# Lexington PS Logo.jpg

Lexington Public Schools

Staff Handbook

2017-2018

Table of Contents

INTRODUCTION 6

NOTICE OF NON-DISCRIMINATION (Policy 4001) 7

DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002) 7

POLICIES AND PROCEDURES REGARDING ALL STAFF 8

Accidents and Injuries (Policy 4062) 8

Activity Accounts and Fundraising 8

Activity Tickets 8

Agents, Salesmen and Other Business Representatives (Policy 4008) 8

Announcements and Circulars (Policy 3028) 8

Board Policies (Policy 1004) 8

Chaperoning 8

Child Abuse or Neglect (Policy 5021) 9

Complaint Procedure (Policy 2006) 9

Computers and the Internet: Acceptable Use by Staff (Policy 4012) 12

Internet Safety 12

General Rules & Expectations 13

Network Etiquette 13

Safety & Security of Minors   13

E-mail   14

Chat Rooms/ Social Networking Sites 14

Consequences/Violations 14

Bullying/Cyberbullying   14

Hacking/Unauthorized Access 15

Vandalism 15

Children’s Internet Protection Act (CIPA) 15

School Affiliated Websites 16

Contact Information 16

Copyright and Fair Use (Policy 4020) 16

Conflict of Interest (Policy 4062) 16

Corporal Punishment (Policy 4018) 16

Crisis Response Team (Policy 4036) 16

Disability Leave 17

Discrimination and Harassment (Policies 4001, 4014) 17

Driving (School or Personal Vehicles) 17

Dress Code (Policy 4041) 17

Drug and Alcohol Testing 18

Electronic Communication While Driving 18

Expenses (Policy 3004) 20

Family and Medical Leave (FMLA) (Policy 4011) 20

In-School Communication 20

Intellectual Property (Policy 4008) 20

Jury and Witness Duty Leave (Policy 4016) 20

Keys 20

Maintenance & Cleaning Requests 21

Meal Program 21

Military Leaves of Absence (Policy 4011.1) 21

Milk Expression (Policy 4045) 21

News and Press Releases (Policy 5047) 21

Newsletters (if applicable) 21

Outside Employment (Policy 4008) 22

Personal Vehicles 22

Political Activities (Policy 4044) 22

Problem Resolution (Policies 4005, 4054, 4055) 22

Professional Boundaries Between Staff and Students (Policy 4043) 22

Professional Growth (Policy 4032) 23

Purchasing (Policy 3004) 23

Records and Reports (Policies 4007, 4022) 23

School Calendar 23

School Property (Policy 3014) 24

Security 24

Smoking, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016) 24

Sniffer (Drug) Dogs (Policy 3045) 24

Social Media Use (Policy 4051) 24

I. Personal Versus School-Affiliated Social Media Use 24

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use 25

III. School-Affiliated Digital Content 26

Solicitation and Distribution of Merchandise (Policy 4008) 27

Staff Work Room 27

Suicide Prevention Training (Policy 4059) 27

Student Interviews 27

Telephones (including cell phones) 28

Threat Reporting and Assessment (Policy 3037) 28

Ticket Taking, Officiating, and Other Activities Duties 28

Transportation Request Forms (Policy 6027) 28

Visitors and Access to Students (Policies 3018, 5064) 28

Wage and Salary Payments 29

Weather-Related Closings (Policy 3013) 29

Workplace Searches 29

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF 30

Absences 30

1. Sick Leave 30

2. Personal Leave 30

3.Professional Leave 30

4. Substitute Folders 30

Assemblies and School Functions 31

Assignment of Teachers 31

Certificates, Teacher Contracts, Salary Information 31

Check-out Forms 31

Classroom Management and Student Discipline (Policy 5035) 31

Classroom Sanitation 32

1. Handling of Body Fluids 32

2. Infectious Diseases (Policy 3017) 32

Coaching Supplies 32

Collection of Student Money 33

Community Involvement 33

Computer Use (Policies 4012, 5037) 33

Corporal Punishment (Policy 4018) 33

Curriculum and Instruction (Policy 6004) 33

Display of Classroom Work in the School and the Community (Policy 5017) 33

Duties of Certified Staff 33

Eligibility for Extra-curricular Activities in Grades 6-12 34

Extracurricular Activities (Policies 6026, 6028) 34

Evacuations 35

Evaluations (Policies 4030, 4031) 35

Examinations 35

Faculty Meetings 35

Field Trip Request Forms 35

Guest Lectures 35

Hall Duty 35

Homework Policy (Policy 6017) 35

Instructional Materials 35

Lesson Plans 35

Media Center 36

Paraeducators 36

Parent-Teacher Communication (Policy 5019) 36

Parking 37

Parties 37

Planning Time 37

PowerSchool and PowerGrade 37

Private Tutoring for Pay (Policy 4008) 37

Pupils’ Records 38

Rights of Certified and Probationary Teachers (Policies 4033, 4035) 38

School Day 38

Sponsors 38

Student Activities 38

Student Aides 39

Student Attendance 39

Student Attire 39

Student Illness 39

Student Medication (Policy 5024) 39

Student Searches 40

Substitute Teaching During Planning Period 40

Teaching Controversial Issues (Policy 6013) 40

Textbooks 40

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF 41

At-Will Employment (Policies 4038, 4039) 41

Hours 41

Overtime (Policy 4050) 41

Paid Leaves, Holidays, and Other Benefits (Policy 4040) 41

Reporting When School is Closed (Policy 4010) 41

Sick Leave (Policy 4040) 41

TEACHER EVALUATION SCHEDULE 42

TEACHER SUMMATIVE PERFORMANCE EVALUATION 43

TEACHER PRE-OBSERVATION FORM 45

TEACHER POST-OBSERVATION FORM 46

TEACHER GOAL SETTING FORM 47

LHS AND LMS WALKTHROUGH EVALUATION FORM 49

PERFORMANCE EVALUATION FOR CLASSIFIED STAFF 51

ACKNOWLEDGEMENT OF RECEIPT 54

# **INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

# **NOTICE OF NON-DISCRIMINATION (Policy 4001)**

Lexington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities.

The following person has been designated to handle inquiries regarding the School District’s non-discrimination policies: Student Services Director Angie Kovarik who may be contacted in writing at 300 South Washington Street, Lexington, NE 68850; by e-mail at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org); or by telephone at (308) 324-4681.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

# **DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002)**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

# **POLICIES AND PROCEDURES REGARDING ALL STAFF**

## Accidents and Injuries (Policy 4062)

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the central office. The accident form must be returned to the central office within twenty-four hours.

## Activity Accounts and Fundraising

Activity accounts are handled through the business office. No student or sponsor may make any purchase without a signed purchase order from the activities director or finance director. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express permission of the superintendent.

New student activities requiring the expenditure of district funds must be approved by the Board of Education.

## Activity Tickets

The provision of activity passes is addressed in the collective bargaining agreement. This provision applies to both certified and classified employees.

## Agents, Salesmen and Other Business Representatives (Policy 4008)

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time, school equipment, or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

## Announcements and Circulars (Policy 3028)

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

## Board Policies (Policy 1004)

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the central administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel.

## Chaperoning

Upon approval by the administrator in charge, a staff member may be allowed to accompany and assist in supervising a student group on a school field trip. In such cases, the district shall pay the employee his/her daily rate of pay if the field trip occurs during contract time or normal work hours. If the approved employee is ordinarily compensated on an hourly rate basis, the district shall pay for time not to exceed the employee’s normal work hours; time spent chaperoning beyond this time shall be considered voluntary. Employees shall not be compensated for field trips occurring over the weekend or during other off contract or off work times.

## Child Abuse or Neglect (Policy 5021)

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.

## Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
   1. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
   2. Complaints about the operation, decisions, or personnel relating to secondary activities programs should be submitted to the Activities Director.
   3. Complaints about the operation, decisions, or personnel relating to district curriculum, assessment, or instructional matters should be submitted to the Curriculum, Assessment, and Instruction Director.
   4. Complaints about the operation, decisions, or personnel relating to district technology matters should be submitted to the Technology Director.
   5. Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
   6. Complaints about the operation, decisions, or personnel relating to special education or other student services should be submitted to the Student Services Director.
   7. Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Buildings, Grounds, and Transportation Director.
   8. Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.
   9. Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
   10. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
   11. Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District’s Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
   1. Determine whether the complainant has discussed the matter with the staff member involved.
      1. If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
      2. If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
   2. Strongly encourage the complainant to reduce his or her concerns to writing.
   3. Interview the complainant to determine:
      1. All relevant details of the complaint;
      2. All witnesses and documents which the complainant believes support the complaint;
      3. The action or solution which the complainant seeks.
   4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the director’s, administrator’s or Title IX/504 coordinator’s decision regarding a complaint may appeal the decision to the superintendent.
   1. This appeal must be in writing.
   2. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
   3. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
   4. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant’s written appeal.
5. A complainant who is not satisfied with the superintendent’s decision regarding a complaint may appeal the decision to the board.
   1. This appeal must be in writing.
   2. This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
   3. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
   4. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant’s written appeal.
   5. There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
   1. Determine whether the complainant has discussed the matter with the superintendent.
      1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
      2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
   2. Strongly encourage the complainant to reduce his or her concerns to writing.
   3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
   4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

## Computers and the Internet: Acceptable Use by Staff (Policy 4012)

An Acceptable Use Policy (AUP) is a written agreement that outlines the terms and conditions for using district owned technology as well as any personal technology that is on school property.

Lexington Public Schools has adopted the philosophy of 21st Century Learning in order to provide anywhere/anytime educational opportunities to promote higher level thinking skills and ensure academic success for all students. Students in pre-school through fifth grade are exposed to age appropriate technology in the classroom. Mobile labs are available for kindergarten through fifth grade. Students in grades six through twelve are assigned a laptop to utilize throughout the school day and take home (with parental permission) in order to complete all coursework. The Lexington Public Schools’ network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the district.

### Internet Safety

Internet access is coordinated through a complex association of government, regional and state networks. The reliability of this network is dependent upon proper conduct of the end users. It is essential that all users adhere to the Lexington Public Schools’ Internet Safety Policy.

These guidelines are provided to promote awareness and responsibilities of each user utilizing the Internet and district owned technology equipment. Students or staff knowingly violating the terms of this policy will be dealt with according to the student or staff discipline policies of the individual school building and Lexington Public Schools and/or civil authorities, and such activities may result in termination of their account/accessibility and/or expulsion from school or termination of employment.

The use of Lexington Public Schools’ equipment, computers, network resources, and the Internet is a privilege, not a right, and inappropriate use will result in temporary or permanent suspension of those privileges.

Students and staff are required to participate in Internet Safety lessons each school year that include the following Internet Safety Topics: Appropriate Online Behavior, Cyber bullying, and Social Networking and Chat Rooms.

### General Rules & Expectations

The use of district account and/or access must be consistent with the educational objectives of the Lexington Public Schools. Use of electronic resources for recreational games is prohibited.

Staff shall not use school computers or district internet access to participate in online auctions, online gaming, mp3/mp4 sharing, or other digital content sharing systems such as Bit Torrent.

Staff will not share their school related passwords with anyone, including students, volunteers or fellow employees.

To transmit or knowingly receive any materials in violation of any United States, Nebraska, or Lexington Public Schools’ regulation or law is prohibited. Such materials include but are not limited to the following:

1. Pornography
2. Obscene, Profane, or Hate Related Material
3. Materials related to the illegal use or manufacture of restricted substances
4. Defamatory or Discriminatory Material
5. Copyrighted Material

Commercial activities, product advertising, and political lobbying are prohibited.

### Network Etiquette

Users of Lexington Public Schools’ Technology and Internet Resources are expected to adhere to the following rules:

* Be polite. Do not be abusive in your messages to others.
* Use appropriate language. Do not swear, use vulgarities, or any other inappropriate  language, material, or images.
* Do not reveal your full name, phone number, home address, or personal information of  any other person.
* E-mail and other computer use or storage is not guaranteed to be private or confidential.  Network or other computer use or storage areas are and will be treated as school property. It is the right of LPS administration to access and review computer files and communications at any given time.
* It is strictly prohibited to use a computer or district network resources in a manner that disrupts others, is harmful to others, or invades another person’s privacy.

### Safety & Security of Minors

Internet filtering blocks users from accessing sites that may contain material deemed inappropriate. The federal government has Internet filtering laws that apply to public schools and libraries. These laws stem from the Children’s Internet Protection Act (CIPA), which grants federal funds to public schools that abide by the outlined regulations. Such regulations require the School Board to adopt an Internet Use Policy that limits and/or bans minors from gaining access to inappropriate materials such as explicit sexual content or other harmful sites.

Categories that are blocked by Lexington Public Schools’ Filter include:

* Adult Content
* Pornography/ Child Pornography
* Nudity
* Illegal File Sharing
* Streaming Radio & TV
* Web Proxies

In conjunction with its filtering solution, Lexington Public Schools has implemented a report system that monitors school-issued laptop web traffic when students are on school grounds and when the device is taken offsite.

### E-mail

All school e-mail addresses and correspondence relating to the use of school e-mail, are the property of Lexington Public Schools. The following rules apply to any/all district e-mail:

* Messages should be professional and courteous.
* Messages must not contain any illegal, libelous, or offensive statements.
* All statements meant to harass — sexually or otherwise — are strictly prohibited.
* Correspondence is for educational purposes only.
* LPS has the right to access e-mail sent to/from every district computer.
* LPS has the right to retrieve e-mail stored on its servers that users have deleted from  their e-mail.

Students or staff who violate the e-mail policy will be subject to disciplinary measures.

### Chat Rooms/ Social Networking Sites

Access to all chat rooms and social networking sites shall be strictly prohibited without prior written consent from district administration.

### Consequences/Violations

Students or staff who fail to abide by district network and Internet access procedures may be subject to disciplinary action, possible revocation of the user account, and legal action as appropriate. Potential consequences may include, but not be limited to:

* Restricted access to the network and Internet
* Loss of access to the network and Internet
* Possible suspension or expulsion
* Referral to law enforcement

### Bullying/Cyberbullying

Cyberbullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyberbullying can take the form of a message on e-mail or instant message or a social networking site from someone who is threatening to hurt you.

The following is a list of common types of cyber bullying:

* Harassment –sending nasty, mean, or insulting messages.
* Flaming- online fights using electronic messages with angry and vulgar language.
* Denigration- sending or posting gossip or rumors about a person to damage his/her reputation
* Impersonation- pretending to be someone else and sending or posting material to get that person in trouble or danger.
* Outing- sharing someone’s secrets or embarrassing information or images online.
* Trickery- tricking someone into revealing secrets or embarrassing information and sharing it online.

If you feel you have been bullied, harassed or threatened online, contact your school’s counselor, social worker or principal.

### Hacking/Unauthorized Access

Hacking, the use of proxies, or bypassing school security systems without prior consent is strictly prohibited.

### Vandalism

Vandalism will result in the restriction or cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating computer viruses, and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

### Children’s Internet Protection Act (CIPA)

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

The protection measures must block or filter Internet access to pictures that are or contain:

* Obscene
* Pornography
* Child Pornography
* Harmful to Minors

Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

* Access by minors to inappropriate matter on the Internet
* Safety and security of minors when using electronic mail, chat rooms and other  forms of direct electronic communications
* Unauthorized access including so-called “hacking” and other unlawful activities  by minors online
* Unauthorized disclosure use and dissemination of personal information regarding  minors
* Measures restricting minors’ access to materials harmful to them

### School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page, which 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 superintendent prior to posting any student-related information on the Internet.

### Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the business office to report a change.

### Copyright and Fair Use (Policy 4020)

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

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal.

## Conflict of Interest (Policy 4062)

All staff members are subject to the board’s policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

## 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.

## Crisis Response Team (Policy 4036)

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in board policies and the Crisis Team Handbook. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances which may affect the staff member’s ability to perform the tasks required by board policy.

## Disability Leave

Disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district’s local education association. Disability leave will run concurrently with FMLA leave.

## Discrimination and Harassment (Policies 4001, 4014)

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Angie Kovarik at (308) 324.4681, angie.kovarik@lexschools.org, or in person at 300 South Washington Street. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Angie Kovarik at (308) 324.4681, angie.kovarik@lexschools.org, or in person at 300 South Washington Street. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Angie Kovarik at (308) 324.4681, angie.kovarik@lexschools.org, or in person at 300 South Washington Street. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## Driving (School or Personal Vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver’s Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district’s policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

## Dress Code (Policy 4041)

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

Certified staff, paraeducators 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 from 7:45 a.m. to 3:45 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

* T-shirts or sweatshirts, except when the shirt has a logo which identifies the school and/or the school’s mascot.
* Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.
* Shorts, except when teaching physical education class or at athletic or other activity practices. People may not wear leggings without a cover garment or miniskirts but may wear capris.
* Blue jeans, except on Fridays which is considered a dress casual day. Other denim colors are acceptable Monday through Friday.
* Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

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, and nursing staff should dress in attire appropriate to the work they are performing and as approved by their supervisors.

## Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

## Electronic Communication While Driving

Except as provided below, 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 or while using a school-issued electronic communication device while operating a private 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, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees’ duties and responsibilities.

**Emergency Response to Life Threatening Asthma or Anaphylaxis (Policy 5048)**

School employees will comply with the requirements of “Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” exhibited below. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

**EMERGENCY RESPONSE TO LIFE­THREATENING ASTHMA OR**

**SYSTEMIC ALLERGIC REACTIONS (ANAPHYLAXIS)**

**DEFINITION**: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes

weak, **AND DEATH CAN OCCUR.** Immediate allergic reactions may require emergency treatment and medications.

**LIFE­THREATENING ASTHMA SYMPTOMS**:

Any of these symptoms may occur:

* Chest tightness
* Wheezing
* Severe shortness of breath
* Retractions (chest or neck “sucked in”)
* Cyanosis (lips and nail beds exhibit a grayish or bluish color)
* Change in mental status, such as agitation, anxiety, or lethargy
* A hunched­over position
* Breathlessness causing speech in one­to­two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM**:

Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

* Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
* Abdominal: pain, nausea and vomiting, diarrhea
* Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
* Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
* Mental status: apprehension, anxiety, restlessness, irritability

**EMERGENCY PROTOCOL:**

1. CALL 911

2. Summon school nurse if available. If not, summon designated trained, non­medical staff to implement emergency protocol

3. Check airway patency, breathing, respiratory rate, and pulse

4. Administer medications (EpiPen and albuterol) per standing order

5. Determine cause as quickly as possible

6. Monitor vital signs (pulse, respiration, etc.)

7. Contact parents immediately and physician as soon as possible

8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

**STANDING ORDERS FOR RESPONSE TO LIFE­THREATENING ASTHMA OR ANAPHYLAXIS**:

1. Administer an IM EpiPen­Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds

2. Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back­to­back

3. Administer CPR, if indicated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PHYSICIAN) Date

## Expenses (Policy 3004)

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

## Family and Medical Leave (FMLA) (Policy 4011)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

## In-School Communication

Everystaff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school’s e-mail system. Each staff member must check his or her e-mail account at least once a day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member’s school e-mail account or a personal account.

Mass emails and District auto-calling system: Mass emails shall only be used for school/educational purposes. The District’s auto-calling system shall be utilized only for relaying messages of an urgent nature (school closings, emergencies or crises, etc.). Requests to send mass emails or utilize the district’s auto-calling system shall be submitted to the superintendent for approval.

## Intellectual Property (Policy 4008)

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. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

## Jury and Witness Duty Leave (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.

## Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee’s person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

## Maintenance & Cleaning Requests

Staff members should communicate with their supervisor or principal about maintenance or cleaning requests.

## Meal Program

Staff may take advantage of meals offered through the district’s food program. Staff may purchase lunches from the school cafeteria at the district’s established adult meal prices. The lunch price includes one carton of milk. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

## Military Leaves of Absence (Policy 4011.1)

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee’s eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board’s policies.

## Milk Expression (Policy 4045)

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child’s birth.

## News and Press Releases (Policy 5047)

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the building principal for distribution to the media and/or postings to the District’s social media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

## Newsletters (if applicable)

The building principal will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that report recent classroom activities and that emphasize positive aspects of the district’s mission.

## Outside Employment (Policy 4008)

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

## Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver’s Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students.

## Political Activities (Policy 4044)

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elected office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee’s ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

## Problem Resolution (Policies 4005, 4054, 4055)

Disputes or disagreements that are not otherwise governed by the district’s grievance procedure shall be subject to the complaint procedure contained in school district policy.

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.

## Professional Boundaries Between Staff and Students (Policy 4043)

All district employees must follow board policy when interacting with students in any way. 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. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, MySpace, and Twitter, along with communications and interactions of any kind between staff and students.

A violation of board policies for professionalism 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.

Further guidance and examples of prohibited behaviors can be found in board policy.

## Professional Growth (Policy 4032)

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, travel of significant educational value, and membership in professional organizations. 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.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

## Purchasing (Policy 3004)

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available on the district’s website. Orders should not be placed until the district office has issued a purchase order number. Once an order has been received, the staff member placing the order shall verify its accuracy and submit the packing slip to the business office so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal.

## Records and Reports (Policies 4007, 4022)

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

## School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal or activities director. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the appropriate administrator.

## School Property (Policy 3014)

School property is not to be lent to individuals.

Staff or groups who wish to use school facilities should make requests to the building principal or activities director as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

## Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

## Smoking, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016)

Smoking, other tobacco use, and use of e-cigarettes is prohibited in all school buildings, on school property, in school vehicles and at any school-sponsored event.

## Sniffer (Drug) Dogs (Policy 3045)

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

## Social Media Use (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 Acceptable Use Policy on Staff Computer and Internet Usage.

### I. Personal Versus School-Affiliated Social Media Use

* 1. Personal Social Media Use
     1. 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.
     2. 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.
     3. 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.
     4. 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.
  2. School-Affiliated Social Media Use
     1. Any social media account which purports to be “the official” account of the school district (e.g., “Minuteman 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.
     2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
     3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
     4. 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

A. 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.

A. 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.
  1. 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.

### III. 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, microblogs, 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.

## Solicitation and Distribution of Merchandise (Policy 4008)

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

## Staff Work Room

The staff work room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

## Suicide Prevention Training (Policy 4059)

School nurses, teachers, counselors, school psychologists, administrators, social workers, community coaches, paraeducators, bus drivers, kitchen staff, and secretarial and clerical staff must complete the on-line training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee’s contract.

## Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

## Telephones (including cell phones)

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time or other assigned duty times.

## Threat Reporting and Assessment (Policy 3037)

All staff must report any threatening statements or behavior to a member of the administration. Staff must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

Threats or assaults which require immediate intervention should be reported to one of the District’s school resource officers (LHS: 308.325.7079; LMS: 308.320.1901) or police (911).

## Ticket Taking, Officiating, and Other Activities Duties

All staff are required to work at one extra-curricular event each year. Staff may either be compensated for the work or receive an activity pass as described in the collective bargaining agreement between the Lexington Education Association and school board.

## Transportation Request Forms (Policy 6027)

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow adequate time to schedule drivers and vehicles. All out-of-state and overnight requests must be approved by the school board and require submission to the A.D. or respective principal on the proper district form at least 40 days prior to the date of departure or as soon as the sponsor anticipates the need for travel.

## Visitors and Access to Students (Policies 3018, 5064)

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district’s requirements.

All visitors must report to the building office and receive an identification badge before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

* if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
* children under the age of 10 years must be accompanied by a parent or guardian
* all visitors must have the prior approval of the principal or superintendent
* salespeople and other such agents will not be allowed to solicit staff members during school hours.

Custodial and non-custodial parents’ access to their student will not be restricted unless the district has been provided a copy of a court order that limits those rights or as otherwise provided in policy.

Individuals other than parents, parent’s designees, and law enforcement officers shall not be given access to students unless the person: (1) provides appropriate identification, (2) provides a clearly valid and proper reason for contacting the student, and (3) receives permission from the administrator. Third parties shall not be allowed to remove a student from school during school hours or during a supervised school activity without the permission of the student’s parent or guardian except in the case of an emergency or as otherwise required by law.

## Wage and Salary Payments

Staff members are paid on the 25th of each month. The district requires direct deposit of paychecks to designated financial institutions. Staff members who wish to activate or modify their direct deposits must contact the business office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee’s pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to the business office.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

## Weather-Related Closings (Policy 3013)

If school is called off because of bad weather or for any other reason, it will be announced on KRVN radio, NTV, and the district’s website ([www.lexschools.org](http://www.lexschools.org)) and Twitter/Facebook accounts.

Parents may decide to keep their children at home in inclement weather because of personal circumstances.Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other unexcused absence provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not be dismissed from school during severe weather on the basis of a telephone request.

## Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district’s drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

# **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

## Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Lexington Education Association. This handbook sets forth the process for using that leave.

### 1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal or designee before 6:00 a.m.

### 2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Per the negotiated agreement, in the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as “absent” when the 5% is calculated. Other terms are described in the negotiated agreement.

### 3.Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave/travel request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member’s effectiveness as an employee of the district.

Professional leave requests shall be submitted to the respective building principal and approved by both the principal and the director of curriculum, instruction, and assessment. Staff shall be paid at their daily rates of pay for approved professional leaves that occur during contract time. If the district requests that a staff member attends professional development activities offered off contract time and the staff member is agreeable to attending, the district shall compensate the attendee at the established professional development rate of pay. The district shall not ordinarily compensate staff members for professional development activities that are off contract time and are either not requested by the district or are required as a part of a teacher’s instructional improvement plan; however, the district may pay conference fees at the discretion of the director of curriculum, instruction, and assessment.

### 4. Substitute Folders

Each teacher must prepare an up-to-date substitute folder and keep the completed folder in his/her desk. The folder must contain:

a) the current seating chart for each class;

b) the daily routine followed by each class;

c) all schedules (fire drill procedures, lunch schedule, etc.);

d) a copy of this handbook; and

e) plans for the day if the teacher’s absence was anticipated. (These plans are in addition to the teacher’s regular lesson plans.)

Certified staff members may not make arrangements for their own substitute unless authorized by the principal. The district utilizes an automated calling program for securing substitute teachers.

## Assemblies and School Functions

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

## Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

## Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member’s responsibility to make sure this is done.

Each certified staff member must provide the business office with the following information:

a. social security number,

b. retirement number,

c. withholding form W-4, and

d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the central office of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

## Check-out Forms

All certified staff must complete a check-out form and obtain the building principal’s signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

## Classroom Management and Student Discipline (Policy 5035)

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent employee.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and middle/high school students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student’s teacher from the previous period.

## Classroom Sanitation

### 1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

### 2. Infectious Diseases (Policy 3017)

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student’s parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## Coaching Supplies

Coaching supplies will be distributed by the activities director or designee. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

## Collection of Student Money

Staff members must comply with the school district’s student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Lexington Public Schools, unless otherwise instructed. Certified staff must submit a monetary records form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

## Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

## Computer Use (Policies 4012, 5037)

Students and staff who use computers owned by the district must abide by the district’s acceptable use policies. Students may use district computers during lunch and after school.

## Corporal Punishment (Policy 4018)

The use of corporal punishment is unlawful and is prohibited by the school district. The Nebraska Supreme Court has defined corporal punishment as the infliction of physical pain for the purpose of punishing misconduct. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

## Curriculum and Instruction (Policy 6004)

All professional staff members are responsible for implementing the district’s curriculum and instructional model.

## Display of Classroom Work in the School and the Community (Policy 5017)

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do.

## Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

* 1. Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
  2. Attending such education conferences as are required by law or administrative directives.
  3. Attending school assemblies unless excused by the principal.
  4. Instructing pupils in the proper use of equipment and instructional supplies.
  5. Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
  6. Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
  7. Discussing a student only with the child’s parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff work room.
  8. Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
  9. Refraining from joining clubs, memberships, mailing lists or other private affiliations using the school name.
  10. Turning in all monies collected to the main office by the end of the school day.
  11. Clearing all class meetings or trips through the principal's office.
  12. Participating in Student Assistance/Response to Intervention (RTI) Teams pursuant to board policy.
  13. Assisting with the administration of standardized testing as assigned by the administration.
  14. Provide homebound instruction as assigned by the administration.
  15. Performing additional duties as assigned by the administration.

## Eligibility for Extra-curricular Activities in Grades 6-12

Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Teachers should apprise themselves and be sure to follow extra-curricular eligibility rules. See student/parent/activity handbook for further information.

Teachers should inform parents any time they feel a student is not working up to his/her ability. Teachers should always document this contact.

## Extracurricular Activities (Policies 6026, 6028)

Staff must schedule all events and other extracurricular activities at the activity director’s office to avoid conflicts. Staff should finish practices, rehearsals, etc. by 6:30 PM on Wednesday evenings in order to give students sufficient time away from school for family-related activities. Inter-scholastic activities and performances shall not be scheduled on Wednesdays or Sundays unless approved by the Superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity. Fund raising activities must be approved by the superintendent.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. Non-school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities and for interpreting and enforcing activity-related policies. Further information may be found in the district’s student/parent/activities handbook.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

## Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Evacuation protocols can be found in the District’s crisis team manual and building safety and security plans.

## Evaluations (Policies 4030, 4031)

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district’s evaluation forms are contained at the end of this handbook.

## Examinations

Semester examinations will be given in all classes except physical education, journalism, yearbook, and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

## Faculty Meetings

Administrators and directors will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administrator or director.

## Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the principal at least ten calendar days prior to the date of the requested activity.

## Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address students. The guest lecturer must have a specific, relatable objective in his/her lecture.

## Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

## Homework Policy (Policy 6017)

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

## Instructional Materials

All media must be previewed for suitability by the classroom teacher before being shown to students.

## Lesson Plans

Each teacher will prepare and complete a proper lesson plan for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district’s administration at any time.

Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Lesson plans for the upcoming week must be submitted by 8:00 a.m. on Monday.

## Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

## Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

## Parent-Teacher Communication (Policy 5019)

Students’ academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student’s parents informed about the student’s progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

## Parking

Each building shall designate parking for staff, students, and visitors.

## Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

## Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time is not ordinarily to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. Use of planning time for a personal reason needs to be approved by the principal.

## PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact Bev Lauby.

## Private Tutoring for Pay (Policy 4008)

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

* Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member’s class.
* Certified staff are not to provide private tutoring in a school building.
* Certified staff are not to provide private tutoring during duty time.
* Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school’s communications systems except with the express permission of the Superintendent or designee.

## Pupils’ Records

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

* 1. Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  2. Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  3. Each classroom teacher is responsible for distribution of report cards on time.
  4. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

## Rights of Certified and Probationary Teachers (Policies 4033, 4035)

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

## School Day

All certified K-12 staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

## Sponsors

Certified staff members are assigned by the superintendent or his/her designee as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the Student Handbook. Purchasing of supplies must be approved by the activities director or finance director.

## Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

## Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are never to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

## Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher’s professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show the classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

## Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student/Parent/Activities Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal.The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

## Student Illness

In the event of student illness or injury at school, classroom teachers should notify the building principal. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

## Student Medication (Policy 5024)

Student medications should not be dispensed by staff members unless they follow the following procedures.

No untrained staff members may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications.

Trained staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician’s name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

## Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

## Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period, and will be compensated per the terms of the negotiated agreement.

## Teaching Controversial Issues (Policy 6013)

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

* The issues discussed must be relevant to the curriculum and be part of a planned educational program.
* Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
* The teacher must encourage students to consider and discuss a variety of viewpoints.
* The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
* The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
* The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
* Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda 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.

## Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of thenumber and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books.

Workbooks do not become the property of the students and in most cases should be retained by the school.

# **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

## At-Will Employment (Policies 4038, 4039)

Classified staff members are employed “at-will.” Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

## Hours

Work hours vary with the classified staff member’s department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district’s employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

## Overtime (Policy 4050)

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week or per the terms of their employment contract without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime, pursuant to board policy.

Hourly employees who accept extra-duty assignments in addition to their primary position shall be required to clock out before the extra-duty assignment begins each day, since the employee is compensated through the extra-duty schedule.

## Paid Leaves, Holidays, and Other Benefits (Policy 4040)

The amount and types of paid leave, paid holidays, and other benefits are specified in board policy and/or the employee employment agreement. In the event an employee has exhausted available and applicable paid leaves as described in Policy 4040, s/he may request unpaid leave for special circumstances that require the absence of the employee. Unpaid leave requests must be submitted to and approved by the employee’s immediate supervisor and will be considered on a case-by-case basis.

## Reporting When School is Closed (Policy 4010)

Unless otherwise requested by the superintendent, staff will not be required to attend work on days school has been cancelled for weather-related reasons.

## Sick Leave (Policy 4040)

Classified employees will receive sick leave as specified in board policy or their employment agreement. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

# **TEACHER EVALUATION SCHEDULE**

**TENURED TEACHERS**

**YEARS ONE and TWO will include a minimum of:**

**1)** One Formal Observation Per Year (full-period or the equivalent of 40 minutes)

**2)** One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation

**3)** One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation

**4)** One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

**5)** Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

**YEAR THREE will include a minimum of:**

**1)** One Formal Observation (full-period or the equivalent of 40 minutes)

**2)** One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Formal Observation

**3)** One Written Post-Observation Document to be Filled Out By the Teacher After Formal Observation

**4)** Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

**5)** One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

**6)** One Written Summative Evaluation (address strengths, weaknesses, goals, etc.) **\***

**NON-TENURED TEACHERS**

**YEARS ONE, TWO and THREE will include a minimum of:**

**1)** One Formal Observation Per Semester (full-period or the equivalent of 40 minutes)

**2)** One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation

**3)** One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation

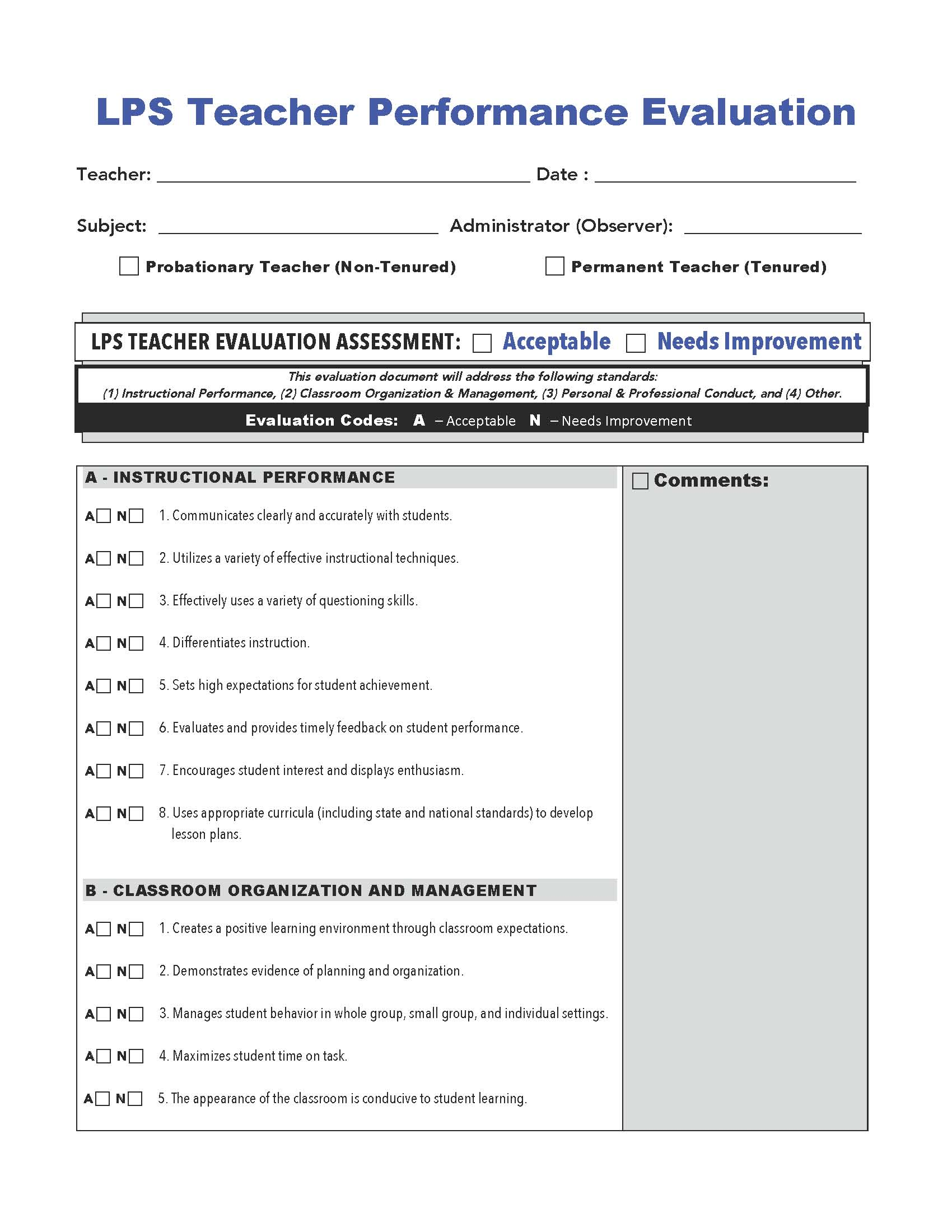
**4)** Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

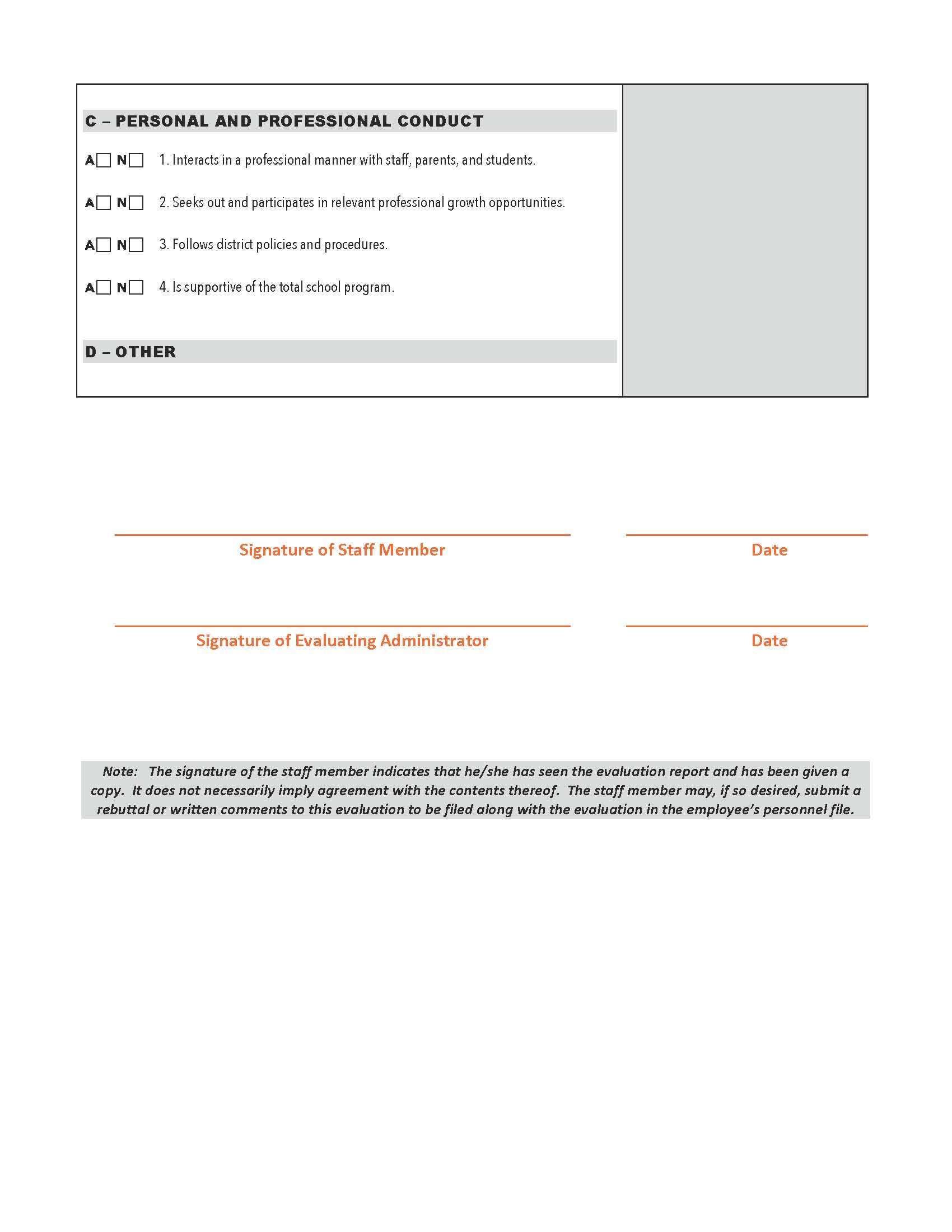
**5)** One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator

**6)** One Written Summative Evaluation Per Semester (address strengths, weaknesses, goals, etc.) **\***

*\* Administrators may conduct additional formal and informal walk-throughs, observations, and/or evaluations as they determine appropriate*

# **TEACHER SUMMATIVE PERFORMANCE EVALUATION**



****

# **TEACHER PRE-OBSERVATION FORM**

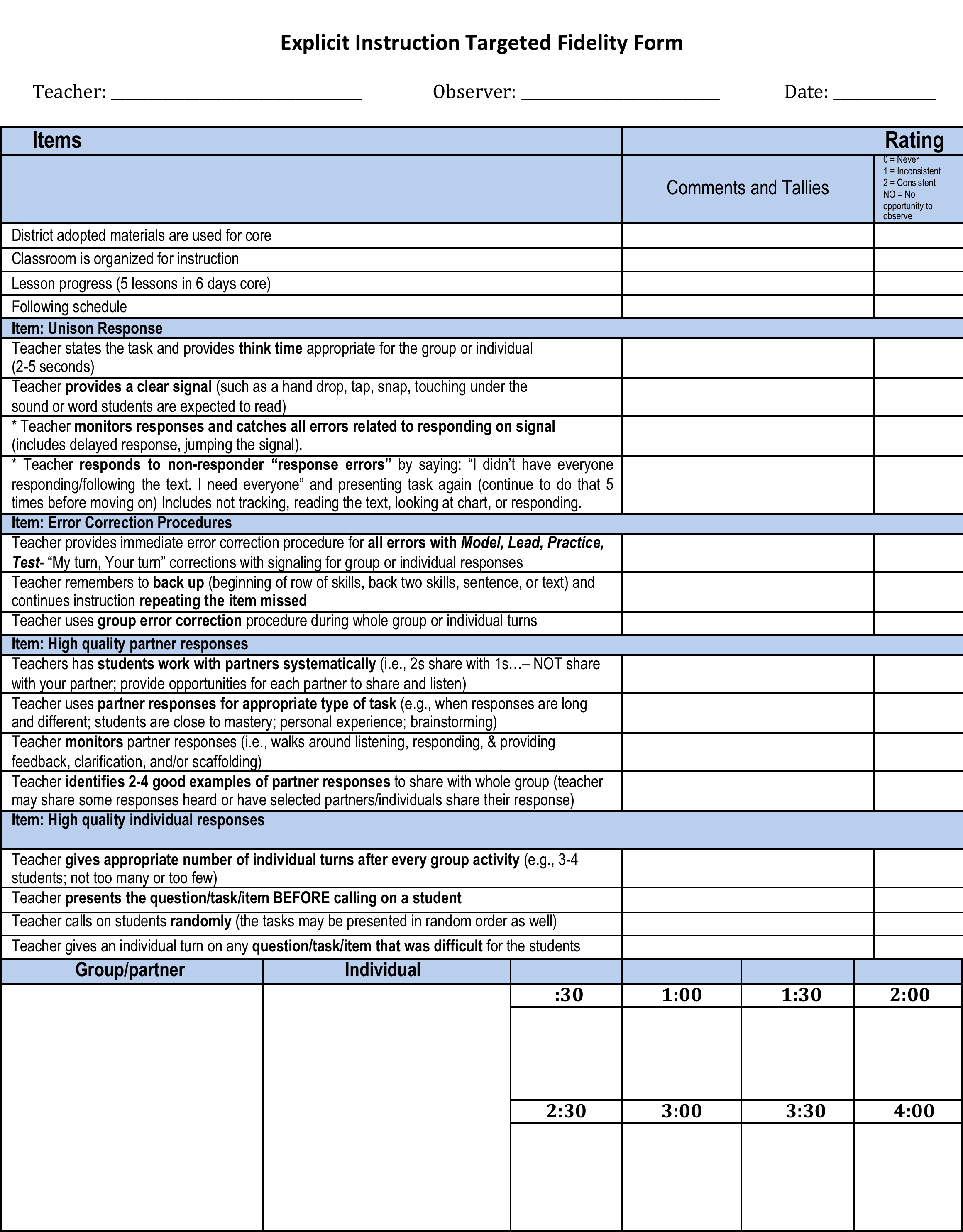
****

# **TEACHER POST-OBSERVATION FORM**

****

# **TEACHER GOAL SETTING FORM**

****



**Grades PreK-6 WALK-THROUGH EVALUATION FORM**

**(As applicable based on training and experience with EI Model)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LHS AND LMS WALKTHROUGH EVALUATION FORM** | | | | | | |
| ***\* Required Answers*** | | | | | | |  | |  |  |  |
| Teacher: \*   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Administrator: \*   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| Period: \*   1  2  3  4  5  6  7  8 | | | | | | |  | |  |  |
|  |  |  |  |  |  |
| Observation Time Frame: \*   First 10 Minutes   Middle of Period   Last 10 Minutes | | | | | |
| Subject: \* |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LA | | | | |  | | |  | | |  | | |  | | |  |
| Math | | | | |  | | |  | | |  | | |  | | |  |
| Social Sciences | | | | | | | |  | | |  | | |  | | |  |
| Science | | | | |  | | |  | | |  | | |  | | |  |
| Physical Education | | | | |  | | |  | | |  | | |  | | |
| Music | | |  | |  | | |  | | |  | | |  | | |
| Art | | |  | |  | | |  | | |  | | |  | | |
| Health | | |  | |  | | |  | | |  | | |  | | |
| Foreign Language | | | | |  | | |  | | |  | | |  | | |
| SpEd | | |  | |  | | |  | | |  | | |  | | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |  | | |  | | |  | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Class Objective: \*  Observed  Not Observed Class Agenda: \*  Observed  Not Observed | | | | | | | | | | |  | |  | |  | |  |
| The Teacher-Parent Communication Log: \* \*  Observed  Not Observed | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | |  | |  | |  | |  | |  |
| “10 & 10” (Teaching Bell to Bell): | | |  |  |  |
| Students WERE ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period | | | | | | | | | | | | | | | |
| Students WERE NOT ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period | | | | | | | | | | | | | | | |
| Students WERE ACTIVELY ENGAGEDin an activity the until the bell rang (the last ten minutes) to begin the period | | | | | | | | | | | | | | | |
| Students WERE NOT ACTIVELY ENGAGED in an activity the until the bell rang (the last ten minutes) to begin the period | | | | | | | | | | | | | | | |
| NO "10 & 10" Observed | | | | | | | | | |  | |  | |  | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  |  | |  | |  | |  | |
|  |  |  |  |  |  |
| Sponge Activity | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Observed (Students were engaged and on task) | | | | |  |
| Observed (Students were NOT engaged in activity) | | | | |  |
| No Sponge Activity Observed | | |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Teacher Was: \* | |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lecturing Only - No Student Interaction | | | | |  |
| Lecturing - Minimal Student Interaction | | | |  |  |
| Lecturing - High Degree of Student Interaction | | | | |  |
| Sitting Behind the Desk | | |  |  |  |
| Reading to Students | | |  |  |  |
| Helping Individual Students | | |  |  |  |
| Facilitating Group(s): Small and/or Large | | | | |  |
| Questioning: Knowledge or Higher Level | | | | |  |
| Demonstrating Cultural Sensitivity | | | |  |  |
| Providing Motivation/Praise | | |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Teacher Methodology: \* | | |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Well-Designed Materials/Lesson | | | |  |  |
| Non-Lecture Learning Activities (small group, student-led) | | | | | |
| Invited Class Discussion | | |  |  |  |
| Independent Study | |  |  |  |  |
| Teacher-Led Activity | | |  |  |  |
| Study Period - No Apparent Methodology | | | | |  |
| Used Higher Order Questioning | | | |  |  |
| Utilized Direct Instruction | | |  |  |  |
| Utilized Technological Instruction | | | |  |  |
| Modeled Tasks/Behaviors for Students | | | |  |  |
| Student to Student Learning Activity | | | |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  |  |  |  |  |
| Type of Student Activity: \* |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Note Taking | | | | | |  | | |  | | |  | | |  | |
| Worksheet | | | | | |  | | |  | | |  | | |  | |
| Project | | |  | | |  | | |  | | |  | | |  | |
| Daily Assignment/In-Class Assignment | | | | | | | | | | | | | | |  | |
| Paper | | |  | | |  | | |  | | |  | | |  | |
| Presentation | | | |  | | |  | | |  | | |  | | |
| Silent Reading | | | |  | | |  | | |  | | |  | | |
| Reading Aloud | | | |  | | |  | | |  | | |  | | |
| Listening (Teacher-Led Reading) | | | | | | | | | |  | | |  | | |
| Guided Writing | | | |  | | |  | | |  | | |  | | |
| Prompt Writing | |  | | |  | | |  | | |  | | |
| Working at Computer - Assignment Driven | | | | | | | | | | |  | | |
| Working at Computer - Free Time | | | | | | | |  | | |  | | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  | | |  | | |  | | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher-Student Interaction: \* |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Minimal Degree of Student Input | | | | | | |  | |  |
| High Degree of Student Input | | | | |  | |  | |  |
| Minimal Degree of Student Involvement | | | | | | |  | |  |
| High Degree of Student Involvement | | | | | | |  | |  |
| Minimal Awareness of Individual Student Learning Needs | | | | | | | | | |
| High Degree of Awareness of Individual Student Learning Needs | | | | | | | | |
| Minimal Obvious Expectations of Students | | | | | | |  | |
| High Expectations of Students | | | | |  | |  | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Technology Utilized: \* | | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Laptop | | | | | |  | |  | | |  | | |  | | |  | | |
| Computer Lab | | | | | | | |  | | |  | | |  | | |  | | |
| SmartBoard | | | | | | | |  | | |  | | |  | | |  | | |
| Computer (Teacher Use Only) | | | | | | | | | | |  | | |  | | |  | | |
| Online Learning | | | | | | | |  | | |  | | |  | | |  | | |
| Calculator | | | | | | | |  | | |  | | |  | | |  | | |
| Technology Use Not Observed | | | | | | | | | | | | | |  | | |  | | |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  | |  | | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Reading Commitment:  Observed  Not Observed Structured Writing:  Observed  Not Observed |  |  |  |
| Students Speaking and Writing in Complete Sentences: \*  Observed  Not Observed | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Comments: \* |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Reflective Questions: | | | | |  |  |  |
|  |  |  |  |  | |  | |
| Follow-Up: | |  |  |  | |  | |
| No follow-up required. | | |  |  | |  | |
| Please respond to my questions. | | | |  | |  | |
| Please schedule a post-conference with me. | | | | | |  | |
| I really enjoyed your class today! | | | |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
| Email Sent To Teacher | |  |  |  | |  | |

# **PERFORMANCE EVALUATION FOR CLASSIFIED STAFF**

**Lexington Public Schools**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_│\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_│\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee - Position Date of Last Evaluation Date of Evaluation

**E: EXCELLENT** – Exceeds expectations

**G: GOOD** – Meets expectations

**NI: NEEDS IMPROVEMENT** – Does not meet expectations; improvement is necessary to meet expectations

**U: UNSATISFACTORY** – Considerably below expectations; requires immediate attention

**I. JOB PERFORMANCE**

**Quality of Work**

Follows through on details and exhibits general ability to handle assigned tasks **□**E **□**G **□**NI **□**U

**Comments:**

**Quantity of Work**

Consistently performs assigned work in time allotted **□**E **□**G **□**NI **□**U

**Comments:**

**Knowledge of Job**

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to

changing job requirements **□**E **□**G **□**NI **□**U

**Comments:**

**Job Skills**

Possesses skills required to complete tasks **□**E **□**G **□**NI **□**U

**Comments:**

**Work Habits**

Organizes work **□**E **□**G **□**NI **□**U

Takes good care of equipment **□**E **□**G **□**NI **□**U

Promotes economy with district funds and other resources **□**E **□**G **□**NI **□**U

Follows safety regulations/rules **□**E **□**G **□**NI **□**U

**Comments:**

**Dependability**

Follows established work methods **□**E **□**G **□**NI **□**U

Exhibits ability to do job without close supervision **□**E **□**G **□**NI **□**U

**Comments:**

**II. PERSONAL**

**Cooperation**

Exhibits willingness to adjust to schedule changes **□**E **□**G **□**NI **□**U

Helps others **□**E **□**G **□**NI **□**U

**Comments:**

**Attitude**

Exhibits enthusiasm for work **□**E **□**G **□**NI **□**U

Page 2 of 2

Is willing to meet job requirements **□**E **□**G **□**NI **□**U

Readily accepts suggestions **□**E **□**G **□**NI **□**U

Supports goals and objectives of the district **□**E **□**G **□**NI **□**U

**Comments:**

**Relationships**

Exhibits positive relations with co-workers and supervisors **□**E **□**G **□**NI **□**U

Is a good team worker **□**E **□**G **□**NI **□**U

Interacts with students in an appropriate manner **□**E **□**G **□**NI **□**U

Interacts with the public/parents in a professional manner **□**E **□**G **□**NI **□**U

Uses non-sexist and culturally appropriate language **□**E **□**G **□**NI **□**U

**Comments:**

**Personal Fitness**

Exhibits emotional stability required for the position **□**E **□**G **□**NI **□**U

Possesses physical abilities necessary to complete essential job requirements **□**E **□**G **□**NI **□**U

Dresses, grooms and maintains appearance appropriate for the position and assigned tasks **□**E **□**G **□**NI **□**U

**Comments:**

**Punctuality and Attendance**

Comes to work on time **□**E **□**G **□**NI **□**U

Uses leave appropriately **□**E **□**G **□**NI **□**U

Works through the assigned hours **□**E **□**G **□**NI **□**U

Follows proper reporting procedures **□**E **□**G **□**NI **□**U

**Comments:**

**Initiative**

Makes good use of time **□**E **□**G **□**NI **□**U

Conforms to rules and regulations **□**E **□**G **□**NI **□**U

Notices things to do and does them **□**E **□**G **□**NI **□**U

**Comments:**

**Innovation**

Employee shows unusual initiative in suggesting improvement in practices, procedures or

facility changes within the department. (Optional) **□**E **□**G **□**NI **□**U

**Comments:**

**Supervisor Comments:**

**Employee Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator (if applicable) Date**

**\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Date**

\*Indicates employee has conferenced with supervisor but does not necessarily mean agreement with the evaluation.

# **ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have either received a paper copy of or have website access to (http://lexschools.org/district-information/resources/staff-resources) the Lexington School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date