. Teachers should make a point to curb any hall disturbances, playground violations, or disturbance in a classroom situation. Should a teacher find a student in class who continually disrupts the learning process, the teacher should issue a detention or take the student to the principal's office. Teachers are expected to handle discipline in their classroom to the best of their ability. All teachers are required to document and submit a discipline report.

DISMISSAL OF STUDENTS FROM CLASS

Students are not to be dismissed from class without a valid reason and without a signed planner. Students who will miss 2 or more periods of class must have a make-up slip in order to be dismissed for an appointment. Please check with the administration if a student does not have a make-up slip. Students are not to be dismissed to make phone calls or to retrieve items from their lockers unless necessary and the student must have a signed planner.

DISPENSING MEDICATION

Teachers and staff members are not allowed to give any medication to students. Students who need to take medication must have a signed parent release form on file in the office. Medications are to be given in the office only by trained staff members.

E-MAIL

All staff members will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check their e-mail throughout the day and should timely respond to e-mails, which require a response, but should avoid checking e-mail during instructional time. Use of the District's e-mail system for personal communication should be limited, and is subject to the rules governing overall computer usage found in Board Policy.

EXTRA-DUTY ASSIGNMENTS

Staff members may be assigned to extra-duty during the school year. This includes detention supervision, morning duty, and taking tickets at activities.

Elementary teachers will develop a lunch duty and playground duty schedule cooperatively to be used throughout the school year.

Staff members assigned to detention duty are required to supervise detention in their classroom. Attendance must be taken and the detention folder returned to Cheryl immediately following detention. Students are not to be dismissed before 4:05 p.m.

FIRE AND TORNADO DRILLS

Fire drills will be conducted on a monthly basis, sometimes without warning. Please follow all guidelines and be sure that doors and windows are closed during the drill. Do not return to your classroom until the drill has been completed and you have been advised to re-enter the building.

Tornado drills will be conducted during the school year.

FOOD AND BEVERAGES

Staff members are allowed to have food and beverages, for teacher consumption only, in the classroom. Food and beverages may not be consumed while students are in the room or during class time.

HOURS OF WORK

Regular, dependable attendance at work is an essential function for all staff members. Staff members assigned to morning and detention duty are to be at their assigned duties at specific times according to assignments. Certificated staff members not assigned to morning and detention duty shall report no later than 7:40 a.m. and shall not leave the building prior to 3:40 p.m. Teachers are to be on duty at all times during the school day, except during the lunch period. Teachers may not leave the school during duty hours without prior approval of the principal. (School Board Policy 4024)

Staff meetings will be conducted on Tuesday mornings at 7:40 for elementary teachers, and Thursday mornings for junior high and high school teachers at 7:40. The Tuesday after the Board meeting will be an all staff meeting and the only meeting for the week. Meeting will be scheduled when needed.

KEYS

Staff members are assigned a magnetic key to be used on all exterior doors. Keys are never to be loaned to anyone without permission of the administration.

LESSON PLANS

Lesson plans are to be posted weekly on PowerSchool or to the specific teacher web page. Students and parents shall have access to teachers weekly and daily plans, as well as the administration. The lesson plans must be sufficiently clear in establishing objectives and activities. **All staff are required to use Planbook.**

LETTERS AND ANNOUNCEMENTS DISTRIBUTED

All newsletters, announcements, and memos sent home to parents and community members must be approved by the administration before sending.

MASTER CALENDAR

The master calendar will be available on the school website. All staff members are required to send calendar items and updates to Heidi as soon as possible. Please include in date, time, location and time of departure. **Announcements can also be checked by calling 876-3111.**

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled once a semester to allow teachers to meet with parents and to share progress and areas of concern. Student grades are to be monitored daily and down slips will be sent weekly. Parents should be notified right away if a student is having academic difficulty.

PERSONAL AND PROFESSIONAL CONDUCT

All staff members are expected to adhere to the professional ethics standards established by the Nebraska Department of Education. The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, understanding, and complying with these standards. Nebraska Department of Education Rule 27 is attached.

PLEDGE OF ALLEGIANCE

Each teacher is required to have students recite the Pledge of Allegiance each morning, first period of the day in all secondary classrooms. The K-6 students will meet in the gym and recite the Pledge of Allegiance together before being dismissed to their classrooms.

PROFESSIONAL DEVELOPMENT AND TEACHER MEETINGS

All teachers are expected to be present for professional development and staff meetings, unless they are absent for a school-sponsored event or arrangements have been made in advance with the administration.

PURCHASING PROCEDURES

1. School personnel must secure the approval of an authorized administrator before making any purchases.
2. Employees making a purchase must attach a receipt or invoice to all requests for payment of items, must sign all purchase receipts or charge slips, and must submit receipts to the office of the superintendent.
3. All purchases of goods and services made with district funds must be made on a properly executed purchase order.
4. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

REIMBURSEMENT FOR SCHOOL EXPENSE

Staff members wishing to be reimbursed must have prior approval from the Superintendent before making a purchase or traveling. Expenses that are the result of an authorized school trip may be turned in for reimbursement. Reimbursements will only be made when a receipt has been submitted. Payment will be made at the next regular board of education meeting.

REQUISITIONS

Classroom requisitions for the upcoming school year will be submitted each spring by the teacher.

ROOM MANAGEMENT PROCEDURES

1. Please pull down your shades or close your curtains at the end of each day.
2. Do not allow staples or paper clips to fall on the floor.
3. Close all windows before leaving at the end of the day.

SCHOOL CREDIT CARD

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Any school employee may be assigned an individual purchasing card. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt and a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.**

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) **shall** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) **may** temporarily or permanently

suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

STUDENT-PARENT HANDBOOK

All staff members are required to read the student-parent handbook and enforce it.

USE OF SCHOOL EQUIPMENT AND SUPPLIES

School equipment and supplies are not to be removed from the school or loaned out without permission of the administration.

VISITORS

Please encourage parents and guests to visit your classrooms when appropriate. All visitors must be approved by the principal and are required to sign in upon arriving at the building.

Board of Education Policy

CERTIFICATION AND ENDORSEMENT POLICY #4022

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

CLASSIFIED STAFF DEFINED POLICY #4038

The term "classified staff" means all employees other than certificated teachers and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

COMMUNICATION BETWEEN THE BOARD AND DISTRICT EMPLOYEES POLICY #4005

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

COMMUNICATION WITH PARENTS POLICY #6019

Effective communication between home and school is crucial to students' educational success. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference.

CORPORAL PUNISHMENT POLICY # 4018

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

DRUG FREE WORKPLACE POLICY #4002

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

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

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

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

4003

Drug Policy Regarding Drivers

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated Nate Weaver, Principal and Transportation Director as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

Nate Weaver, Principal/Transportation Director may be contacted at 876-2111

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of

safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents

that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must

pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

EMPLOYMENT-RELATED SEXUAL HARASSMENT POLICY #4014

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy.

EVALUATION OF CERTIFICATED EMPLOYEES POLICY #4030

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the

first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

EVALUATION OF PROBATIONARY CERTIFIED EMPLOYEES POLICY #4031

A certified administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

FAMILY AND MEDICAL LEAVE ACT POLICY #4011

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The board intends this policy to provide certain procedures the district and its employees shall follow in connection with FMLA leave. This policy neither adds to nor attempts to limit the rights to which an employee is entitled under the FMLA. All terms used herein shall have the meaning ascribed to them under the FMLA.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for **unpaid** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be the 12-month period measured forward from the date such employee's first FMLA leave begins.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
 - a. for birth of a son or daughter, and to care for the newborn child;
 - b. for placement of a son or daughter with the employee for adoption or foster care;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. because of a serious health condition that makes the employee unable to perform the functions of his or her job; or
 - e. because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation.
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.
3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. the aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. the aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a covered service member and the husband and wife employees are both either the son, daughter, parent, or next of kin of such covered service member, if the leave is taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. medical certification supporting the need for leave due to a serious health condition affecting the employee or family member or to care for a covered service member;
3. second or third medical opinions and periodic re-certifications (at the school district's expense);
4. certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation; and
5. periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

1. When leave is needed to care for a family member, for the employee's own illness, or to care for a covered service member, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.
2. Leave Taken at the End of the Semester
 - a. If an employee begins leave five or more weeks prior to the end of a semester and (i) the period of leave is for at least three weeks and (ii) the employee would return to work during the three-week period before the end of the semester, the school district may require the employee to take leave until the end of the semester.
 - b. If an employee begins leave (except leave for reasons described in paragraphs I(B)(1)(d) and I(B)(1)(e)) less than five weeks before the end of the semester and (i) the period of leave is greater than two weeks and (ii) the employee would return to work during the two-week period before the end of the semester, the school district may require the employee to take leave until the end of the semester.
 - c. If an employee begins leave (except leave for reasons described in paragraphs I(B)(1)(d) and I(B)(1)(e)) three or fewer weeks before the end

of the semester and the period of leave is greater than five working days, the school district may require the employee to take leave until the end of the semester.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.
3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered service member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.
 - c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
 - d. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
 - e. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered service member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to

an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.

III. Return From Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B. When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.

- C. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- D. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

FIELD TRIPS POLICY #6027

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

GRIEVANCE PROCEDURE POLICY #4013

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

Procedural Steps. The procedure for handling grievances is as set forth below.

Step 1 - Oral Notice to Principal. The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

Step 2 - Written Grievance to the Principal. If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

Step 3 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

Written Presentation. All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

JURY DUTY/SERVICE AS WITNESS IN COURT POLICY #4016

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

INCLEMENT WEATHER POLICY #4010

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principal, secretaries, and custodians/maintenance staff.

If school is canceled during the day because of inclement weather, classified and certified personnel not listed above may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed.

NONDISCRIMINATION POLICY #4001

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

OUTSIDE EMPLOYMENT POLICY #4008

1. An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
 - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
 - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
 - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.

4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.
 - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
 - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.
 - c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
 - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS POLICY #4043

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, MySpace, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.

- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades).
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

An employee is required to make a report to the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the School Board President.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law.

Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education

PROFESSIONAL GROWTH POLICY #4032

The Loomis Board of Education realizes that professional growth for every staff member is both necessary and beneficial. In accordance with LB 259, the Loomis Board of Education has adopted this policy to adhere to said statute and the Teacher Tenure Requirements of the State of Nebraska. This policy will be in effect beginning September 1, 1994 and shall continue until revised by the Loomis Board of Education.

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, and mentoring new staff members. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

Points may be given in the following categories and all maximums are a 6-year total and not an annual total:

- 01) College classes/workshops for college credit *(10 points per hour of credit earned)*
- 02) Attendance at workshops/clinics *(1/2 point for each actual hour spent with 20 point limit)*
- 03) Attendance at in-service of academic nature *(1/2 point for each actual hour spent with 20 point limit) (Must be outside school and not school mandated)*
- 04) Student teacher supervisor *(10 points with 20 point maximum)*
- 05) Teacher Mentor Program *(5 points per assignment with 10 point maximum)*
- 06) National/State Convention *(20 points maximum)*
- 07) Teaching night classes, workshops or in-services *(1 point for each hour spent teaching in the classroom with 30 point maximum)*

08) Office holder in LEA or on professional committee *(1 assignment per year/5 points per assignment/20 point maximum)*

09) Professional Publications *(10 points per publication with a maximum of 20 points)*

10) School visitations *(5 points per visit/20 point maximum)*

11) Serving on Loomis School District Committees *(1 assignment per year/5 points per assignment/20 points maximum)*

12) Serving on Department of Education External Visitation Team *(1 assignment per year/10 points per assignment/20 point maximum)*

13) Professional awards in teacher's field *(Negotiable with Superintendent with point range of 2-10 points)*

Regulations:

Activities worthy of professional growth not mentioned above may be submitted in writing to the Superintendent of Schools for consideration of points except for those non-paid sponsorships of school groups.

Maximums may be waived by the Superintendent for special circumstances upon request by the teacher.

Carryover points may be discussed with the Superintendent if emergency situations dictate.

All recordkeeping will be the responsibility of each teacher and the approved request and completion form shall be submitted to the Superintendent prior to each activity, with the exception of college courses, which may be completed after the fact. When the activity is completed, the teacher shall present the form again to the Superintendent for final approval and filing.

Should a teacher fail to submit the proper paperwork, the activity will not count toward professional growth.

REPORTING CHILD ABUSE OR NEGLECT POLICY 4054

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.

2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

RESIGNATION OF CERTIFICATED STAFF POLICY #4056

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements.

Staff members who submit their resignations to the board of education by May 15th will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

RIGHTS OF PERMANENT CERTIFICATED EMPLOYEES POLICY #4035

School district administrators and the board of education shall comply with the requirements of due process in considering the cancellation, amendment or termination of a permanent certificated employee's contract of employment. After compliance with such requirements, the board may cancel, amend or terminate such a contract of employment for just cause as provided in statute, contract or board policy.

The superintendent of schools may, at his or her discretion, notify a permanent certificated employee that the employee's employment contract may be canceled, amended or terminated.

Mid-Term Cancellation or Amendment. If a certificated employee's employment contract is considered for mid-term amendment or cancellation, the affected employee shall be provided:

A written statement of the alleged grounds for cancellation or amendment of the contract and that such certificated employee's contract may be canceled or amended mid-term as well as the information set out in the section entitled "Procedural Entitlement" below.

Termination or Amendment of a Permanent Employee's Contract. If a permanent certificated employee's employment contract is considered for amendment or termination at the close of the school year, the affected employee shall be provided:

Written notice of the proposed action on or before April 15. If the employee requests a hearing, he or she shall be given written notice of the alleged grounds for the proposed action at least five (5) days prior to the hearing.

Procedural Entitlement. In the event of the proposed cancellation, amendment or termination of a permanent certificated employee's employment contract, whether mid-term or at the close of the contract year, the affected employee shall be provided with written notice that he or she is entitled to a hearing before the board prior to any final decision on the proposed contract action. To secure such a hearing, the employee must submit a written request to the secretary of the board, the superintendent or the superintendent's designee within seven (7) calendar days of receipt of notice of possible cancellation, amendment or termination. Upon request, the certificated employee will be provided with notice, at least five (5) days prior to the hearing, of the names of any witnesses who will be called to testify against the certificated employee as well as the general areas of their testimony, and will be given an opportunity to examine any documents that will be presented at the hearing.

Public Notice of Meeting. The board shall give proper notice of any board meeting in accordance with the Nebraska Public Meetings Law.

Employee's Right to Be Represented. A permanent employee shall have the right to be represented at the hearing and shall be given an opportunity to cross-examine all witnesses, examine all documents, and present evidence material to the issues.

Basis of the Board's Decision. A decision to cancel, amend or terminate a permanent certificated employee's contract shall be based solely upon the evidence produced at the hearing and must be agreed to by a majority of the members of the board. If the board cancels, amends or terminates a certificated employee's contract, it shall reduce its findings and determinations to writing and shall deliver a written copy thereof to the certificated employee.

RIGHTS OF PROBATIONARY CERTIFICATED EMPLOYEES POLICY #4033

Procedural Entitlement. The superintendent of schools may, at his or her discretion, notify a probationary certificated employee that his or her employment contract may not be renewed or may be amended. In the event of consideration of nonrenewal or amendment of a probationary certificated employee's employment contract at the close of the school year, the affected employee shall be provided with written notice of the proposed nonrenewal on or before April 15, including notice that he or she is entitled to a hearing before the board prior to any final decision on the proposed contract action. To secure such a hearing, the employee must send a written request to the secretary of the board, the superintendent or the superintendent's designee within seven (7) calendar days of receipt of notice of possible nonrenewal or amendment. An employee who requests a hearing shall be given written notice of the employment-related reasons for the proposed action at least five (5) calendar days prior to the hearing. The hearing shall be an informal hearing at which the employee or the employee's representative shall be given an opportunity to discuss and explain the employee's position regarding continued employment, to present information, and to ask questions of those appearing on behalf of the school district. At the conclusion of the hearing, the board may elect to amend or not renew the contract of a probationary certificated employee for any reason it deems sufficient if the nonrenewal is in accordance with the provisions of Nebraska statutes and is not for constitutionally impermissible reasons.

Hearing by Board Committee. At its discretion, the board may conduct the hearing regarding the nonrenewal or amendment of a probationary employee's employment by a committee of the board that consists of not fewer than three board members. If the board proceeds with a hearing by committee, notice of the hearing must be sent to all board members five (5) days prior to the date of the hearing, the majority

opinion of such a committee will constitute a recommendation to the board as a whole, and the final decision must be made by a majority vote of the members of the board without additional hearing. The meeting to make a final determination must be held in open session.

Public Notice of Meeting. The board shall give proper notice of any board meeting in accordance with the Nebraska Public Meetings Law.

SALARY SCHEDULE FOR CERTIFICATED EMPLOYEES POLICY #4029

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association.

Horizontal Advancement. Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 10 for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 10, the teacher must provide the superintendent with written confirmation by September 10 from a college official attesting that the teacher has satisfactorily completed the courses.

Movement Past the BA Column. Teachers who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Movement Past the MA Column. Teachers who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Teachers must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

Superintendent's Review. The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

Vertical Advancement. A teacher may advance only one step vertically on the schedule in any year.

SCHOOL VEHICLE USE POLICY #4062

Pupil Transportation Vehicles

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students

School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or

the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3rd or subsequent offense;
- If the citation or conviction occurred within the last 2 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 12 points or more under an operator's license point system within the last 2 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

Restraint and Seclusion of Students #6033

Restraint and seclusion, as defined below, are behavioral interventions. The use of such behavioral interventions must be in accordance with this policy. The following

interventions do not constitute seclusion and restraint, and are not governed by this policy: voice control, limited to loud, firm commands; time-limited ignoring of specific behaviors; brief physical prompts to interrupt or prevent a specific behavior; physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the individual; or other similar interventions.

Definitions

Physical restraint refers to a personal restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint does not include incidental touching that comes along with movement inside a classroom, lunch line, or other areas of the school building where maintaining order is required.

Mechanical restraint refers to the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed, such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical immobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Chemical restraint refers to the administration of medication for the purpose of restraint, but does not include the administration of medication in accordance with the directions and prescription of a physician with the consent of the student's parent or guardian.

Seclusion refers to the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the student in a non-locked setting, and is implemented for the purpose of calming.

Use of Restraint and Seclusion

The use of chemical restraint is strictly prohibited. The use of any seclusion or restraint intervention for punitive or disciplinary purposes is strictly prohibited. Similarly, the use of any technique that constitutes corporal punishment, which is the infliction of bodily pain as a penalty for disapproved behavior, is strictly prohibited. Seclusion and/or restraint shall not be used for the convenience of staff or as a substitute for an educational program. When restraint or seclusion is used to respond to the danger of harm posed by a student's behavior, the intervention shall be discontinued as soon as the danger of harm has dissipated.

The use of physical restraint, mechanical restraint, and seclusion is permitted in a manner consistent with this policy:

- as reasonably necessary where the student's behavior risks causing physical harm to self, others, and property;
- in accordance with the student's IEP, Section 504, or behavior intervention plan;
or
- as otherwise prescribed, recommended, or suggested by a medical or related services provider.

Procedures

No technique shall restrict a student's breathing, deprive a student of basic needs, or unnecessarily expose a student to physical pain or discomfort.

Seclusion shall not be used for students who are severely self-injurious or suicidal. When seclusion is utilized as permitted by this policy, the following procedures shall be followed:

- The student shall be monitored by an adult in close proximity who is able to regularly observe the student;
- The confining space shall be approved for such use, unless the use of such a space is impossible or impracticable under the circumstances;
- The confining space shall be appropriately lighted, ventilated, and heated or cooled; *and*
- The confining space shall be free from objects that unreasonably expose the student or others to harm.

If a pattern of behavior emerges that requires or is anticipated to require the use of restraint and/or seclusion for the student, the appropriate educators and/or team members shall review what assessments, evaluations, supports, services, programs, or placements are appropriate in light of the student's needs and circumstances.

Recording and Reporting

Each incident of restraint or seclusion must be recorded and reported as required by the building administrators.

Training

All staff members shall be provided notice of this policy and will be trained on its contents. The Superintendent or his or her designee will identify school staff members likely to implement the restraint or seclusion interventions authorized by this policy and arrange for those individuals to receive appropriate training on the appropriate implementation of such interventions and the use of other behavioral supports and interventions.

STAFF DRESS AND APPEARANCE POLICY #4041

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, para-educators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.

- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing that is immodest and may distract other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or Fridays).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

STAFF INTERNET AND COMPUTER USE POLICY #4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff. Staff should also refer to the district’s policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use chat rooms, message boards, or instant messaging.
4. Staff shall not use school computers or district internet access to participate in on-line auctions, on-line gaming, mp3/mp4 sharing systems or other digital content sharing systems such as BitTorrent.
5. The only political advocacy allowed by staff on school computers or district internet access shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity on school computers or district internet access, staff must obtain the consent of the superintendent or designee.
6. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page that represents itself to be school-related, or which could be reasonably understood to be school-

related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

TEACHERS' RIGHTS, RESPONSIBILITIES AND DUTIES POLICY #4024

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Teachers' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Teachers must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All teachers must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Teachers: Duties and Responsibilities

Teachers will be responsible to the principal for carrying out policies of the Board as they relate to the function of the school, to the classroom, and to the immediate contact with students and parents. Teachers

will be expected to furnish such after school time as is needed for assisting students, conferring with parents and doing other necessary out of school work.

Teachers will:

1. Direct curricular and extracurricular learning experiences of students.
2. Care for and protect school property.
3. Supervise students on school grounds.
4. Participate in planning and evaluation of school programs.
5. Participate in faculty activities.
6. Participate in in-service training.
7. Support auxiliary school activity.
8. Carry out such Board policies and administrative regulations as they relate to the teaching activities.
9. Be punctual.

Extracurricular Assignments

Assignments may be made to teachers for various school related duties. Every effort will be made to make all assignments on an equitable basis.

Recommending Educational Materials

No teacher in any public school shall act as agent for any author, publisher, book seller or other person to introduce any book, apparatus, furniture or other article or whatever in the schools.

Accident Procedure

If an employee is involved in an accident while in the line of duty, it is necessary to file an accident report with the Superintendent within 24 hours. All employees will report any student accidents to the Superintendent or his designee immediately upon occurrence.

Recommending Dentists, Physicians or Business Houses

Teachers are not to make recommendation in regard to particular dentists, physicians, or business houses.

Supervision of Students

Students are not to be left unattended by the teacher. Teachers are responsible for the conduct and safety of students, and will see that safety rules are observed. In an extreme emergency, the teacher shall make every effort to provide adequate supervision during his/her absence.

Plans and Plan Books

Teachers shall update lesson plans each Friday for the following week in Planbook. These may be reviewed at any time by the Principal or his designee.

Condition of Classrooms

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period, and before the close of school at the end of the day, teachers will hold students responsible for leaving the room clear of the clutter of paper, textbooks, and other items of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. Upon leaving the room for the day, teacher will turn out all lights, close and lock all windows and classroom doors.

Cooperation with Non-Teaching Personnel

Cooperation of all staff members with non-teaching personnel is encouraged. Suggestions relative to their duties should be referred to the Administrative staff.

Students' Access to Rooms

A teacher or staff member must be present when students are using a room or building at the school. Students or other unauthorized personnel are not to be loaned keys at any time. **Students should not be in the staff lounge without adult supervision.**

Use of Office Telephone

Office telephones are maintained for the primary purpose of conducting school business and are not to be used by students, except in emergency. In no instance may teachers make long distance calls without the approval of the administration.

Leaving Campus During School Hours

No teacher shall leave the school campus during school hours without previous notification and approval of the administration.

Central Office Information, Current

It is the teacher's responsibility to keep the following restricted information currently correct at all times with the superintendent's office:

1. Name
2. Address
3. Telephone number
4. Credits earned to meet requirements of the salary schedule
5. Next of kin
6. Dependents (W-4)
7. School
8. Updated insurance information

Students Working in Building

If a teacher has a student or students working in the building, he or she must remain with them and is responsible for them. A teacher must never go home or leave the building with a student still working. The teacher, not the school, is legally responsible if he/she does so.

TEACHING CONTROVERSIAL ISSUES POLICY #6013

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.

3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

USE OF SOCIAL MEDIA BY SCHOOL DISTRICT EMPLOYEE POLICY #4051

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

4. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
5. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
6. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
7. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

8. Any social media account which purports to be "the official" account of the school district (e.g., "Bulldog Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
9. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
10. Staff may be required to interact with specified individuals on school-affiliated social media accounts.

11. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

C. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

D. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

E. Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

IV. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, micro-blogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy.

Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Locker Room Supervision

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.
- Maintaining an orderly locker room free from "horseplay" and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

The locker room must be locked at all times when unsupervised.

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not

remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

Rule 27

https://cdn.education.ne.gov/wp-content/uploads/2017/10/Rule27_2003.pdf

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: "This institution is an equal opportunity provider."

2. The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.
3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.
4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program
 - RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.
 - ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority

(SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

- **VERBAL COMPLAINTS:** In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:
 - 1) Name, address and telephone number or other means of contacting the complainant.
 - 2) The specific location and name of the entity delivering the program service or benefit.
 - 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor
 - 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
 - 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
 - 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

5. Train staff on civil rights annually. Specific subject areas to include:

- **COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.
- **EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.
- **COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.
- **COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during review process.
- **RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.
- **REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.
- **REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.
- **CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.
- **CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.



RECEIPT OF 2022-23 STAFF HANDBOOK OF LOOMIS PUBLIC SCHOOL

This signed receipt acknowledges receipt of the 2018-19 Staff Handbook of Loomis Public School. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, and that I understand the handbook.

Teacher's Signature: _____

Date: _____

Receipt of Staff Handbook Must be returned to the Principal's office by:

Friday August 25, 2021