

2025 - 2026

# STAFF HANDBOOK

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**SCOTTSBLUFF**

PUBLIC SCHOOLS  
EVERY CHILD, EVERY DAY



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## **Intent of Handbook**

Any portion of this manual, which is in conflict with Board policy, SEA Collective Bargaining Agreements, SSCA Collective Bargaining Agreement, Administrator Negotiated Agreement, federal or state laws, will be secondary to the appropriate policy or statute.

## SECTION 1 – GENERAL DISTRICT INFORMATION

### Educational Philosophy of Scottsbluff Public Schools

As a school corporation of Nebraska, the Scottsbluff Public School District, acting through its School Board, is dedicated to promoting an equal opportunity for a quality public education to its students within the limitations of the District's ability to furnish financial support to provide for students in cooperation with their parents and the District community, the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors through the dedication of the District's resources, to encourage students, who come to the District from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the District community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life shall be instructed as part of a sequentially coordinated curriculum. The District strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the District community are essential to achieve educational excellence in the District. The District strives to maintain an active relationship with the home and the District community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

### Strategic Priorities

1. Scottsbluff Public Schools Commits to Attracting, Developing, and Retaining Highly Qualified Staff.
2. Scottsbluff Public Schools will Invest in the Mental Health and Wellbeing of Our Students and Staff through Proactive Wellness Efforts and Behavior Interventions.
3. In Alignment with District Priorities, Scottsbluff Public Schools will Invest in Upgraded Facilities and Infrastructure.
4. Scottsbluff Public Schools Commits to Providing a Safe and Secure Environment for Students and Staff.
5. Scottsbluff Public Schools Commits to Providing Opportunities that Maximize Student Engagement and Achievement.

DISTRICT CONTACT INFORMATION			
Location	Address	Administration	Website
Bear Cub Preschool	2512 2nd Ave	Dr. Bree Rock, Early Childhood Director	<a href="#">Bear Cub Preschool</a>
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittini Chancellor, Assistant Principal James Miller, Assistant Principal	<a href="#">Bluffs Middle School</a>
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal	<a href="#">Lake Minatare</a>

			<a href="#"><u>Elementary</u></a>
<b>Lincoln Heights Elementary</b>	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal	<a href="#"><u>Lincoln Heights Elementary</u></a>
<b>Longfellow Elementary</b>	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal	<a href="#"><u>Longfellow Elementary</u></a>
<b>ReConnect</b>	2609 Broadway	Kyle King, Program Director	<a href="#"><u>Reconnect</u></a>
<b>Roosevelt Elementary</b>	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal	<a href="#"><u>Roosevelt Elementary</u></a>
<b>Scottsbluff High School</b>	313 E 27th	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal David Hoxworth, Activities Director	<a href="#"><u>Scottsbluff High School</u></a>
<b>Westmoor Elementary</b>	1722 Avenue K	Bert Wright, Principal Bethany Jolliffe, Assistant Principal	<a href="#"><u>Westmoor Elementary</u></a>
<b>District Office</b>	1722 1st Ave	Dr. Andrew Dick, Superintendent Marianne Carlson, Exec. Director of Finance Dr. Wendy Kemling, Exec. Director of Student Services Mike Mason, Exec. Director of Curriculum and Instruction	<a href="#"><u>SBPS</u></a>

## SECTION 2 – NOTICE TO EMPLOYEES

### **Combined Non-Discrimination Notice**

It is the policy of Scottsbluff Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Andrew Dick, Superintendent  
1722 1<sup>st</sup> Avenue, Scottsbluff, NE 69361  
308-635-6200 - [adick@sbps.net](mailto:adick@sbps.net)

Dr. Wendy Kemling, Executive Director of Student Services  
1722 1<sup>st</sup> Avenue, Scottsbluff, NE 69361  
308-635-6200 - [wkemling@sbps.net](mailto:wkemling@sbps.net)

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

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

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

### **The Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008.

The ADA defines disability with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.
- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.



<b><u>Major life activities include:</u></b> <ul style="list-style-type: none"> <li>• Walking</li> <li>• Seeing</li> <li>• Speaking</li> <li>• Hearing</li> <li>• Breathing</li> <li>• Learning</li> <li>• Performing manual tasks</li> <li>• Caring for one's self</li> <li>• Working</li> <li>• Eating</li> <li>• Sleeping</li> <li>• Standing</li> <li>• Lifting</li> <li>• Bending</li> <li>• Reading</li> <li>• Concentrating</li> <li>• Thinking</li> <li>• Communicating</li> </ul>	<b><u>Major bodily functions include:</u></b> <ul style="list-style-type: none"> <li>• Functioning of immune system</li> <li>• Normal cell growth</li> <li>• Digestive</li> <li>• Bowel</li> <li>• Bladder</li> <li>• Neurological</li> <li>• Brain</li> <li>• Respiratory</li> <li>• Circulatory</li> <li>• Endocrine</li> <li>• Reproductive</li> </ul>
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**Procedures for Requesting ADA Accommodations.** Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Dr. Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Wendy Kemling, 308-635-6217 (fax). See Reasonable Accommodations Request form on the Scottsbluff Public School District's website.
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

**Please Note the Following.** Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.

### **Federal Grant Complaint Procedure**

Federal regulations require the Scottsbluff Public Board of Education to have on file written procedures for receiving and resolving any complaint from an organization or individual regarding a violation of a federal statute or regulation that applies to federal programs. If you should have such a complaint, copies of the procedure are available at the District Office, 1722 1<sup>st</sup> Ave, Scottsbluff, Nebraska.

## **SECTION 3 – THE BOARD OF EDUCATION**

### **Board of Education**

Scott Reisig – President  
Beth Merrigan – Vice President  
Mark Lang – Member  
Rob Polk – Member  
Tory Schwartz – Member  
Paul Snyder – Member  
Dr. Andrew Dick, Superintendent  
Marianne Carlson - Treasurer (Appointed)  
Reagan True - Secretary (Appointed)

The Scottsbluff School District is designated as the School District of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska. Control of the schools is placed, by law, in the hands of a six-member Board of Education elected by legal voters of the District. Members are elected to four-year terms.

Offices of the Board are: President, Vice-President, Secretary, and Treasurer. The President and Vice-President are elected by the Board; the Secretary and the Treasurer are appointed.

Regular meetings of the Board are usually held on or before the second Monday of each month. The Board shall adhere to this meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date, and the meeting will be rescheduled at the Board's convenience. Public notice of the meetings shall be given.

Special meetings may be held as circumstances occur. Special meetings may be called by the president of the Board or any two Board members. Should a special meeting be called, public notice shall be given and the meeting shall be conducted in accordance with the open meetings laws.

All meetings of the Board are open to the public. The Board may hold a closed session by the affirmative vote of a majority of its members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the Board's motion to close. (Neb. Rev. Stat. §84-1410)

## **SECTION 4 – THE ADMINISTRATIVE STAFF**

### **The Superintendent of Schools**

The Superintendent of Schools is the chief executive officer of the Board of Education. The Superintendent shall be in charge of the administration of the School System.

### **Executive Director of Curriculum and Instruction**

The primary responsibility of the Executive Director of Curriculum and Instruction is to provide assistance to professional personnel in the maintenance and improvement of the instructional program and to assist the Superintendent in all areas of administration, as requested.

### **Executive Director of Student Services**

The primary responsibility of the Executive Director of Student Services is to act as Director of Special Education and Director of Title 1, and to provide administrative assistance to all administrators and other personnel.

**Executive Director of Finance**

The Executive Director of Finance is administratively responsible for planning and administration of the District's budget, payroll, benefit administration, fixed assets, bidding, purchasing, HR, accounting, contract management, nutritional services, transportation, wellness/safety, legal and regulatory compliance.

**Assistant Director of Student Services**

The Assistant Director of Student Services is directly responsible to the Executive Director of Student Services. The Assistant Director may act in the capacity of the Executive Director during the absence of the Executive Director from the district.

**Building Principals**

All building principals shall act as the chief administrative officer for their own school building and grounds. They shall be responsible for and have authority over the actions of students, certified and non-certified employees and visitors.

**Assistant Principals**

The Assistant Principal is directly responsible to the Building Principal. The Assistant Principal may act in the capacity of the Building Principal during the absence of the Principal from the building.

**Activities Director/Assistant Principal**

The Activities Director/ Assistant Principal is directly responsible to the Senior High Principal. The Activities Director is in charge of keeping the Master Calendar for all activities occurring during the school year. In cooperation with building principals, he is in charge of scheduling the auditoriums, cafeterias, SHS Meeting Room, etc.





## **SECTION 5 – BOARD POLICIES**

### **Advertising & Promotion (Board Policy 1060)**

Students, staff members, facilities, property or equipment of the schools may not be used in any manner for advertising or promoting the interest of any community or non-school agency or organization without the approval of the Board of Education. Please refer to Board Policy 1060 for more details.

### **Tobacco Policy (Board Policy 1120)**

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation at or in school grounds or activity.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

### **Administrative Action in Emergencies (Board Policy 2410)**

School Closing Procedures. Any time school is to be dismissed due to a storm or other unforeseen reasons, the District Office will communicate this information to radio and television stations as soon as possible. School closing information will also be available on the District website [www.sbbs.net](http://www.sbbs.net), and communicated to our staff and families through approved district communication channels.

If weather calls for closing of school at any given time, only designated essential personnel will report for work. The calendar will identify days that will serve as make-up days should the District need to cancel school for any reason. Exceptions may be made for Lake Minatare School which often experiences more weather related closures.

Some of the factors that contribute to the decision to close school due to weather include:

1. Most parents have to go to work and they often have very few, if any, alternatives for their children if school is canceled. This leads to some losing a day's pay or leaving their children alone.
1. Parents who do not feel that sending their children to school is safe should keep them home and schools are directed to excuse any weather related absences. This way, families have a choice. If we close schools, that choice is removed.
2. Most businesses remain open during these cold, snowy days. People – including parents - all over town have to get to work and our staff would typically need to do so if they worked in the private sector.
3. Late starts can cause havoc in a home when parents (such as teachers) need to go to work two to three hours earlier than their young children. Again, what can they do with them? Early release causes similar challenges in reverse.
4. Closing school opens the door to older students having a “free day” with many having unmonitored access to vehicles. With school open, parent or bus transport to school is often available to students keeping inexperienced drivers off the road.
5. Our buses are well equipped to safely travel in the snow and First Student makes every effort to ensure that the vehicles are dependable and winter-ready.
6. Typically, we are on the phone well into the night and very, very early in the morning getting reports on road conditions and weather outlooks. We work collaboratively with both Gering Public Schools and WNCC in making decisions.
7. We do sometimes shut down our “country school,” Lake Minatare, and all rural bus routes because those roads are sometimes not possible to traverse.
8. School will typically be closed when weather conditions are such that the whole town basically shuts down and almost nobody is out and about.

All staff should ensure that the following practices and procedures are in place:

1. All schools must have a calling tree in place.
2. During times of extreme weather, we will excuse weather related absences. Such conditions will be identified at the District level.
3. If the roads are navigable, all administrators, maintenance and custodial staff are to report to their schools to make sure the facility is appropriately tended to and that there are no stranded students.
4. The District Communications Specialist handles contacting the media and the District will contact parents through the auto-dialer and also by auto-texts (to parents who opt in).

### **Cellular Telephone Service (Board Policy 3063)**

The Board recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the District and to help ensure safety and security of district property, staff and others while on district property or engaged in district-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the Superintendent.

District-owned cellular telephones shall be used only for authorized district business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.

Personal use of privately-owned cellular telephones is restricted to breaks and planning/preparation times. At all other times, cellular phones should be silenced except with administrative approval.

The District may strongly advise staff to load essential applications on their personal cell phones that are related to essential communications and/or the safety and security of students and school personnel. This may be necessary in order to alert all staff, especially those who may be off-site, to local emergencies that may require immediate notification and response. Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal law may result in disciplinary action.

### **Monies in School Buildings (Board Policy 3200)**

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

### **Video Surveillance (Board Policy 3231)**

**Purpose.** The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding district facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

**Placement.** Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

**Notice.** Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.

**Viewing Monitors and Video Recordings.** Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law. Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

If a student is not the sole focus of the recorded video, and the parent or guardian wishes to have other individuals in the video redacted, the parent or guardian will be required to pay the cost of the redaction.

**Use of Video Recordings.** Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.

**Video Recordings as Education Records.** Video recordings which are considered to be “education records” within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the sole and only focus of the video recording.

**Maintaining Video Recordings.** The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.

**Maintaining the Integrity of the Video Surveillance System.** The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

### **Title I Funds (Board Policy 3570)**

**Parents’ Right to Know.** At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents or guardians of each student attending any school receiving Title I funds that the parents or guardians may request, and the District will provide the parents or guardians on request, and in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

1. Whether the student’s teacher:
  - a. Has met the state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - b. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and,
  - c. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 4003)**

**Elimination of Discrimination.** The Scottsbluff Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Scottsbluff Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:



Students, Employees, & Others: Dr. Wendy Kemling, Executive Director of Student Services  
1722 1st Avenue, Scottsbluff, NE 69361  
(308) 635-6200 - [wkemling@sbps.net](mailto:wkemling@sbps.net)

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3<sup>rd</sup> Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov)

**Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.** The Scottsbluff Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by district employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment; or,
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

1. Name-calling;
2. Teasing or taunting;
3. Insults, slurs, or derogatory names or remarks;
4. Demeaning jokes;
5. Inappropriate gestures;
6. Graffiti or inappropriate written or electronic material;
7. Visual displays, such as cartoons, posters, or electronic images;
8. Threats or intimidating or hostile conduct;
9. Physical acts of aggression, assault, or violence; or,
10. Criminal offenses.

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

1. Unwelcome sexual advances or propositions;
2. Requests or pressure for sexual favors;
3. Comments about an individual's body, sexual activity, or sexual attractiveness;
4. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body;

5. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
6. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.; or,
7. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All district employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**Anti-Retaliation.** The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**Grievance (or Complaint) Procedures.** Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each district building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

**Level 1 (Investigation and Findings).** Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a



class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and district employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

1. Providing the parties with the opportunity to present witnesses and provide evidence.
2. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
3. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
4. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

1. A summary of the facts;
2. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred; and,
3. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) working day after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

**Level 2 (Appeal to the Superintendent).** If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within five (5) working days after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal within ten (10) working days after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

**Level 3 (Appeal to the Board).** If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education within five (5) working days after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal within thirty (30) days after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**Confidentiality.** The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

**Training.** The District will ensure that relevant district employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate district officials or employees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**Designated Compliance Coordinators.** Designated compliance coordinators will be responsible for:

1. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
2. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
3. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
4. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other district employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
5. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

6. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
7. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
8. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
9. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
10. Recommending changes to this policy and grievance procedure.
11. Performing other duties as assigned.

**Preventive Measures.** The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in district publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

#### **Duty Hours of Employees (Board Policy 4004)**

The work day for salaried employees shall begin each day of the school year at a time established by the Superintendent. Certificated employees who are employed only during the academic year shall have the same work day as other certificated employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Salaried employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the certificated employees must leave the school building during the work day. Hourly employees will have their work day adjusted or clock-out when leaving the workplace.

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes shall be reported to the Superintendent. The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits certificated employees from working additional hours outside the work day.

All other staff shall be on duty as determined by the Superintendent or Superintendent's designee

No teacher or other school employee shall 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 District.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits salaried employees from working additional hours outside the work day

#### **Family and Medical Leave Policy (Board Policy 4007)**

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The “leave year” for purposes of the FMLA shall be a “rolling” twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent’s designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board’s discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee’s serious health condition, or from a sick leave taken by reason of the employee’s illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An “equivalent position” for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

#### **Drug & Substance Use & Abuse (Board Policies 4009)**

It is the policy of the Scottsbluff Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**Drug-Free Workplace.** The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The District recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.

The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District’s expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees will abide by the District’s drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 calendar days after such conviction.

Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include

the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.

Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

**Alcohol and Drug Testing.** The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21st Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

#### **Personnel Files (Board Policy 4013)**

Any employee shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, whose authorization shall be honored by the District. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

#### **Military & Family Military Leave (Board Policy 4022)**

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a district leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

#### **Report Crimes, Etc. (Board Policy 4023)**

Scottsbluff Public Schools will conduct a background check on classified applicants confirming that no substantial criminal charges or serious civil suits (such as restraining orders) have been filed against the applicant before being accepted for paid employment to work directly with Scottsbluff Public Schools' students.

Employees must notify the Superintendent by the next working day after:

1. **Arrest or Criminal Charges.** The employee is arrested, ticketed, or issued a criminal charge where:
  - a. The maximum possible penalty for the crime equals or exceeds seven day incarceration;
  - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
  - c. Conviction would impact performance of employee's job responsibilities, including offenses that:

- d. Would impact the responsibility to be a role model for students;
  - e. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or,
  - f. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
2. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
  3. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

**Certificate or License.** The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

**Child Abuse.** The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings. Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

### **Employee Conflict of Interest (Board Policy 4050)**

Employees' use of their position with the District for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon five (5) days' notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or a dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the District.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not limited to, any of the following:

1. The outside employment or activity involves the use of the District's time, facilities, equipment, and supplies or the use of the District's badge, uniform, business card or other evidences of office to give the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated members



or classes of members of the general public. For purposes of this section, a person is not “similarly situated” merely by being related to an employee who is employed by the District.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the District for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours which the employee performs service or work for the District.
3. The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of the activity. If the activity or employment falls under (3), then the employee must:

1. Cease the outside employment or activity; or,
2. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

### **Anti-Nepotism (Board Policy 4051)**

The Scottsbluff Public Schools standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating employees are based upon an individual's qualifications for the position, ability and performance. The District attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment, and reserves the right to take appropriate action when relationships or associations of employees negatively affect the District's mission and goals.

### **Recruitment, Selection, Assignment and Advancement.**

1. For purposes of this section:
  - a. Family member means an individual who is the spouse, child, parent, brother or sister by blood, marriage, or adoption. Additionally, a family member includes any other member of the employee's household whether or not related by blood or marriage and any individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.
  - b. Nepotism means the act of hiring, promoting, or advancing a family member or recommending the hiring, promotion, or advancement of a family member.
  - c. Supervisor means an employee having authority, to hire, transfer, suspend, layoff, promote, discharge, assign, evaluate, reward, or discipline employees, responsibility to direct them or to adjust their grievances, or effectively to recommend any such action, if the exercise of such authority is not merely of a routine or clerical nature but requires the use of independent judgment.
2. No official or employee shall engage in nepotism.
3. No employee shall act as a supervisor to his or her family member.
4. No official or employee shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring a family member.
5. Any person violating this section may be subject to disciplinary action.
6. With the Superintendent's recommendation, the Board of Education may, upon a written showing of good cause, grant an exception to subsection (2) or (3) of this policy. The written showing of good cause shall be a public record.
7. An employee who becomes a supervisor to his or her family member other than by means of nepotism shall notify the Superintendent within seven days of becoming aware of such a situation and may continue to act as a supervisor until the Superintendent remedies the situation.

**Supervisor/Subordinate Employee Relationships.** Furthermore, to avoid the risk of sexual harassment or any

appearance of impropriety, employees shall not be allowed to retain supervisory responsibilities over subordinate employees whom they are dating. A supervisor who becomes involved in a relationship covered by this policy shall notify the Superintendent within 10 working days after the start of this relationship. Upon receiving notification of such a relationship from the supervisor, the Superintendent shall immediately assign to another supervisor all responsibilities for employment decisions affecting the subordinate employee and shall make arrangements to transfer one of the employees to another position in the District within a reasonable period of time.

Exceptions involving the Superintendent and the Superintendent's family or household members must be approved by the Board of Education

### **Professional Boundaries (Board Policy 4070)**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

1. Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades). *Scottsbluff Public Schools requires all messaging with students to be through district-sponsored programs: SBPS Remind, SBPS Google Mail, SBPS Google Classroom and SBPS SeeSaw.*
2. Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
3. Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
4. Making any sexual advance - verbal, written, or physical - towards a student.
5. Showing sexually inappropriate materials or objects to a student.
6. Discussing with a student sexual topics that are not related to a specific curriculum.
7. Telling sexual jokes to a student.
8. Invading a student's physical privacy (e.g., walking in on the student in a restroom).
9. Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
10. Unwanted or unwarranted touching of a student without a reasonable educational purpose or while alone with a student when no others are present.
11. Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
12. Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
13. Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
14. Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
15. Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
16. Going to the student's home when the student's parent or a proper chaperone is not present.
17. Giving gifts of a personal nature to a specific student.
18. Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.

19. Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
20. Staff should be judicious in posting photos online – both personally and professionally – especially if they could be considered unprofessional or in any way exhibit poor role-modeling for students.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

**Confidentiality.** Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Please refer to Board Policy 6600 Special Education Policies for more details.

### **Catastrophic Illness, Injury, or Physical Condition Leave (Board Policy 4171)**

The Board of Education may establish and fund for each school fiscal year sixty (60) school days of catastrophic sick leave bank which shall be available to certificated employees upon application of a catastrophic illness, injury, or condition involving the employee's spouse or children. Such sick leave bank benefit is discretionary with the Board of Education and is not a benefit of or subject to the 1.) negotiated agreement or agreements with the collective bargaining agent for the certificated and non-certificated staff of the District, or, 2.) individual contract of any certificated or non-certificated staff member not a member of a collective bargaining unit. Upon adoption by the Board of Education, the policy shall remain in effect until repealed or modified in the sole discretion of the Board of Education.

An employee will not be paid for each day's absence in excess of the allowances provided by negotiated agreement unless granted additional leave through the District's sick leave bank.

Sick Leave Bank Days will be available on a first-come, first-served basis to certificated employees who have both exhausted their accumulated sick and personal leave and are faced with a catastrophic situation involving a spouse or child. Determination of a catastrophic situation will be the responsibility of the Superintendent or designee. A maximum of twenty (20) days per year per individual will be allowed for use. The actual number of days used during any given year by an eligible individual will be determined by the Superintendent. Application for this leave shall be made to the Superintendent and/or CFO/Executive Director of School Finance.

A catastrophic illness or condition shall mean an illness, injury or physical condition of a certificated employee's spouse or child(ren) that is certified by a physician to be of a serious life threatening or emergency nature that the certificated employee's attendance at school is prohibited or the certificated employee's presence with the spouse or child is reasonable and necessary to the care and recuperation of the spouse or child. Approved procedures and forms must be used.

Should an employee exhaust his/her sick leave and not qualify for additional days through the District's Sick Leave Bank, said employee shall receive notification that his/her sick leave allowance has been exhausted. This notification shall be in writing from the Chief Financial Officer. Sick leave bank days granted to a certificated employee shall be counted against any available Family and Medical Leave Act (FMLA) leave days.

### **Military Recruiters (Board Policy 5012)**

The District will provide access to routine directory information of each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request to the high school principal that the student's information not be shared with a military recruiter.

The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students. If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the high school principal.

All requests by a military recruiter should be submitted to the Building Administrator.

### **Student Records (Board Policy 5202)**

#### **Student Records**

School staff shall maintain student records in compliance with state and federal law.

#### **Confidentiality of Student Records**

Student files and other education records shall not be released or divulged except in compliance with state and federal law.

School officials may have access to only those education records in which they have a legitimate educational interest, unless the parent or guardian has given written and dated consent for the access. A school official who violates this restriction shall be subject to disciplinary action up to, and including, termination.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

A school official for purposes of access to education records is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

To the extent permitted by law, contractors, consultants, and volunteers may be permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest, which means records needed to effectively provide the function or service for which they are responsible.

#### **Student and Parent or Guardian Access to Student Records.**

A parent or guardian of a student or former student, and a student or former student who is 18 years of age or older, shall be given the opportunity upon request to inspect and review the education records of the student or former student. Non-custodial parents will be provided full and equal access to the education records of his or her child unless there is a court order to the contrary.

#### **Maintenance and Destruction.**

Student files or records shall be maintained so as to separate academic and disciplinary matters. All disciplinary material in a student's file shall be removed and destroyed after the student's continuous absence from the school for a period of three years.

#### **Amendment of Student Records.**

Parents or guardians and eligible students (a student who has reached 18 years of age or is attending an institution of postsecondary education) have the right to challenge any information contained in the records that they believe is inaccurate, misleading or violates the privacy rights of the student. Such a challenge may be made by making a written request to the principal to amend the records. If a decision is made not to amend the education records in accordance with the request, the principal shall inform the parent or guardian of the student and the Superintendent. The parent or guardian shall be advised of the right to a hearing.

If a hearing is requested, the Superintendent shall conduct a hearing (or delegate the role to another school official who does not have a direct interest in the outcome of the hearing) and provide the parent or guardian or eligible student a full and fair opportunity to present evidence relevant to the issues raised in conformance with applicable law.

### **Anti-Bullying Policy (Board Policy 5415)**

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events and while away from school grounds if the misconduct materially and substantially interferes with or disrupts the educational environment, the District's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior.

The School District shall review the Anti-Bullying Policy annually.

### **Search and Seizures (Board Policy 5406)**

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that:
  - i. The student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent);
  - ii. The testing actually be random;
  - iii. That the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy; and,
  - iv. That the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.
5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.
6. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

### **Homeless Students (Board Policy 5418)**

#### **General Policy Statement**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

### **Student Privacy Protection Policy (Board Policy 5419)**

#### **Student Privacy Protection Policy**

It is the policy of Scottsbluff Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

1. Right of Parents or Guardians to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties

Parents or guardians shall have the right to inspect, upon the parent or guardian's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent or guardian's child.

2. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive

The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

3. Right of Parents or Guardians to Inspect Instructional Materials

Parents or guardians shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents or guardians shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent or guardian, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent or guardian of such concern, and assist the parent or guardian with forming a request which can reasonably be accommodated. If the parent or guardian does not formulate such a request, and continues to desire certain curriculum materials, the parent or guardian shall be asked to make their request to the Superintendent or the Superintendent's designee.

4. Rights of Parents or Guardians to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent or guardian opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions:

- a. In accordance with Nebraska Department of Health and Human Service requirements;
- b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
- c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

5. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including:

- a. A student or parent or guardian's first and last name;



- b. Home address;
- c. Telephone number; and/or,
- d. Social security number.

The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples:

- a. College or postsecondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by elementary schools and secondary schools;
- d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e. The sale by student of products or services to raise funds for school-related or education-related activities; and/or,
- f. Student recognition programs.

#### 6. Parent or Guardian Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents or guardians shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent or guardian shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent or guardian to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent or the Superintendent's designee for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent or guardian as soon as such instrument can be reasonably obtained.

#### Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents or guardians with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents or guardians of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

#### Notification to Parents or Guardians of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents or guardians of the affected children, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

3. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or of other students. (Note: The general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent or guardian opt-out right:
  - a. Screenings in accordance with Nebraska Department of Health and Human Service requirements;
  - b. Physical examinations or screenings that are permitted or required by an applicable state law; and,
  - c. Surveys administered to students in accordance with the Individuals with Disabilities Education Act.

Parents or guardians shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

#### Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent or guardian;
2. Mental or psychological problems of the student or the student's parent or guardian;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent or guardian; or,
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

#### Mental Health Assessment or Service

The District shall attempt to obtain informed consent from the parent or guardian of each child who is under 18 years of age to participate in any mental-health assessment or therapeutic service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent or guardian written notice describing in detail such mental health assessment or therapeutic service, including the purpose for such assessment or therapeutic service, the provider of such assessment or therapeutic service, when such assessment or therapeutic service will begin, and how long such assessment or therapeutic service may last. No mental health assessment can be conducted without written consent from the parent or guardian.

### **Parent Involvement (Board Policy 6400)**

#### **Parental Involvement in Schools**

Scotts Bluff County School District 79-0032, aka Scottsbluff Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with appropriate school personnel to discuss such concerns as the Superintendent or the Superintendent's designee may deem appropriate. The Superintendent or the Superintendent's designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff. Guidelines may be found in the District Parent-Student Handbook.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds

objectionable. The Superintendent or the Superintendent's designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such a test might be viewed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or the Superintendent's designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which the survey exists from the school's perspective.

6. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration, or, where appropriate, the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the District concerning a parent's access, involvement, and participation in activities of the school.

#### **Free and Reduced Price Meals (Board Policy 6500)**

There will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to:

1. Work for their meals
2. Use a separate lunch room
3. Go through a separate serving line
4. Enter the lunchroom through a separate entrance
5. Eat meals at a different time
6. Eat a meal different from the one sold to children paying the full price

#### **Internet Safety & Acceptable Use Policy (Board Policy 6800)**

It is the policy of Scottsbluff Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall:

1. Prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Prevent unauthorized access, including so-called "hacking," and other unlawful activities online;
4. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
5. Obtain verifiable parental consent before allowing third parties to collect personal information online from students; and
6. Implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

**Definitions.** Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and,
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value in respect to minors.

**Access to Inappropriate Material.** To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

**Inappropriate Network Usage.** To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: 1.) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and 2.) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring.** It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

**Social Networking.** Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

**Parental Consent.** The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.

**Adoption.** This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

**Computer Acceptable Use Policy.** This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

**Technology Subject to this Policy.** This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

**Access and User Agreements.** Use of the District technology resources is a privilege and not a right. The Superintendent or the Superintendent’s designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or the Superintendent’s designee in writing if they do not want their child to have access. The Superintendent or the Superintendent’s designees are

authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this policy. The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

**Acceptable Uses.** The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

**Unacceptable Uses.** The following are unacceptable uses of the technology resources:

1. **Personal Gain.** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
2. **Personal Matters.** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the District that makes such use permissible under law.
3. Occasional use that the Superintendent or the Superintendent's designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District include sending an email to a minor child or spouse or sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission. This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time. The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.
4. **Campaigning.** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
5. **Technology-Related Limitations.** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - g. Users shall not engage in any form of vandalism of the technology resources.
  - h. Users shall follow the generally accepted rules of network etiquette. The Superintendent or the Superintendent's designees may further define such rules.
6. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any district policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - a. To access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - b. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.

- c. To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
- d. To engage in or promote violations of student conduct rules.
- e. To engage in illegal activity, such as gambling.
- f. In a manner contrary to copyright laws.
- g. In a manner contrary to software licenses.

**Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

**Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: 1.) who has successfully completed district training on proper disabling circumstances and procedures; 2.) with permission of the immediate supervisor of the staff member requesting said disabling; or, 3.) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

**Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

**Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

### **Dispensing Medication (Board Policy 6910)**

The administration of medication at school is strongly discouraged except when necessary for the student’s health or education. The dosage intervals of many medications can be adjusted so the times for taking the medication come outside school hours. When possible, interval adjustment should be considered before administering medication at school. All medications administered by district personnel shall be administered in accordance with the Medication Aide Act.

### **Student Self-Management of Asthma, Anaphylaxis, Diabetes, and/or Seizure Disorders (Board Policy 6920)**



Students with asthma, anaphylaxis, diabetes or seizure disorders will be permitted to self-manage such medical conditions upon:

1. written request of the student's parent or guardian;
2. authorization of the student's physician or a healthcare professional who prescribed the medication for treatment of the student's condition;
3. receipt of a signed no liability statement from the parent or guardian; and
4. development of an asthma, anaphylaxis, diabetes or seizure disorder medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition upon the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

## SECTION 6 – STANDARD RESPONSE PROTOCOL

Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011 Scottsbluff Public Schools conducted training for its Teachers, Administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- ❖ **Hold** is followed by the Directive: “In Your Classroom or Area” and is the protocol to clear the hallways and remain in the classroom until the “All Clear” is announced with business taking place as usual.
- ❖ **Secure** is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- ❖ **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- ❖ **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- ❖ **Shelter** is always followed by a type and a method and is the protocol for group and self protection.



These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to the local law enforcement agency

would then be “We are under Lockdown.” Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold.”

The SRP is now in place in literally thousands of schools around the country and over the last year or two is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at <http://iluvuguys.org>.

## **SECTION 7 – BREAKS, UNIFORMS, & EMPLOYEE IDENTIFICATION BADGES**

### **Lunch Breaks**

Classified employees who work an entire day may be allocated a thirty (30) minute lunch break per day. Lunch breaks should be scheduled by the principal/supervisor so as not to disrupt building or departmental functions. Lunch breaks are uncompensated time. They do not count towards the number of hours you are required to work each day. You are required to clock out on the TimeClock web application for the time you are gone.

### **Employee Dress Code**

It is the policy of the District that employees should project a professional/business to business casual like image unless subject matter (or the day's activities) requires otherwise or as appropriate for your position. Good taste and common sense should be exercised by employees. Clean, professional, business to business casual like attire is the appropriate dress for employees.

#### **Unacceptable Dress.**

- Clothing that is torn, dirty or frayed
- Blue jeans (with exemptions as approved by your administrator or director)
- Clothing that reveals too much cleavage, chest, midriff or back
- T-shirts (with exemptions as approved by your administrator or director)
- Flip flops or thongs
- Extreme short skirts
- Sheer or see-through clothes
- Shorts (with exemptions as approved by your administrator or director)
  - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants
- Clothing with potentially offensive words, logos or graphics

### **Employee Identification Badges**

All employees are provided district picture identification badges through the HR Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

### **Employee Building Access Badges**

All employees are provided district building access badges through the District Office. The badges are to be used for entry into the various school buildings. If the badge is ever lost or damaged, please notify your principal or the District Office immediately.

## **SECTION 8 – SAFETY, HEALTH, & ASBESTOS**

### **Workplace Safety**

The District is committed to providing and maintaining a safe and healthful work environment. This district recognizes its responsibility in protecting and conserving its human and financial resources.

### **Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Infectious Disease - Personnel**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the District's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the Director of Student Services and school nurses.

The health risk to immune-depressed employees shall be determined by their personal physician. The health risk to others in the District environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the District or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Principal or Superintendent any time the employee is aware that the disease actively creates such risk. Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file.

It shall be the responsibility of the Director of Student Services, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

### **Material Safety Data Sheets**

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively

to daily exposure situations as well as to emergency situations. You can access our MSDS site by logging into our website [www.sbbs.net](http://www.sbbs.net), MSDS. This site is proprietary to our district and is available only through controlled access.

### **Gun-Free School Zones Act**

Per Title XVII, Section 1702, of the Crime Control Act of 1990 (Public Law 101-647), the Gun-Free School Zones Act of 1990, makes it illegal for any individual to knowingly possess a firearm in a school zone. The term school zone means in or on the grounds of a public, parochial, or private school, or within a distance of 1,000 feet from school grounds. More information may be found [here](#).

## **SECTION 9 – RECRUITMENT & BENEFITS**

### **Recruitment**

This district secures quality personnel through effective recruitment. It is the responsibility of the Superintendent of Schools and his designees to determine personnel needs of the District and to locate suitable candidates.

There should be no discrimination against any employee or applicant for employment by reason of race, color, national origin, creed, marital status, sex or age, or other protected status. A personal interview will be required of selected candidates.

It shall be the duty of the Superintendent or the Superintendent's designee to see that persons nominated for employment meet all qualifications established by law and Board policy for the type of position for which nomination is made.

**Immigration Reform and Control Act (I-9)**. In compliance with the Immigration and Control Act of 1986 and Nebraska state law, we require all newly hired employees to present documented proof of identity and eligibility to work in the United States. Employees are required to furnish this information within three working days of hire date.

### **Employee Orientation**

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Executive Director of Finance or designee. The supervisor may wish to review the staff handbook as part of the orientation process.

### **Section 125 Flexible Benefit Plan (RCI SelectFlex)**

Section 125 of the Internal Revenue Code, enacted by Congress in 1978, allows companies to give their employees the opportunity to pay for benefits on a pretax basis. Pretax benefits lower payroll-related taxes for both the employer and employees.

Expenses such as deductibles, medical reimbursement and dependent daycare can quickly add up. Employees are able to set aside portions of their salaries before taxes are calculated. This reduces your taxable income, meaning you will pay less in taxes. The money set aside is automatically deducted from your paychecks and credited to an individual's flex spending account. Enrollment for SelectFlex is held every year prior to September 1<sup>st</sup>. Annual re-enrollment is required and late applications will be denied per IRS regulations. Any questions concerning the plan should be directed to the Executive Director of Finance.

### **Social Security and Medicare**

All wages paid for teaching in Nebraska will count towards potential benefits to the teacher and/or to his or her eligible dependents and survivors under the Federal Insurance Contribution Acts (FICA). This FICA (Social Security and Medicare) deduction provides a Federal system of old age, survivors, disability, and medicare benefits. Wages paid for substitute, part-time and temporary employment must be reported just the same as wages for regular teaching and administrative positions. FICA taxes are collected on 7.65% of earnings. Any deductions made for

Section 125 purposes are exempt for Social Security, Medicare tax, and State and Federal Income Tax. The social security and medicare rates for the school year are deducted from the employee's paycheck and a like amount is paid by the District for each employee.

For additional information, contact the Social Security District Office at 415 Valley View Drive, Scottsbluff, and/or ask for their free booklet, 'Your Social Security.'

### **Worker's Compensation**

All employees of the District are covered by Worker's Compensation Insurance. To be eligible the injury to an employee must arise from and in the course of employment in the District. Employees injured during the course of employment are required to report **ALL** accidents or injuries to their supervisor and HR immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed'. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Regional West Medical Center is Scottsbluff Public School's *designated medical facility* for Worker's Compensation claims. Employees are required to contact the HR Coordinator to make arrangements with Regional West Medical Center to provide the best care for the employee's injury/illness.

### **Disability Insurance**

Scottsbluff Public Schools provides disability insurance to employees who are working at least .5 F.T.E. (half-time), that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association. Contact Human Resources at the District Office for more details.

An employee who becomes permanently disabled, as qualified by a physician, without possibility of return to employment in the District will be compensated for unused sick leave per their negotiated agreement.

### **Mandatory Retirement/NPERS**

All classified employees who are hired for positions that are 20 hours or more per week on an ongoing, regular basis are required to participate in the Nebraska Public Employees Retirement System (NPERS). All members of the Retirement System will contribute the required percentage as established by NPERS. The District will match that contribution 101%. A member who terminates employment before retirement with Scottsbluff Public Schools may:

1. Leave the account on an inactive basis.
2. Receive a refund of the account. A Non-Contributing School Member Form must be filled out with the Nebraska Public Employees Retirement Systems, PO Box 94816, Lincoln, NE 68509-4816. For full details or questions, please call the Retirement System at (800)245-5712.

### **Voluntary Retirement**

Section 403(b) of the Internal Revenue Code allows employees of public school systems and certain charitable and nonprofit organizations to establish tax-deferred voluntary retirement plans which can be funded with mutual fund shares. 403(b) participation is generally available to those employees working 20 hours or more per week. Reference additional information regarding 403b plans through the Scottsbluff Public Schools website [www.sbeps.net](http://www.sbeps.net) by logging into staff online, human resources, 403b Informational videos. Required forms for optional participation are available in the HR Department.

### **Life Insurance**

Life insurance is provided by the District for all employees who work at least .5 F.T.E. (half-time). Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for details. Optional additional life insurance is available; for the cost of this insurance, please contact the HR Department.

## **COBRA**

**Cobra Law – The Consolidated Omnibus Budget Reconciliation Act.** In 1986, Congress passed the Consolidated Omnibus Budget Reconciliation Act (COBRA) which provides continuation of health insurance coverage that otherwise might be terminated after leaving employment. This law amends the Employee Retirement Income Security Act (ERISA), the Internal Revenue Code and the Public Health Service Act to allow continuation of group health coverage. Under COBRA, group health plans sponsored by employers that have at least 20 employees in the prior year must offer the option of continuing health coverage in certain instances. COBRA requires group health plans to offer continuation coverage to covered employees, former employees, spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain events including the death of a covered employee, termination or reduction of hours of a covered employee's employment for reasons other than gross misconduct, a covered employee becoming eligible for Medicare, divorce or legal separation of a covered employee and spouse, and a child's loss of dependent status under the plan.

## **SECTION 10 – CLASSIFIED EMPLOYEES**

### **Hiring/Dismissal (Board Policy 4210)**

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Scottsbluff Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The decision of the Superintendent shall be final and may not be appealed to the Board of Education.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time with or without cause, with or without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

**Accrued vacation time cannot be used in lieu of two-week notice to resign employment.**

### **Attendance**

Regular, dependable, in-person attendance contributes significantly towards better team effort and productivity. Each employee is very important to the smooth operation of Scottsbluff Public Schools. Faithful attendance is an essential component of solid employee performance. Occasionally, however, it may be necessary for you to be absent from work as a result of illness, injury, or other personal reasons. Employees who will be absent are expected to notify their building administrator or supervisor immediately. All absence must be entered into Employee Access under Attendance.

### **Selection Procedures**

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

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

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



All job postings will be listed on the District's website. Our district uses the tool 'TalentEd' to list job postings. Anyone qualified for a position may submit an application by applying on TalentEd found on the District website [www.sbpps.net](http://www.sbpps.net).

Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. The interviewer shall work from a written list of interview questions, using the same set of questions for each applicant.

A minimum of three reference checks made by telephone and using a standard list of questions shall be used in the screening process. These checks shall be documented and filed with the employee's records. Prior to hiring any person, the district shall conduct background checks regarding the applicant's fitness for employment.

### **Employee Classification**

Classified Staff are employees who are not administrators or employees in positions which do not require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Support Staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees and temporary help for summer or other maintenance. The position may be full-time or part-time.

1. Maintenance and Custodial employees keep the physical plant open, heated, lighted and ready for use or keep the grounds, buildings and equipment at their original condition through repair or replacement. Maintenance works under the direction of the Director of Facilities & Maintenance and custodians work under the direction of the Principal.
2. Clerical employees engage in accounting/fiscal office management and clerical assistance to the administration.
3. Para-professionals provide instructional services or student support in the classroom under the direction of the classroom teachers and/or building principal.

**Transfer.** Any classified employee wishing to transfer from one position to another shall submit such request to the Building Principal, Executive Director of Student Services, or supervisor as appropriate. All transfers will be considered on an individual basis. Since all classified employees are employed on an "at-will" basis and not entitled to any contractual or extended job rights, no classified employee is entitled to any transfer or change in job position. The assignment of any classified employee may be changed during the year when deemed advisable by the Superintendent or designees.

**Involuntary Transfer.** Determining the location where a classified employee's assignment will be performed is the responsibility of the Superintendent, based upon recommendations from the building administrators and supervisors. In making position assignments, building administrators and supervisors, along with the Superintendent, shall consider the qualifications of the employee and the needs of the District.

### **Duties**

The duties of all classified employees shall be defined in accordance with the job descriptions and expectations of the employee's supervisor, as may change from time to time.

The job descriptions are of a general nature and duties assigned to an employee are not restricted to the items listed within the job description. Each employee will be responsible to the supervisor to whom they are assigned.

### **Evaluations**

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

## **Conduct**

District employees have many opportunities to contribute to the positive, caring image of the school system. Courtesy, tact, patience, friendliness, cooperation and an optimistic attitude are highly valued attributes of employees along with proficiency and skill in job assignments. All employees are expected to treat everyone with respect and understanding. Efforts by employees to contribute to the positive educational environment in the buildings are greatly appreciated.

## **Wages**

**Salary Schedule.** A salary schedule is negotiated for all support staff employee positions. The basic compensation of each employee shall be set forth in the salary schedule as approved by the Scottsbluff Public Schools Board of Education. Pay scales, years of service compensation, professional development and education levels are set forth as stated in the Scottsbluff Schools Classified Association Negotiated Agreement. Please note that we consider wage and salary information to be 'CONFIDENTIAL'.

## **Compensation and Related Benefits**

The Board of Education will negotiate the compensation package with the classified employees. All employees are paid monthly on or before the 21st of each month. If the 21st falls on a weekend, payment will occur on the Friday prior to the 21st.

### **CLASSIFIED PAYCHECK SCHEDULE 2024-2025**

Start Date	End Date	Pay Date
08/05/2024	09/01/2024	09/20/2024
09/02/2024	10/06/2024	10/21/2024
10/07/2024	11/03/2024	11/21/2024
11/04/2024	12/01/2024	12/20/2024
12/02/2024	01/05/2025	01/21/2025
01/06/2025	02/02/2025	02/21/2025
02/03/2025	03/02/2025	03/21/2025
03/03/2025	04/06/2025	04/21/2025
04/07/2025	05/04/2025	05/21/2025
05/05/2025	06/01/2025	06/20/2025
06/02/2025	07/06/2025	07/21/2025
07/07/2025	08/03/2025	08/21/2025

All employees are required to participate in the direct deposit program as this process ensures that your paycheck is deposited. Payroll checks will be deposited into your checking or savings account, unless we notify you otherwise. Pay Cards are available for employees without checking accounts. If you believe there is an error on your paycheck, please report it immediately to the payroll department. Once a determination has been made, necessary corrections will occur.

Our payroll period varies, and staff will be notified of payroll periods for each year at the start of the school year. Each hourly employee is required to use the time clock provided on their computer (Timeclock Plus). If you should have a problem using the WebClock, you need to notify your supervisor. Your supervisor will have you fill out a 'Time Clock Mispunch' form indicating the adjustment that needs to be made and will in-turn notify the payroll department. **Under no circumstances should anyone ever clock in or out for another employee. If this should occur, it is grounds for immediate dismissal from Scottsbluff Public Schools for both parties involved.**

## **Salary Checks and Deductions**

Salary checks are based on hours worked multiplied by the hourly wage indicated on the employee's salary worksheet.

Scottsbluff Public Schools is required to deduct federal and state withholding taxes (income taxes) based on information you provide on your W4. Deductions for Social Security and Medicare are also deducted at the rate established by the federal government. Retirement, based on employee's eligibility, will be deducted at the rate established by NPERs. The District is also required to withhold and remit court-ordered garnishments, child support and liens.

Other voluntary deductions including Medical and Dental Insurance, Life Insurance, 403b Retirement, Vision Insurance, Select Flex, etc. must be approved by the employee, which is indicated on the signed enrollment forms.

Any changes per the employee to payroll including tax withholdings, insurance, etc., must be received by the payroll department at the Business Office by the first day of the month preceding the pay date for that month. **Any mid-year changes to any Section 125 Plan items (health insurance, dental insurance, AFLAC, Select Flex child care and Select Flex medical reimbursement) can only be made if there is a qualifying "change in status"**. Contact the payroll department should you have questions or changes.

### **Employee Access (EA)**

Employees have access to the schools system called Employee Access which gives them access to viewing their paychecks, W2's, ACA 1095's, obtaining benefit forms, etc. Information regarding the EA will be given to the employee at orientation or by contacting the business office.

### **Overtime Pay**

Fair Labor Standards Act mandates payment of 1 ½ times employee's regular rate on any hours worked over 40 by a nonexempt employee in a workweek. Any overtime must be approved by the employee's supervisor (Superintendent, building principal, director or supervisor) before working over the 40 hour limit. An employee who works overtime in violation of this provision may be subject to discipline, up to and including termination of employment.

### **Medical/Dental Insurance**

All classified employees employed under the Scottsbluff Schools Classified Association 2024-25 Negotiated Agreement shall receive a 60% reduction of the cost of the month premium (\$508.99) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - \$1050 Deductible or \$2500 Deductible.

Health Coverage	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Children
\$1050 Deductible	\$ 818.18	\$ 1,513.66	\$ 1,718.19	\$ 2,307.10
\$2500 Deductible	\$ 690.31	\$ 1,277.12	\$ 1,449.69	\$ 1,946.55
Dental Coverage				
PPO=100% A, 75% B, & 50% C Cov	\$ 30.13	\$ 55.70	\$ 63.23	\$ 84.95
<b>Employee's Actual Cost w/60% District Contribution</b>				
<b>\$1050 Deductible</b>	<b>\$ 339.32</b>	<b>\$ 1,060.37</b>	<b>\$ 1,272.43</b>	<b>\$ 1,883.06</b>
<b>\$2500 Deductible</b>	<b>\$ 211.45</b>	<b>\$ 823.83</b>	<b>\$ 1,003.93</b>	<b>\$ 1,522.51</b>

### **Vision Insurance**

Vision Insurance is offered to all employees who work more than .5 FTE.

Vision – VSP Insurance Premiums	
Employee	\$ 9.22/month

Employee + Spouse	\$ 18.48/month
Employee + Child(ren)	\$ 19.75/month
Family	\$ 31.60/month

## SECTION 11 - CLASSIFIED LEAVES/VACATIONS/HOLIDAYS

Personnel employed by the District may request or be required to be absent for several reasons:

1. Those beyond their control, such as personal sickness or injury, jury duty, military service or emergencies.
2. Those governed by compassion or conviction, such as family illness, bereavement and other personal reasons.
3. Those stemming from occupational status such as attendance at meetings, conventions, in-service courses and seminars.
4. Those provided by scheduled vacations.

All leaves except holidays must be entered into the iVisions system; this is the responsibility of all employees. (Employees are encouraged to record their absence(s) within 24 hours; or run the risk of not having those day(s) included in current pay period)

### Leaves

If you know that you will not be able to attend work at the time you are scheduled, please notify your building administrator or supervisor in advance. If you are unable to give advance notice, you must telephone your building administrator or supervisor as soon as possible. If you are personally unable to contact your building administrator or supervisor, you are responsible for asking someone else to do so. Depending on the circumstance, your building administrator or supervisor may request that you also contact the Superintendent. It is your responsibility to notify your building administrator or supervisor each time you are unable to report to work.

If you are absent from work and we do not hear from you or someone notifying us on your behalf after three (3) consecutive workdays, we will conclude that you have voluntarily terminated your employment with the District. Any request for employment verification of job performance references will result in an unfavorable recommendation if you decide to leave the Scottsbluff Public Schools in this manner.

Notwithstanding anything to the contrary herein, an employee only earns paid leave on the date and conditions precedent specified in this handbook, Board policy, or the employee's individual contract. As a courtesy, the District's payroll software may show an employee's total number of leave days for the entire year if the employee remains employed for the full year, rather than the number of leave days the employee has actually earned. In the event that the District's payroll software shows that an employee has more leave available than the employee has actually earned, then the employee shall have no right or expectation to exhaust such additional leave or receive any payout for such unearned leave. If an employee takes more leave than the employee actually earns before the employee earns such leave, then the District reserves the right to withhold the additional paid leave from the employee's final paycheck.

### Sick Leave

Classified personnel will receive sick leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for details. Leave must be approved by the immediate supervisor. Sick leave must be entered into the iVisions system as well; this is the responsibility of all employees. Employees who take sick leave under false or misleading pretenses may be subject to discipline, up to and including termination of employment.

### Personal Leave

Employees budgeted thirty (30) or more hours per week will be allowed two (2) personal days per year. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more

details. Personal leave must be entered into the Employee Access system as well; this is the responsibility of all employees.

### **Holiday**

Employees working six (6) hours a day or more will receive paid holidays. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Schedule of Holidays for 2024-2025 school year are as follows:

HOLIDAY (2024-2025)	9 Month Employees	10 Month Employees	12 Month Employees
July 4, 2024			X
September 2, 2024	X	X	X
November 28, 2024	X	X	X
November 29, 2024		X	X
December 24, 2024	X	X	X
December 25, 2024		X	X
December 31, 2024		X	X
January 1, 2025		X	X
April 18, 2025		X	X
April 21, 2025			X
May 26, 2025		X	X

### **Vacation**

Each classified, full-time 12 month employee will accrue vacation leave. Refer to the Negotiated Agreement for Scottsbluff Board of Education and Scottsbluff Schools Classified Association for more details. Vacation time must be entered into the Employee Access system as well; this is the responsibility of all employees.

### **Inclement Weather Days**

If our schools are closed due to bad weather, you will not be paid for non-worked hours. The time off could be considered a personal day, unless you are already pre-scheduled to be gone for the day. In that case, your pre-scheduled leave will be used. Maintenance, custodial staff and other employees deemed essential to the District operation are expected to report to work and will be paid for hours worked. Classified employees will not be paid for missing a scheduled workday due to inclement weather if the District is open for school. In this case, time off will be considered whether personal, vacation leave or leave without pay. If, because of inclement weather, students and employees are dismissed early for the day, employees will be paid for the hours worked.

## **SECTION 12 - CLASSIFIED DISCIPLINE & TERMINATION/RESIGNATION**

### **Progressive Discipline Procedures**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Scottsbluff Public School supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Scottsbluff Public School reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the

offense. The level of disciplinary intervention may also vary. Nothing in this section shall entitle an employee to any step of the progressive discipline procedure, and the District reserves the right to skip any or all steps in this procedure depending on the severity of the misconduct. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Scottsbluff Public School's progressive discipline process:

- **Coaching Session.** A supervisor verbally coaches an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Verbal Warning.** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning.** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan.** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Scottsbluff Public School reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Your employment with Scottsbluff Public Schools is a voluntary one and is subject to termination by you or Scottsbluff Public Schools at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Scottsbluff Public School employees.

## **SECTION 13 - CLASSIFIED GRIEVANCE PROCEDURE**

### **Grievance Procedure – Per Classified Negotiated Agreement**

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time to time arise concerning the interpretation, application, or meaning of the terms and conditions of employment set forth in this Negotiated Agreement. An underlying principle of the grievance procedure is to ensure fair and equitable treatment to the District's employees.

#### **Definitions.**

1. **Grievance.** A grievance is defined as any claim or complaint relative to a purported violation of the terms and conditions of employment set forth in this Negotiated Agreement.
2. **Grievant.** A Classified staff member, or the Association making the claim. Any employee has the right to have a representative of their choice at any step of the grievance procedure.
3. **Time Limits.** All time limits shall consist of the Classified staff's working days except when a grievance is submitted after the end of the school year; the time limits after the end of the school year shall consist of all weekdays Monday through Friday. The number of days indicated at each level should be considered maximum and every effort shall be made at all levels to expedite the process. Failure of any grievant to comply with the time limits contained herein shall constitute a waiver of right to appeal to the next step. Failure of the District or its representatives to comply with the time limits at any level shall permit the grievant to appeal the grievance to the next level.
4. **Grievance Meetings or Hearings.** All meetings and hearings under this procedure up to and including Step 2 shall be conducted in private and shall include only the administration's representatives, the grievant, and the grievant's designated representatives.



### **The Procedure.**

1. **Informal Resolution.** The parties believe that it is usually most desirable for an employee and the District to resolve problems through free and informal communications. When requested by the Classified staff, a representative of the Association may assist in this resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:
  - a. **Step 1.** The request or complaint shall be made in writing to the Classified staff member's immediate supervisor. The supervisor shall then have five (5) working days to respond to the grievance and give an answer in writing.
  - b. **Step 2.** If the grievance has not yet been settled, the Classified staff member may pursue further action by filing the grievance within five (5) working days to the Superintendent of the Schools or their designated representative. The Superintendent or their designated representative shall arrange for a meeting to be held within ten (10) working days in order to discuss the grievance. A written answer to the grievance will be provided within five (5) working days after the conclusion of the meeting. The decision of the Superintendent of Schools shall be final and may not be appealed to the Board of Education.

## **SECTION 14 - CERTIFIED - CURRICULUM & INSTRUCTION**

Our goal is to ensure that every student – regardless of what school they go to and what neighborhood they live in – graduates from high school prepared for college and career. The intent of our district is to work collaboratively with our teachers and schools to ensure a consistent high quality curriculum and instruction that is relevant to our students. We must continue to improve the quality of instruction in our classrooms by effectively utilizing tools and resources.

District Learning Guides have been developed by Scottsbluff Public Schools in the areas of Math, Reading, Writing, Social Studies, Foreign Language, Music and Science. These documents were developed by groups of SBPS teachers and are aligned to Nebraska State Standards. The Learning Guides provide a framework that identifies the concepts, information and skills for a course and helps to provide consistency and continuity of instruction. Learning guide development process is an essential step in the process of ongoing curriculum development and implementation. While these are fluid documents that are continually revised, it is expected that staff follow the Learning Guides. District selected textbooks and other information sources including electronic sources are selected to support the Learning Guides.

Instruction includes strategies for engaging students in active learning and for tailoring these experiences to meet the individual needs of students so that all students improve their performance. Some instructional strategies identified by the District or building are required as part of the school improvement process and Target Implementation Plans.

Assessments and testing are planned to guide instruction and improve student performance. Scottsbluff Public Schools teachers are expected to use data and information from a variety of standardized tests, performance assessments and teacher observations to make decisions to modify curriculum and instruction to improve student performance. The Scottsbluff Public Schools Assessment Schedule is available on the District website.

Professional development is an ongoing process that serves as the bridge between where teachers are now and where they will need to be to address new challenges and ensure the academic success of all students. The most effective professional development engages teams of teachers to focus on the needs of their students. All Scottsbluff Public School staff are expected to participate in professional development and professional learning teams at the building and/or district level.

Continuous Improvement and the school improvement process is a key to effective schools and districts. Scottsbluff Public Schools staff members are expected to work collaboratively to establish priorities, select goals and implement improvement plans.

### **Scholastic Achievement - Guidelines for the Marking System in the Elementary**

- The effort evaluation, which is based on the individual's earnest attempt in the classroom, is placed under the work habits category, rather than repeating with each subject. Achievement, based on the individuals' progress, is indicated by codes listed. Resource grades that are scaled or adjusted will be indicated on the card and inside the cumulative folder by teacher notation.
- Student learning in grades K-5 will be evaluated and reported relative to the Nebraska standards. Every state has outlined expectations for what students should know, understand, and be able to do. These expectations are called *standards*. In a standards-based system, the goal is to provide accurate information about students' levels of understanding or how competent they are in the standards. To do this, teachers will report on student understanding. A grading symbol called a score—indicated by 1, 2, 3 or E—will provide a description of student academic performance.
- The purpose of a Standards-based Report Card is to provide more detailed feedback to parents regarding the progress their children are making toward specific learning standards at their grade level.
- The Standards-based Report Card will allow parents and students to understand more clearly what is expected of students and how parents/guardians can help them to be successful in Scottsbluff Public Schools' rigorous academic programs.
- The Standards-Based Report Card will provide a focused and detailed profile of their child's academic performance.

### **Types of Codes Used on Standards-Based Report Cards**

Performance Level	1	2	3	Exemplary (E)
Descriptor	The student has demonstrated a minimal understanding of subject matter and does not meet grade level expectations at this time.	The student has demonstrated a partial understanding of subject matter and is approaching grade level expectations at this time.	The student has demonstrated a solid understanding of subject matter and is meeting grade level expectations at this time.	The student has demonstrated a thorough understanding of challenging subject matter and exceeds grade level expectations at this time.

### **Scholastic Achievement - Guidelines for the Marking System in the Middle School**

**Marking System and Report Cards.** Report cards are issued at the end of each nine weeks. Academic core classes and exploratory courses are graded using A, B, C, D, and F. The whole range of letter grades includes:

A – Superior	A = 90 – 100%
B – Above Average	B = 80 – 89%
C – Average	C = 70 – 79%
D – Below Average	D = 60 – 69%
F – Failing	F = 59% and Below
I – Incomplete	

### **Grade Books/Infinite Campus**

- All teachers must record at least two grades per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

### **Grading Practices**

- In all core classes (Language Arts, Math, Science, and Social Studies) student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least FIVE assessment activity grades in the "Assessment" category of the grade book per quarter in all Language Arts, Math, Science, and Social Studies classes.

### **Progress Reports**

- At a minimum, progress reports must be sent home with students the third week of each nine week marking period in all courses.
- During the third week of each nine week period, teachers must contact the parent/guardian of any student with a failing grade via phone, email, or letter and document the communication.

### **Scholastic Achievement - Guidelines for the Marking System in the Senior High School**

**Marking System and Report Cards.** The percentage grading system is used in Scottsbluff High School. Each percentage grade represents the level of achievement in the course's objectives.

A - Outstanding Level Achievement	90%-100%
B - Above Average Level Achievement	80%-89%
C - Average Level of Achievement	70%-79%
D - Minimum Level of Achievement	60%-69%
F - Failing - No Credit	59% & Below

### **Grade Books/Infinite Campus**

- All teachers must record at least one grade per week in their grade books.
- Grades are to be kept accurately and up-to-date on Infinite Campus by all teachers.
- The more detail that is provided in the assignments portion of Infinite Campus, the less likelihood there is for the possibility of misunderstanding with the parent/guardian.
- Grade assignments in a timely manner.

### **Grading Practices**

- In all classes student grades are weighted so that 70% of a student's grade is based on student performance on assessments and 30% of a student's grade is based on student performance on daily work assignments. Students who do not submit assessments or fail to complete an assessment satisfactorily will be expected to complete the assessment before or after school, during lunch, and/or at Saturday School.
- At a minimum (and more are encouraged), teachers should have at least Four assessment activity grades in the "Assessment" category of the grade book per quarter in all classes.
- During the sixth week of each nine week, teachers must contact the parent/guardian of any student with a failing grade via phone, email, Remind, or letter and document the communication.

### **Final Exams**

Comprehensive final exams will be given at the end of each semester in all classes. Common classes will give the same final. Grades, finals or guidelines for semester projects used in lieu of finals, must be available upon request by the principal.

A hard copy of all final tests given must be available to the principal upon request at the end of each semester.

### **Report Cards and Parent Contacts**

Report cards are designed primarily to help students and parents understand the progress the student is making toward achieving the goals and objectives of their assigned courses. No report card can convey complete

understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters mailed home, emails and telephone conversations to the home are important in supplementing the report card. Whenever special contacts are made by a teacher with a student's home, a notation of this is to be submitted in writing to the counselor for the cumulative folder.

Whenever making a contact with parents concerning a student in academic difficulty, request that the parents return a call later in that same grade period to check on their child's academic progress. This will shift part of the responsibility of the child's academic progress to the parent and improve the teacher's position at the end of the grade period if questions arise. Do make suggestions as to what a parent might do to help their child succeed. No student may be given an "F" without contacting the parents/guardians during the final grading period for the semester.

DO NOT LIMIT PARENT CONTACTS TO ONLY PROBLEM OR ADVERSARIAL SITUATIONS. REGULAR AND SINCERE PARENT CONTACTS RELATING POSITIVE SITUATIONS CAN BE VERY EFFECTIVE AND IN EVERYONE'S BEST INTEREST.

## **SECTION 15 - CERTIFIED - CLASSROOM PROCEDURES**

### **Attendance Procedure**

Each teacher is responsible for maintaining accurate attendance records and should report attendance in Infinite Campus as required by building administration.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held periodically during the school year as per the District calendar. All teachers are expected to attend, unless prior arrangements are approved by the building Principal to hold conferences at an alternate time.

### **Homework**

Any homework should serve a definite educational purpose.

### **Lesson Plans**

Teachers are responsible for the preparation of daily lesson plans according to building guidelines. In the event of absence from school, staff are expected to have available a lesson plan for the substitute along with other necessary information such as bell schedules, duty assignments, attendance, seating charts, etc. In the event of an unforeseen absence from work, teachers are expected to have lesson plans prepared in advance for substitute teachers to access and utilize on short notice.

### **Student Teachers**

It is the belief of Scottsbluff Public Schools that one of our most important responsibilities is to help prepare potential teachers for successful careers. We take this very seriously.

For this reason, student teachers are placed only with the most proficient and skilled teachers who are willing to devote significant time and effort to effective supervision and guidance. The Executive Director of Curriculum and Instruction and building principals will approve the placement of student teachers based on these criteria.

The following guidelines for student teacher supervision are in place:

1. Student teachers should only be placed with outstanding teachers who understand the important responsibility supervising a student teacher carries.
2. No teacher should be asked to supervise a student teacher more than once every three years.
3. All placements should be made and accepted with the understanding that an effective supervising teacher works harder with a student teacher than without and that this is not intended to ever be a break.

4. A student teacher should not be placed in a situation where doing such might compromise a particular group of students' results.
5. Accepting a student teacher and supervising him or her well is a serious commitment and is an important way in which to contribute to our profession and to the future.

### **Certified In-House Employee Substitutes**

The following process applies to teachers who cover as "in-house" substitutes during their planning or free periods:

- Teacher works with their administrator to determine if an "in-house" sub can cover the absence.
- Teacher calls in absence to the sub system. The job must be entered as **no sub required** to prevent the system from calling out and finding a sub.
- The teacher providing "in-house" coverage should be listed on the "In-House Sub Report" for the building. One (1) period will be considered .125 days. NOTE: This is a vital piece in making this process work, as this will be the only way that the District Office will be notified that a teacher is providing "in-house" coverage.
- Reports will be submitted to the District Office at the conclusion of the month as per standard procedure.
- Sub days will be calculated and paid in the following month's payroll at the rate of \$25.00 per class period.

### **Compensation for Teachers who Absorb Students from an Unfilled Absence**

Pay teachers for absorbing the students of another teacher's classroom (when a sub is not available) as follows:

- No additional pay if a teacher has additional students for 1 hour or less.
- If a teacher is assigned students from another classroom by their administrator, and the total number of students (normal class roster plus additional students from another classroom) exceed 30 (elementary) or 36 (MS or HS), the teachers impacted will be paid the pro-rata amount (equally divided among teachers receiving extra students) of the SBPS Certificated Staff Contracted 4+ years sub daily rate of pay. If a teacher receives extra students but does not meet or exceed the qualifying threshold of total students, the pro-rata daily rate will be unpaid to anyone. This additional pay will be based on ½ day of sub pay if the additional students are present in the teachers' classroom for more than 1 and up to 4.5 hours, or a full day of sub pay if more than 4.5 hours.

### **Special Education Work**

Teachers that have been required to work during non-contracted days to complete IEP/MDT paperwork and/or hold IEP/MDT meetings will be compensated for their time outside the 189-day contract year on an administration (Executive Director of Student Services or Assistant Director of Student Services) pre-approval basis with compensation paid on a per hour basis; presently set at \$30.00 per hour

### **Substitutes**

If a substitute teacher is needed, log on to the web browser through the District website ([www.sbps.net](http://www.sbps.net)) as early as possible to make a request. All certified employees are required to report their absence(s) on the substitute calling system even when a substitute is not needed. Administrator's report their absence(s) through iVisions. Questions, please feel free to call the District Office. Preparation for a substitute teacher:

- Leave keys in the office or make provisions for desks and cabinets to be used.
- Provide directions to the whereabouts of books and materials.
- Provide the lesson plans containing a clear outline of class work.
- Provide the seating arrangement coinciding with the seating chart.
- Help the substitute teacher by providing a complete schedule of the regular teacher's classes, noting the exact time of the lunch period, assemblies, etc.

### **Breaks for Parent/Teacher Conferences**

Certified staff will be provided the following breaks during parent/teacher conferences:

- 4:00 - 8:00 PM Conference Day = 1-40 minute break
- 8:00 AM - 8:00 PM Conference Day = 2-10 minute breaks and 2-40 minute breaks

Teachers may leave the building during their 40-minute breaks. Above breaks cannot be combined on one day without prior approval from a building administrator. Teachers do not need to use their breaks to attend the conferences of their own children.

### **Field Trips**

All requests for buses for field trips must be made to the principal's office prior to sending the request to First Student. Requests must be received by First Student ten (10) days prior to the field trip. Please refer to SBPS Board Policy 6270 for more information regarding field trips.

### **Scottsbluff Public Schools Student Trip Request Process**

1. The Teacher/Sponsor begins the request process 6 weeks prior to the trip for local field trips. The Teacher/Sponsor reviews the District Field Trip and Travel Regulations.
2. The Teacher/Sponsor completes the Student Trip Request for Approval form and submits to the building principal.
3. The Principal approves or denies the trip request.
4. If the field trip is out-of-state and a distance greater than 300 miles the Building Principal requests approval from the Superintendent.
5. Upon receiving approval, the Teacher/Sponsor completes a transportation request and sends the School Field Trip Permission Slip home with each student.
6. Only students returning the signed form will be allowed to participate.

### **School Sponsored Field Trips and Travel Regulations (Board Policy 6270)**

#### **School Trips Definition**

School trips include field trips and non-NSAA-sponsored club or activity travel.

#### **School Trip Purpose**

School trips should have an educational purpose and be appropriate for the age and maturity level of the group. School trips planned as rewards will be considered and approved on a case-by-case basis.

#### **School Trip Approval**

The principal may authorize school trips when such events contribute to the achievement of the education goals of the District. In authorizing school trips, the principal shall consider the financial condition of the District, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the Superintendent. The Superintendent's approval will be required for school trips outside the state or over 300 miles. Board approval will be required for school trips that involve unusual length or expense.

School trips are to be arranged with the principal well in advance. The School Trip Request Form must be submitted by the employee. In the event a substitute teacher is needed, the teacher is responsible for reporting the absence within the substitute calling system.

#### **School Trip Transportation**

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. Trip sponsors are responsible for the conduct of students while on the bus and while students are engaged in the learning activity.

#### **Supervision on School Trips**

School employees shall appropriately supervise each school trip so that good student discipline is maintained both while traveling and while students are engaged in learning. Parents and other adults may help with such supervision under the direction of a school employee. Supervision of traveling students shall be provided by a school employee. Parents and other adults may assist in such supervision as sponsors. For overnight trips, the following supervisor-to-student ratios will be used. A group of 16-30 students must have a minimum of two adult supervisors, a group of 31-45 students must have a minimum of three adult supervisors, and a group of 46-60 students must have a minimum of four adult supervisors. Groups larger than 60 must maintain a ratio of one adult to 15 students. Members of the school employee's family shall not be allowed to travel with the group unless qualified for such travel as a student of the Scottsbluff Public Schools or as an adult sponsor.

#### **School Trip Permission**



The School Trip Permission portion of the Scottsbluff Public Schools Parent-Student Permission Information Record Sheet will be required prior to the student's participation in field trips or Non-NSAA sponsored club or activity travel.

### **Overnight School Trips**

School trips involving an overnight stay must have additional parent notification and permission on the Overnight Trip Permission Form.

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders. In the event sponsors of both genders are not available, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

### **School Trip Cost**

The cost of a school trip shall be determined in advance, and each building principal has the responsibility to see that the cost associated with the trip is reasonable and appropriate. Any expenses associated with extracurricular activity trips must comply with Board Policy 5416 - Student Fees Policy.

### **School Trips and Code of Conduct**

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

### **School Trips as an Incentive**

Withholding students' participation in school trips should not be used as a punishment but may be used as an incentive to improve student performance as long as the criteria for participation is applied and communicated to all eligible students in a timely fashion prior to the time of the trip.

### **Regulations for NSAA Sponsored and Similar Activities (including Cheer and Drill Team)**

#### **Activity Trip Approval**

All activity trips, and the arrangements for them, must have the approval of the Activities Director.

#### **Activity Trip Transportation**

Arrangements for school bus transportation will be made well in advance, as directed, and without disrupting regular school bus schedules. The school bus safety code will govern the behavior of students while on the bus. Trip sponsors are responsible for the conduct of students while on the bus and participating.

#### **Supervision on Activity Trips**

School employees shall appropriately supervise each trip so that good student discipline is maintained while traveling and participating. Parents and other adults may help with such supervision under the direction of a school employee.

#### **Activity Trip Permission**

Each student that goes on a trip will return a signed parental consent for the season or annually when appropriate.

### **Overnight Activity Trips**

Any overnight trips with groups consisting of both genders must provide adult sponsors of both genders, exceptions can be made when supervisory responsibilities are shared with other school districts or by meeting the following:

- Principal or designee approval; and,
- Written parent permission for each student whose child is not represented by the gender of the sponsor.

All overnight trips must comply with Policy 6271.

### **Activity Trip Cost**

The cost of a trip shall be determined in advance by the Activities Director, who has the responsibility to see that the cost associated with the trip is reasonable and appropriate.

### **Activity Trips and Code of Conduct**

Students remain under the jurisdiction of the school during a visit and must adhere to the code of conduct at all times.

Alcohol or drug use or possession, or other activities that place the student, other students, supervisors/sponsors, the public, or property at risk are strictly prohibited. Students who use or possess alcohol, drugs, and/or act in a way that places the student, other students, supervisors/sponsors, the public, or property at risk shall receive an appropriate consequence including potential suspension and/or expulsion from school upon their return from the trip. Each incident will be evaluated by the building principal to determine the appropriate consequences for the student or students involved in such misconduct.

### **Non-School Sponsored Trips**

On occasion, students have the opportunity to participate in trips that have an apparent connection to the District, but which in fact are not school-sponsored. Some examples: (1) travel with a club sports team, even though the club team may be coached by our high school coach; (2) a band traveling to an out-of-state band contest that is arranged by a Booster Club; and (3) a foreign language teacher taking students abroad during the summer. International travel will typically be considered non-school-sponsored travel. Any exceptions will require Superintendent and Board approval.

These opportunities are often worthwhile and beneficial to students. The message the District wants to make clear is that these opportunities are not school-sponsored activities. All arrangements for such trips, including costs, travel, supervision, and safety are the responsibility of the group or person making the trip available to students. All participant payments for these non-school-sponsored travel opportunities must go through a tour company, not an individual sponsor. Scottsbluff Public Schools has no responsibility for such trips.

Class time shall not be used for planning or organizing non-school sponsored trips nor shall these trips be scheduled on days school is in session. This does not, however, prohibit brief initial announcements, interest assessments, or providing printed information about the travel opportunity through bulletins or postings approved by the building principal. All signage and promotion of the trip must include a disclaimer stating the trip is not sponsored by Scottsbluff Public Schools.

Parents must receive and sign a written notification that the trip is not school-sponsored. Anyone who is uncertain as to whether or not a particular opportunity is school-sponsored should contact the Superintendent, principal, or Activities Director.

### **Fire Drills**

FIRE DRILLS ARE OF UTMOST IMPORTANCE. TEACHERS: In case of a fire or any suspicion of a fire, sound the alarm from the nearest signal box. Don't stop to determine the location or seriousness of the fire. Don't go looking for others to advise. ACT!

**Fire Drill Instruction.** The building principal has worked out complete, detailed instructions for fire drills and each teacher should have a copy. These instructions should contain the following:

1. List exits (evacuation routes) to be used by given rooms (be very specific).

2. List where these groups shall stay when they have cleared the building.
3. EVERYONE must get out of the building and stay clear.
4. Close all windows and doors.
5. Stay clear of the building and quietly in place until the signal is given to return or to disperse to homes.
6. Teachers should watch carefully for students who might re-enter the building for some prized possession.
7. DISCIPLINE MUST BE OBSERVED BY ALL.
8. Drills must be held on an average of once a month.
9. Teachers should take their grade books and take roll.

### **Emergency Response Plan**

Plans have been formulated and a booklet has been provided relative to the procedures to be followed in all emergency situations. Study this manual and become familiar with the plans. All classrooms should prominently display the The Emergency Preparedness Guide and all staff should be familiar with its contents.

### **Class Picnics**

Individual elementary classrooms may elect to have a picnic during the final two weeks of the school year. The following rules should be observed in planning for a picnic:

1. Picnics are restricted to the Scottsbluff City limits, Riverside Park, and Lacey Park.
2. The maximum time consumed for this activity should not exceed one-half day.

## **SECTION 16 - CERTIFIED - PROFESSIONAL INFORMATION**

### **Staff Meetings**

Staff meetings may be called at any time by the principal, Superintendent, or supervisor. Plan to be present and engaged in the meeting, unless excused by the building principal.

### **In-service**

District-level in-service days are planned teacher contract days. All staff members are expected to participate and be engaged. Other in-services will be planned at the building level.

### **Evaluation of Teachers**

The Scottsbluff Board of Education believes that the primary purpose of teacher education is to constantly improve the quality of education being offered to pupils. The Board further believes that teacher evaluation is a necessary and vital part of our total school operation and that staff development, professional improvement, and the maximizing of staff strengths is an integral part of the evaluation process.

Effective evaluation is aimed at raising teacher performance in the Scottsbluff Public Schools which requires teacher/administrator involvement, cooperation and agreement in setting of goals. Education must be constructive and pupil-oriented. Procedures may be jointly developed by teachers and administrators for recommended action by the Board of Education.

### **Advancement on Salary Schedule (Board Policy 4114)**

The Superintendent may recommend no increase, or appropriate step increases, for certified staff retained by the District. Increase or movement on the scale will be determined by the Negotiated Agreement with the Scottsbluff Education Association. Steps and years are not to be considered the same.

All graduate credits received beyond the BA/BS degree that are to be applied towards advancement on the District salary schedule must be approved by the Superintendent or his designee. These hours must be credit earned subsequent to the granting of the BA/BS degree and must be graduate hours or hours in the education field.

Hours for credit at the Masters +9, +18, +27, +36, and +45 must be approved graduate hours.

All credit courses must be submitted on a 'Credit Approval Form' and evidence (official transcripts) of college hours of credit must be submitted to the Office of the Superintendent for verification for accurate record of employee status.

"CREDIT APPROVAL FORM" is to be used for proper approval.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the Board regarding salary schedule advancement of such employees shall be followed.

### **Certificated Employee Continued Education Credit (Board Policy 4115)**

Continued education on the part of certificated employees may entitle them to advancement on the salary schedule or endorsement in additional subjects. Certificated employees who have completed additional hours will be considered for advancement on the salary schedule. The Board shall determine which certificated employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the certificated employee, the educational philosophy of the District, and any other items deemed relevant by the Board.

Certificated employees who wish to obtain additional education for advancement on the salary schedule or other job-related purposes must submit a credit approval form for approval by the Superintendent by June 1 preceding the actual year when advancement or addition of endorsements occurs. Employees requesting mid-year salary placements must submit a credit approval form for approval and have their grade card(s)/transcript(s) turned into the Administration Office on or before the last Friday of a given month for pay changes to occur in the following months' payroll. The Superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

The requirements stated in the Negotiated Contract between certificated employees in a certified collective bargaining unit and the Board regarding continued education credit of such employees shall be followed.

Credit Approval Form is to be used for proper approval.

### **Professional Growth Requirements – Certificated Employees (Board Policy 4140)**

State Requirement: Permanent certificated employee; evidence of professional growth required.

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 or, in the alternative, such other activities as are approved by the school Board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees.

**District Requirement.** Each certificated staff must log ten professional development points each school year that have been preapproved by the staff member's supervisor. The completed form must be submitted to the Building Administrator by March 1. The professional growth period will be from June 1 to May 31.

### **Standards of Performance (Board Policy 4190)**

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards. Reference: NDE Rule 27

### **Teacher Certification**

It is the staff member's responsibility to maintain their current certification.

### **Nebraska Revised Statute § 79-504**

"Teacher's or administrator's certificate; registration required; failure; effect:

(1) Each teacher or administrator shall register his or her certificate with the public, private, denominational, or parochial school in which the teacher or administrator is employed. The Superintendent or administrator of the school shall endorse upon the certificate that it has been registered and the date of registration. Such registration shall be without fee. No employment of a teacher or administrator shall be valid until the certificate is so registered. On or before September 15 of each year, the public, private, denominational, and parochial schools shall file with the State Department of Education a fall personnel report which shall specify the names of all individuals employed by the school who are required by law to hold a certificate and such other information as the Commissioner of Education directs. The Superintendent or administrator of the school shall transmit within ten days to the State Department of Education the name of the teacher or administrator to be employed, together with the position to which employed, if the teacher or administrator is employed after the submission of the fall personnel report. The Commissioner of Education shall certify to the school the name of any teacher or administrator who has not been issued a certificate or given evidence of application to the State Department of Education and qualification for a certificate or permit. The teacher or administrator shall not be reimbursed for any services to the school after the date of receipt of notification by the school.

(2) The Commissioner of Education shall notify the county treasurer to withhold all school money belonging to any district employing an uncertificated teacher or administrator until the teacher or administrator has obtained a certificate or has been dismissed by the board employing such teacher or administrator. The county treasurer shall withhold such money."

### **Concurrent Enrollment/Dual Credit Tuition Reimbursement Program**

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach classes for which Scottsbluff Public School District (SBPS) students receive both high school and college credit by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified to teach specific "Concurrent Enrollment/Dual Credit" program courses currently taught at the high school for which students can receive both high school and college credits (required career academy courses, language arts, social sciences, math, foreign language and science) and then to those who become qualified to teach other "dual enrollment" courses. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree, eighteen (18) graduate credits toward attaining a Master's Degree in a content area, or graduate level courses that will allow the teacher to teach classes for which students can receive both high school and college credits;
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all Concurrent Enrollment/Dual Credit program course(s) as assigned for not less than three (3) consecutive school years.

### **Special Education Tuition Reimbursement Program**

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to teach special education by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified to become certified in Special Education. A teacher may not apply for tuition reimbursement for course work taken or Master's Degree received or earned prior to the adoption of this TRP. A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit "1", Request for Reimbursement Agreement, Exhibit "2", and attendant Promissory Note, Exhibit "3." Each teacher must also agree to accomplish the following:

1. Work towards completion of a Master's degree in special education.

2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3", with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit "3".
4. Satisfactorily teach all special education course(s) as assigned for not less than three (3) consecutive school years.

### **School Based Mental Health Grant Tuition Reimbursement Program**

**Licensed Mental Health Practitioners.** This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master's Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 2 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master's degree in Clinical Mental Health Counseling;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit "3";
5. Successfully pass the National Counselor Examination (NCE) and obtain full mental health licensure in Nebraska;
6. Satisfactorily work as an LMHP in the District for not less than three (3) consecutive school years.

**Licensed Alcohol and Drug Counselors.** This Tuition Reimbursement Program (TRP) through the School Based Mental Health Grant (SBMHG) will provide an incentive for teachers or employees seeking further graduate level course credits that will allow them to serve as Licensed Alcohol and Drug counselors (LADC) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking graduate courses to meet the academic requirements necessary to obtain mental health licensure and certification to serve as licensed alcohol and drug counselors in Nebraska. A teacher or employee may not apply for tuition reimbursement for course work taken or for a Master's Degree received or earned prior to the adoption of this TRP. This TRP is currently limited to 4 individuals.

Each teacher or employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master's degree in Clinical Mental Health Counseling with graduate coursework leading to licensure as a LADC in Nebraska;
2. Complete the School Based Mental Health Grant Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;



4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”;
5. Successfully pass the Alcohol and Drug Counselor (ADC) examination and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

### **Behavioral Health Education Center of Nebraska Tuition Reimbursement Program**

This Tuition Reimbursement Program (TRP) through the Behavioral Health Education Center of Nebraska Grant (BHCEN) will provide an incentive for employees seeking further graduate level course credits that will allow them to serve as Licensed Mental Health Practitioners (LMHP), Licensed Alcohol and Drug counselors (LADC), or Social Workers (MSW) for the Scottsbluff Public School District (SBPS) by reimbursing them for a portion of their educational costs. Distribution of funds will be given to individuals who are taking the appropriate graduate coursework necessary to obtain full licensure in Nebraska. Employees may not apply for tuition reimbursement for course work taken for a degree or for certification received or earned prior to the adoption of this TRP.

Each employee selected for this TRP must agree to accomplish the following:

1. Work towards completion of a Master’s degree in Clinical Mental Health Counseling with graduate level coursework leading to licensure as an LMHP or LADC in Nebraska, or work towards the completion of a Master of Social Work program;
2. Complete the Behavioral Health Center of Nebraska Tuition Reimbursement Program application including all necessary components of the application;
3. Submit transcripts and receipts and understand they will be reimbursed for the tuition after such documents have been submitted;
4. Prior to receipt of reimbursement, execute a Promissory Note Agreement and Promissory Note;
5. Successfully pass required national and state examinations and obtain full licensure in Nebraska;
6. Satisfactorily remain employed in the District for not less than three (3) consecutive school years.

### **EL Endorsement Tuition Reimbursement Program**

This Tuition Reimbursement Program (TRP) will provide an incentive for teachers seeking further graduate level course credits that will allow them to obtain an EL endorsement by reimbursing them for a portion of their educational costs. Distribution of funds will be given to teachers who are taking graduate courses to be qualified for an EL endorsement. A teacher may not apply for tuition reimbursement for course work taken towards an EL endorsement prior to the adoption of this TRP.

A teacher electing to participate in the tuition reimbursement program must complete and agree to the Tuition Reimbursement Application and Agreement, Exhibit “1”, Request for Reimbursement Agreement, Exhibit “2”, and attendant Promissory Note, Exhibit “3.”

Each teacher must also agree to accomplish the following:

1. Work towards completion of an EL endorsement
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Prior to receipt of reimbursement, to execute a Promissory Note Agreement and Promissory Note in the forms attached hereto as Exhibit “3”, with each Promissory Note being dated even with the receipt of reimbursement under the terms set forth on Exhibit “3”.
4. Satisfactorily teach all EL course(s) as assigned for not less than three (3) consecutive school years.
5. Up to two (2) people may enter into the program each school year with priority given to those currently in an EL position.

### **College Credit Program**

This College Credit Program (CCP) will provide an incentive to all staff (certified, classified & admin) seeking further education. Distribution of funds will be given on a first come first served basis and will not open for application until August 5, 2024. A teacher is not eligible to participate in the CCP if they fall within the parameters of 3.1 within the negotiated agreement. A staff member electing to participate in the tuition reimbursement program must complete and agree to the Credit Approval Form or Classified Professional Development Request Form as applicable, Tuition Reimbursement Application and Agreement, Exhibit "1", and Request for Reimbursement Agreement and Exhibit "2".

Each staff member must also agree to accomplish the following:

1. Course must align with Board Policy 4114 Advancement on Salary Schedule for teachers and administrators.
2. Submit transcripts and receipts and understand that the teacher will be reimbursed for the tuition after such documents have been submitted.
3. Tuition reimbursement is limited to a maximum of three credit hours per individual at up to the University of Nebraska-Lincoln (UNL) rate for an online education field graduate level course (only actual tuition expenses incurred will be paid).
4. Course work for this program can be completed through any accredited post secondary institution so long as the Credit Approval Form has been approved by the Executive Director of Curriculum and Instruction or the Classified Professional Development Request Form has been approved by the appropriate Principal/Supervisor.
5. Course work for this program must be completed between August 5, 2024 to August 1, 2025, with transcripts and receipts due by August 15, 2025.
6. Program is limited to \$25,000.

### **Teacher Assignment**

The Superintendent is authorized to transfer staff whenever it appears that the best interests of the school will be served.

### **Request for Change of Building Assignment**

There may be times when a teacher may have reasons for desiring a change in assignment. The matter should first be discussed with the principals involved, after which a letter should be written to both building principals, with a copy to the Superintendent, stating the reason for the request.

### **Reporting Leaves**

Teachers are responsible to report all of their leaves on SmartFind Express. Leave may be submitted in 1/8th increments. Leave balances can be found in Employee Access. Request leave as far in advance as possible.

### **Care of School Property**

Teachers are responsible for proper use of all school property. Students should be taught to respect school property and buildings. All acts of vandalism should be reported to the principal or designee of the building as soon as possible.

### **Use of Telephone**

Teachers should not use the telephone during a class period unless the call is an emergency. No personal long distance phone calls or use of cell phones are allowed on any school phone during instructional time.

### **Checking and Reading of Email, Websites and Newsletters**

1. The Scottsbluff Public School District will provide an email account to each full time employee of the District. This account (sbps.net) may be used to access a variety of services. Employees are responsible for using the account throughout their employment.
2. Employees must read email sent to this account on a daily basis (beginning and end of the day are recommended). Staff members throughout the District rely upon email to carry important information - effective collaboration requires effective communication.

- Employees are also expected to regularly read the District and school webpage and newsletters and are responsible for all information they contain.

### **Supervisory Responsibilities**

Teachers will be expected to assume a fair share of other responsibilities such as hall and outside duties, extra-curricular events, according to the needs of the school, as directed by one's immediate supervisor.

### **Payroll Dates for the 2024-2025 School Year**

- September 20, 2024
- October 21, 2024
- November 21, 2024
- December 20, 2024
- January 21, 2025
- February 21, 2025
- March 21, 2025
- April 21, 2025
- May 21, 2025
- June 20, 2025
- July 21, 2025
- August 21, 2025

For the 2024-25 school year, teachers will be employed for one-hundred and eighty nine (189) days.

### **Medical/Dental Insurance**

All certificated employees employed under the Scottsbluff Education Association 2024-2025 Negotiated Agreement shall receive a 50% reduction of the cost of the month premium (\$424.16) for an 'Employee' level health/dental plan for each month the employee is employed by the District and continues to be enrolled in the Blue Cross/Blue Shield EHA Group Health & Dental Insurance Plan. Dual deductibles are offered - \$1050 Deductible or \$2500 Deductible.

<b>Health Coverage</b>	<b>Employee</b>	<b>Ee &amp; Child(ren)</b>	<b>Ee &amp; Spouse</b>	<b>Ee, Spouse &amp; Children</b>
\$1050 Deductible	\$ 818.18	\$ 1,513.66	\$ 1,718.19	\$ 2,307.10
\$2500 Deductible	\$ 690.31	\$ 1,277.12	\$ 1,449.69	\$ 1,946.55
<b>Dental Coverage</b>				
PPO=100% A, 75% B, & 50% C	\$ 30.13	\$ 55.70	\$ 63.23	\$ 84.95
Employee's Actual Cost w/60% District Contribution				
<b>\$1050 Deductible</b>	<b>\$ 424.15</b>	<b>\$ 1,145.20</b>	<b>\$ 1,357.26</b>	<b>\$ 1,967.89</b>
<b>\$2500 Deductible</b>	<b>\$ 296.28</b>	<b>\$ 908.66</b>	<b>\$ 1,088.76</b>	<b>\$ 1,607.34</b>

### **Vision Insurance**

Vision Insurance is offered to all employees who work more than .5 FTE.

<b>Vision – VSP Insurance Premiums</b>	
Employee	\$ 9.22/month
Employee + Spouse	\$ 18.48/month
Employee + Child(ren)	\$ 19.75/month
Family	\$ 31.60/month

## **SECTION 17 - MISCELLANEOUS**

### **Use of Buildings**

The philosophy regarding the use of school buildings is that all school properties should be made available to aid in the promotion of the best school program. The principal is responsible for building use and should work out appropriate schedules with activity sponsors, ML Scheduler, and security.

### **Activities Calendar**

When planning or scheduling an activity of any kind, first check the calendar to guard against conflict. The building principal should request to place the event on the Activities Calendar maintained by the Athletic Director. These dates will usually be protected on a 'first-come' basis. Allow ample time for scheduling and keep the building principal informed of the schedule. Practices must not be scheduled on Sunday. All weekday practices should be over by 10:00 p.m. Each building administrator is responsible for his/her own calendar and this information is to be forwarded to the Athletic Director for the school calendar.

### **Soliciting of Funds**

Teachers' solicitation of funds from students on behalf of any outside agency or group must be approved by the building principal.

Fundraisers go through the Principals. The District has created a form, found on Employee Access, Resources, Board Policy Forms, 1000 - "Community Relations", and called "1300 Approval Form - Fundraising", to collect information regarding any and all SBPS fundraisers (including concessions for fundraising purposes). The purpose of this is to help activities thrive and minimize as much as possible the amount of time students and staff spend asking for money as well as the resultant demand we place on the community. Fundraiser requests will be reviewed periodically and questions or concerns will be brought back to the respective building. Upon completion of the fundraiser, the "1300 Completion Form - Fundraising" must be submitted.

### **Contests**

Teachers may enroll students in contests sponsored by organizations other than the school only with the approval of the building principal.

### **Special Activities**

Please clear all special activities and use of rooms also used by others, etc., through the building principal.

## **SECTION 18 - SPECIAL SERVICES**

### **Mandatory Reporting - Child Abuse/Neglect**

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents or cause a report of neglect or abuse to be made to the proper authorities. The reporting employee, after informing the principal, shall make an oral report to the proper authorities by telephone. Following the oral report, a written report shall be given to the principal. The principal should then notify the Superintendent and/or designee of all reports and follow-up with a written report and provide a copy to the Superintendent's office. The report will include all information required by law.

Any person making such a report as required by law will be immune from any civil or criminal liability, except for in the case of making maliciously false statements. Failure to make such a required report, or knowingly releasing confidential information other than as permitted by law will result in a Class III misdemeanor. It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

### **Restraint/Seclusion (Board Policy 5421)**

Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff. Staff should never use mechanical restraints to restrict a child's freedom of movement. Nonviolent Crisis Intervention training is offered as a preventative measure that emphasizes early intervention and nonphysical methods for preventing or managing disruptive behavior. Staff are expected to follow the District policies at any time when restraint or seclusion is necessary to prevent serious physical harm of the student or others.

According to Board Policy 5421, except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the District's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion. An incident report must be completed as soon as possible and no later than by the end of the school day and submitted to the principal or designee. When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. Parents must receive a written notification as well within 24 hours of the incident.

### **School Health Services**

Registered Nurses are scheduled into district buildings throughout the school day including during the noon hour. If a nurse is needed, they may be reached at the extensions listed in the District Directory. In addition to the Registered Nurse, Four (4) Health Service Aides assist in supporting the health needs of students.

### **Procedures for Sick or Injured Students**

The school nurses develop and maintain a regular schedule of services to all schools and will deviate from the established schedule without hesitation whenever the need arises.

School personnel who are supervising students who are injured or who becomes ill will be responsible for getting the proper care of the student. Office personnel can assist in obtaining the proper care. At no time are supervising personnel to leave an assigned duty station, whether it be classroom, gym, playground, etc. The intercom or a messenger service should be utilized to request assistance from the office.

It is essential that in the event of an injury or illness that may be serious, the school nurse should be contacted for assistance. Parents will also be informed of the situation, if possible. If parents cannot be reached, other individuals named on the emergency information card will be contacted. The parents have a responsibility to keep emergency cards up-to-date.

If it is perceived that a student is in an emergency medical situation, an ambulance will be summoned to the scene whether the school nurse has arrived or not. The parents will be notified as quickly as possible, if such an event occurs.

It is assumed that when the student's physical welfare is at risk, that extra precaution and care will be utilized. School accident reports should be completed as soon as possible and forwarded to the Chief Financial Officer at the District Office.

### **Methods of Informing Teachers of Health Concerns**

**All teachers must be aware of student health plans.** Teachers are expected to review the student health condition tab on Infinite Campus at the beginning of the school year. The Registered Nurse will share information regarding any significant health conditions and/or health plans with pertinent staff members at the beginning of the school year and thereafter as needs are identified. As the emergency health cards are returned from the parent or guardian, school health staff will review and update the Infinite Campus health condition tab.

### **Individualized Education Programs (IEPs) and Accommodations**

Accommodations are alterations to practices, procedures, or assessment that mitigate the barrier of disability and provide students with disabilities with equal access to learning and assessments.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations. The accommodations provided to a student must be the same for classroom instruction, classroom assessments, and district and state assessments.

Determining appropriate accommodations means following good IEP practices. That is, the IEP should be developed in a logical order beginning with the present level of academic achievement and functional performance. The student's present level of performance describes how the child's disability affects the child's involvement and progress in the general education curriculum. Next, annual goals are developed considering the student's present level of performance and the skills needed to access the general education curriculum. Finally, service delivery or what services are necessary to address the annual goals are considered.

Accommodations or modifications that appear in IEPs are part of an agreed upon program that must be implemented. It is the case manager's responsibility to make sure that all school staff that interact with the student are informed, but ultimately it is each staff member's responsibility to implement the IEP. IEP summaries are uploaded to Infinite Campus and staff are expected to review the summaries. Once the summaries are reviewed, staff sign an assurance form indicating they have read the summaries and understand how to implement the IEP. Staff may review the full IEP by contacting the case manager. All staff must comply with a student's IEP. The IEP process is the venue for addressing any concerns including those that staff may have related to the accommodations. However, all parties shall implement accommodation/modifications in the IEP unless changes are made to the IEP. School Administrators will meet with any staff who are informed of the accommodations or modifications but do not implement them to determine how they can be supported to do so.

### **504 Information**

Section 504 of the Rehabilitation Act is a federal anti-discrimination law that prohibits school districts from discriminating against students with disabilities. A student may be identified with a disability under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities including but not limited to learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks. The District has specific responsibilities under the Section 504, including the responsibility to identify, evaluate and if the student is determined to be eligible under Section 504, to afford educational opportunities and benefits equal to those provided to nondisabled students. As with an IEP, the schools and staff are required to implement the plan as written.

## **SECTION 19 - BUSINESS SERVICES**

### **Requisitions**

All requisitions for service and/or materials must be approved by the building principal. When submitting requests for purchase orders all individuals or buildings are required to supply the complete catalog number, description, cost, and company address of items to be purchased. Requisition/purchase order should be submitted and approved on the iVisions portal. The warehouse should always be checked first for office supplies.



### **Custodial/Maintenance Facilities - SchoolDude.com ([www.myschoolbuilding.com](http://www.myschoolbuilding.com))**

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. Maintenance/Custodial requests will be routed through that school's principal for approval and then to the Director of Facilities. This system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

### **Information Technology - IncidentIQ ([sbps.incidentiq.com](http://sbps.incidentiq.com))**

The District uses a web-based work order request system. All Staff have the ability to submit a work order request. IT requests will be routed to the appropriate supervisor and then to the Director of Information Technology. The system is able to track the submitted work orders on-line and remain up to date on the status of its completion.

### **Request for Bus Transportation (First Student)**

All requests for bus transportation including field trips, and extra-curricular trips, must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded to First Student for approval and scheduling. Email notifications will be system generated by School Dude throughout the approval process. Bus requests must be submitted and received ten (10) days prior to the requested trip.

### **Request for District Vehicle (Car/Van/Excursion)**

All requests for car/van/excursions must be submitted via "Trip Direct" through School Dude. These requests are automatically routed to the building principal for approval and forwarded on to the District Office for approval and scheduling. All transportation requests must be submitted at least five (5) working days prior to the scheduled date, please plan accordingly. District vehicles must be used when traveling to an out-of-town conference / workshop / seminar / meeting. Mileage will be reimbursed only when a district vehicle is not available. Before traveling, a current driver's license copy must be filed in the District Office.

**Standard for Pupil Transportation Vehicle Drivers.** Each person who is required to have a permit to operate a pupil transportation vehicle for this district shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 3 years;
3. Reckless driving or willful reckless, within the immediate 3 years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent of Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

In addition, pupil transportation drivers must meet additional requirements prior to transporting students. The District Office should be contacted prior to transporting students to ensure all requirements are met.

**Standard for Drivers of Other School Vehicles.** Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 3 years;

3. Reckless driving or willful reckless, within the immediate prior 3 years; or,
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Texting while driving a district vehicle – particularly when students are in the vehicle – can result in loss of not only one's coaching position, but also jeopardize one's teaching position.

### **Transporting of Students by Employees**

Generally, transportation of students shall be in a motor vehicle owned by the District and driven by an employee. Transportation of students in employee vehicles should occur only in rare or emergency situations and by prior approval of the employee's supervisor.

### **Travel/Reimbursement**

The Board will reimburse employees for normal expenses for hotel, food, registration and transportation costs incurred while attending an authorized conference or other activities whose purpose is related to the instructional or operational improvement of the District. Your building administrator or supervisor must approve arrangements for attendance in advance, in writing. Scottsbluff Public Schools will supply a district traveler with a "P-Card" which is a credit card that is specifically assigned to an employee. The P-Card is activated prior to the necessary travel dates after obtaining an approval from their Administrator via the "Expense Purchase Card and Allocation Request" form. Direct bill method is preferred for hotel/meal expenses; when this is not available, the P-Card should be used.

Specific guidelines for travel reimbursement are as follows:

1. Each building administrator or supervisor may allow travel expenses for personnel under their direct supervision at a cost up to the limitations of their building budget.
2. Complete the appropriate "Expense Purchase Card and Allocation Request for Travel" Form.
3. District vehicles are available for travel. A Fleet Credit Card will be allocated to each vehicle for the purchase of gasoline. If airline transportation is used, the most economical fare available will be allowed.
4. The P-Card must be returned, with the accompanying "Actual Expense Account" reimbursement form, within two (2) business days following the return from travel directly to the administration building (do not use interoffice mail). The reimbursement will not exceed established per diem rates.
5. Lodging at actual costs. Lodging should be arranged for direct billing whenever possible. Receipts are required.
6. Registrations and other fees may be allowed. Receipts are required.
7. Other expenses may be allowed at actual costs. Receipts are required.
8. The reasonable and customary cost for meals is based on the US GSA (General Services Administration) – M&IE (Meals & Incidental Expenses). You can locate the federal per diem rates @ <http://www.gsa.gov/portal/category>. Please keep in mind that you are traveling on behalf of Scottsbluff Public Schools and you are using taxpayer dollars.

### **Itemized Receipts**

To comply with IRS guidelines and stricter audit requirements, increased focus is being placed on employee reimbursements. Therefore, any "Reimbursement Request" must be filled out including the name of meeting/conference, date of conference, and listing all attendees and expenses, regardless of what method was used to pay (cash or credit card). If the reimbursement is for supplies, a requisition must be completed and signed by an administrator. All reimbursements must be signed by the supervisor and/or administrator and coded

appropriately. All receipts must be detailed and itemized per Board policy, and cannot include alcohol. Credit card receipts are not accepted.

To manage travel expenses and maintain real-time reporting and record integrity, receipts must be submitted within five (5) days of when the expense incurred. Expenses not documented within 14 days will not be reimbursed and when a district credit card is used, the expense will be charged back to the employee. The District credit cards (P cards) are required for all possible expenses. Requests for "P" cards should be made two (2) weeks prior to departure date. Only in situations where the credit card is not accepted is cash to be used. Cash expenses must be documented with receipts, following the same policies as outlined.

### **Supplies**

School supplies have been placed in each building. Each building principal will issue the supplies under the building plan. If additional or special supplies are needed, present a requisition to the building principal for approval. Work with the building secretary to maximize usage of warehouse items so the District can take advantage of bulk pricing opportunities.

### **School Inventories**

Each year an audit is completed of the inventory within our district. Each teacher is responsible for the inventory of all rooms under their immediate care. Movement of any asset from room to room, building to building or disposal must be reported on an asset form. Forms will be distributed from the principal's office. Disposal of any asset must have Superintendent approval and the sale of any asset must have Board approval. Teachers are encouraged to work with their building principals.