

Board of Education Regular Meeting

Monday, August 14, 2023 6:10 PM

Room 810, Elm Creek High School
230 Calkins Avenue
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meeting Act
 - 3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.
4. Roll Call
 - 4.1. - Excuse Absent Board Members
5. Approval of Agenda
6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

7. Consent Agenda
 - 7.1. Elm Creek Public Schools Mission Statement:
At Elm Creek Public Schools we will:
Be Kind
Be Respectful
Be Responsible
Be Trustworthy
Be Accountable
Be Honest
and Give Great Effort.
 - 7.2. Minutes
 - 7.3. Claims
 - 7.4. Staff Adjustments
 - 7.5. Treasurer's Report
8. Information Items
 - 8.1. Sale or Disposal of School Property
 - 8.2. Districts Property Tax Request Authority
 - 8.3. Central Platte NRD Multi-Jurisdictional Hazard Mitigation Plan Resolution
 - 8.4. Calendar Changes
 - 8.5. Staff Handbooks
 - 8.6. Kent Cordes will give an update on the elementary construction project.

9. Action Items
 - 9.1. 2022-2023 Special Building Fund Budget Amendment
 - 9.2. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage used to determine the school district's property tax request authority by up to 7%.
 - 9.3. Central Platte NRD Multi-Jurisdictional Hazard Mitigation Plan Resolution
 - 9.4. Calendar Changes
 - 9.5. Transfer \$100,000 from the General Fund to the Depreciation Fund
 - 9.6. Approve Staff and Support Staff Handbooks
10. Reports
 - 10.1. Superintendent's Report
 - 10.2. Principals' Report
 - 10.3. Board Committees
11. Next Regular Board Meeting
12. Executive Session
13. Adjournment

Board of Education Regular Meeting

Monday, July 10, 2023 6:00 PM

1. Call to Order

Meeting was called to order at 6:00 PM by Board President Alicia Beavers

2. Flag Salute

3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

4. Roll Call

All Present

4.1. - Excuse Absent Board Members

5. Approval of Agenda Motion to Approve the agenda as presented. This motion, made by Cole Brodine and seconded by JC Ourada, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

7. Consent Agenda Motion to Approve Consent Agenda. This motion, made by Morgan Fouts and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

7.1. Elm Creek Public Schools Mission Statement:

At Elm Creek Public Schools we will:

Be Kind

Be Respectful

Be Responsible

Be Trustworthy

Be Accountable

Be Honest

and Give Great Effort.

7.2. Minutes

7.3. Claims

7.4. Treasurer's Report

7.5. Policy Review - these policies have been reviewed by the Policy Committee and no changes have been made.

8. Information Items

8.1. Kent Cordes will give an update on the elementary construction project.

Kent Cordes was unable to attend this board meeting, Superintendent Tom Moore gave a brief update on the elementary construction project. Windows will start being installed in the new elementary building around July 17 th , 2023.

8.2. Policy 3036 Purchasing (Credit) Card Program

8.3. Spartan Roofing Claim

8.4. Handbooks

9. Action Items

9.1. Policy 3036 Purchasing (Credit) Card Program Make a motion to approve Policy 3036 Purchasing (Credit) Card Program as presented. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

9.2. Spartan Roofing Claim Make a motion to approve Spartan Roofing's claim for payment. This motion, made by Cole Brodine and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

9.3. Pre K and K-12 Handbooks Make a motion to approve PK and K-12 handbooks as presented. This motion, made by JC Ourada and seconded by Hannah Hild, Passed.

Alicia Beavers: Yea, Cole Brodine: Yea, Morgan Fouts: Yea, Hannah Hild: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

10. Reports

10.1. Superintendent's Report

1. Transition

2. Staffing Shortage

3. Budget

11. Next Regular Board Meeting

August 14, 2023 at 6:00 p.m. in room 810 of the high school.

12. Adjournment

Meeting was adjourned at 6:19 PM by Board President Alicia Beavers

Checking Account ID: BUILDING

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
10020	08/14/2023				BDCONST	BD CONSTRUCTION	404,410.47
10021	08/14/2023				WILKINSA	WILKINS ARCHITECTURE DESIGN	5,911.41
Check Type Total:			Check			Void Total: 0.00	Total without Voids: 410,321.88
Checking Account Total:			BUILDING			Void Total: 0.00	Total without Voids: 410,321.88
Grand Total:						Void Total: 0.00	Total without Voids: 410,321.88

Checking Account ID: GENERAL

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount	
133	08/14/2023				BLACKHILLS	BLACK HILLS ENERGY	77.20	
134	08/14/2023				CENTURY	CENTURYLINK	424.28	
135	08/14/2023				NPPD	NEBRASKA PUBLIC POWER DISTRICT	4,520.58	
136	08/14/2023				WEXBANK	WEX BANK	666.09	
Check Type Total:					Automatic Payment	Void Total:	0.00	
							Total without Voids:	5,688.15

Checking Account ID: GENERAL

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
19627	08/14/2023				ALPHAREH	ALPHA REHABILITATION P.C.	1,066.10
19628	08/14/2023				AMPLIFY	AMPLIFY	50,191.13
19629	08/14/2023				ANDERSONB	ANDERSON BROS.	146.55
19630	08/14/2023				APPTEGY	APPTEGY, INC	6,262.40
19631	08/14/2023				BLICKART	BLICK ART MATERIALS	179.97
19632	08/14/2023				BSNSPO	BSN SPORTS	1,942.02
19633	08/14/2023				WALMART	CAPITAL ONE	116.55
19634	08/14/2023				COMPHA	COMPUTER HARDWARE, INC	45,960.00
19635	08/14/2023				CONSTRUC	CONSTRUCTION RENTAL KEARNEY	91.39
19636	08/14/2023				EAIED	EAI EDUCATION	48.44
19637	08/14/2023				EAKESOFF	EAKES OFFICE PRODUCTS	998.38
19638	08/14/2023				EASYST	EASY STREET STORAGE, LLC	2,220.00
19639	08/14/2023				ESU10	EDUCATIONAL SERVICE UNIT 10	5,246.64
19640	08/14/2023				EILEENS	EILEEN'S COLOSSAL COOKIES OF KEARNEY	38.25
19641	08/14/2023				ELECTRONIC	ELECTRONIC CONTRACTING CO.	65.00
19642	08/14/2023				FLINNS	FLINN SCIENTIFIC INC	1,498.90
19643	08/14/2023				FOLLETTSCH	FOLLETT SCHOOL SOLUTIONS, INC	1,196.90
19644	08/14/2023				FOSTERC	CURT FOSTER	100.00
19645	08/14/2023				FOSTFAM	FOSTER'S FAMILY FOODS	124.80
19646	08/14/2023				GRACZYKL	GRACZYK LAWN & LANDSCAPE	1,333.00
19647	08/14/2023				GREATM	GREAT MINDS	119.00
19648	08/14/2023				HAPPP	HAPP PUBLISHING	92.39
19649	08/14/2023				HOMETOWN	HOMETOWN LEASING	1,320.00
19650	08/14/2023				INNOVATIVE	INNOVATIVE OFFICE SOLUTIONS LLC	701.61
19651	08/14/2023				INTEGRATED	INTEGRATED LIFE CHOICES	8,077.22
19652	08/14/2023				JOURNEY	JOURNEYED.COM	500.00
19653	08/14/2023				PEPPERJW	JW PEPPER	65.00
19654	08/14/2023				KELLYSA	KELLY'S SALES & AG SERVICE	518.41
19655	08/14/2023				KSBSCHOOL	KSB SCHOOL LAW, PC LLO	725.00
19656	08/14/2023				LAGUNA	LAGUNA TOOLS, INC.	2,294.31
19657	08/14/2023				LAKESHOR	LAKESHORE LEARNING MATERIALS	331.55
19658	08/14/2023				MARQUEZB	BRANDON MARQUEZ	1,176.00
19659	08/14/2023				LINWELD	MATHESON TRI GAS	38.49
19660	08/14/2023				MENARD430	MENARDS - KEARNEY	2,335.45
19661	08/14/2023				MIDWESTDO	MIDWEST DOOR & HARDWARE	6,440.46
19662	08/14/2023				MIDWESTFLS	MIDWEST FLOOR SPECIALISTS, INC.	4,145.00
19663	08/14/2023				MOSTEKE	MOSTEK ELECTRIC, INC.	264.59
19664	08/14/2023				NASBALICAP	NASB ALICAP	126,199.00
19665	08/14/2023				NATLARTSC	NATIONAL ART & SCHOOL SUPPLIES, INC	296.89
19666	08/14/2023				NCSA	NE COUNCIL OF SCHOOL ADM	225.00
19667	08/14/2023				NASB	NEBRASKA ASSN OF SCHOOL BOARDS	683.40
19668	08/14/2023				NERURALR	NEBRASKA RURAL RADIO ASSN	120.00
19669	08/14/2023				NEWZ	NEWZBRAIN CIVICS ED	408.00
19670	08/14/2023				ONESOURCE	ONESOURCE	121.00
19671	08/14/2023				PERMA	PERMA-BOUND	188.20
19672	08/14/2023				SAHLING	SAHLING KENWORTH-KEARNEY	4,026.12
19673	08/14/2023				SCHOLAST	SCHOLASTIC INC	856.60
19674	08/14/2023				SCHOOL670	SCHOOL SPECIALTY	150.09
19675	08/14/2023				SOCIALTH	SOCIAL THINKING	192.36
19676	08/14/2023				SOFTWAREUN	SOFTWARE UNLIMITED, INC.	6,850.00
19677	08/14/2023				SPRACKLIN	SPRACKLIN CHIROPRACTIC	90.00

Checking Account ID: GENERAL

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>		
19678	08/14/2023				SUNBELT	SUNBELT RENTALS	759.37		
19679	08/14/2023				TRUCKC	TRUCK CENTER COMPANIES	1,453.43		
19680	08/14/2023				VILLAGEE	VILLAGE OF ELM CREEK	857.70		
19681	08/14/2023				VILLAGEU	VILLAGE UNIFORM	344.83		
19682	08/14/2023				VVS	VVS SURVEILLANCE SYSTEMS	524.88		
19683	08/14/2023				WPCI	W.P.C.I.	191.00		
19684	08/14/2023				WINSUPPLY	WINSUPPLY NORTH PLATTE NE CO	4,751.34		
19685	08/14/2023				WOODCRAFT	WOODCRAFT OF OMAHA	9,933.83		
19686	08/14/2023				WOODWARDS	WOODWARDS DISPOSAL SERVICE	30.00		
19687	08/14/2023				YANDAS	YANDA'S MUSIC	199.90		
19688	08/14/2023				ZOOM	ZOOM VIDEO COMMUNICATIONS INC.	7,736.00		
Check Type Total:			Check			Void Total:	0.00	Total without Voids:	315,159.84
Checking Account Total:			GENERAL			Void Total:	0.00	Total without Voids:	320,847.99
Grand Total:						Void Total:	0.00	Total without Voids:	320,847.99

B | D construction

Elm Creek Public Schools
230 East Calkins Avenue
Elm Creek, NE 68836

Invoice 800040
 Draw 15
 Date 8/8/23
 Customer 5009
 Billing Thru: 7/31/2023

Contract: 21-02-025 School Addition and Renovation

Contract Recap:

Construction Budget	\$ 11,426,358.29
Estimated Budget Change to Date	\$ 62,536.66
Construction to Date	\$ 11,488,894.95
Total Completed to Date	\$ 8,712,625.63
Retainage	\$ (721,764.49)
Total Earned Less Retainage	\$ 7,990,861.14
Less Previous Billings	\$ (7,586,450.67)

AMOUNT DUE THIS INVOICE \$ 404,410.47

Net 10 Days

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CSI Division	Description	Quantity	Rate	Amount
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01 General Requirements				
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01-3100.40	Incidental Const Services			\$ -
	Leadman	32	\$ 75.00	\$ 2,400.00
		4.5	\$ 92.50	\$ 416.25
	Skilled Laborer	0	\$ 70.00	\$ -
		0	\$ 85.00	\$ -
	Laborer	50.5	\$ 55.00	\$ 2,777.50
		5	\$ 68.50	\$ 342.50
	Other Misc Costs			\$ 224.51
01-3113.10	Sr. Accounting	0	\$ 75.00	\$ -
01-3113.20	Accounting	7.5	\$ 70.00	\$ 525.00
01-3113.30	Construction Op Director	0	\$ 120.00	\$ -
01-3113.44	Field Operations Director	1	\$ 120.00	\$ 120.00
01-3113-45	Project Engineer		\$ 150.00	\$ -
01-3113.50	Project Manager	15	\$ 85.00	\$ 1,275.00
		3	\$ 105.00	\$ 315.00
01-3113.55	Assistant Project Manager	3	\$ 70.00	\$ 210.00
01-3113.60	Superintendent	152	\$ 90.00	\$ 13,680.00
		0	\$ 110.00	\$ -
01-3113.65	Assistant Superintendent	0	\$ 80.00	\$ -
		0	\$ 100.00	\$ -
01-3113.70	Safety			\$ 161.50
01-3113.75	Contract Administration	0	\$ 73.50	\$ -
	Other Misc Costs			\$ -
01-3113.80	Project Executive	1	\$ 155.00	\$ 155.00
01-3113.85	Marketing		\$ 75.00	\$ -
01-3300.10	Submittal Exchange			\$ -
01-5133.10	Temporary Telephone			\$ 320.00
01-5136.10	Temporary Drinking Water			\$ 12.88
	Material			\$ -
01-7419.10	Refuse Collection & Disposal			\$ 976.95
TOTAL GENERAL REQUIREMENTS				\$ 23,912.09

03 Concrete				
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03-3000.10	Concrete Foundation			\$ 642.47
	Subcontractor			\$ 642.47

4500 450

03-3053.10 Backfill

Materials	\$	208.16
	\$	-
TOTAL CONCRETE	\$	850.63

04 Masonry

04-0500.99 Masonry

Subcontractor	\$	39,500.00
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TOTAL MASONRY	\$	39,500.00
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06 Carpentry

06-1000.10 Carpentry

Subcontractor	\$	8,056.50
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06-2000.10 Finish Carpentry

Materials	\$	2,240.00
Subcontractor	\$	-

TOTAL CARPENTRY	\$	10,296.50
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07 Thermal & Moisture Protection

07-7200.99 Roof Accessories

Materials	\$	607.44
Subcontractor	\$	-

TOTAL THERMAL & MOISTURE PROTECTION	\$	607.44
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08 Openings

08-4113.10 Aluminum Storefronts

Subcontractor	\$	35,412.00
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TOTAL OPENINGS	\$	35,412.00
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09 Finishes

09-5100-10 Acoustical Ceiling Systems

Subcontractor	\$	43,000.00
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09-9100.10 Painting

Subcontractor	\$	30,000.00
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09-6000.99 Flooring

Subcontractor	\$	-
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TOTAL FINISHES	\$	73,000.00
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10 Specialties

10-5100.10 Lockers

Material	\$	8,700.00
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TOTAL SPECIALTIES	\$	8,700.00
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14 Elevators

14-2000.99 Elevators

Subcontractor	\$	43,733.33
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TOTAL ELEVATORS	\$	43,733.33
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21 Fire Suppression

21-1300.99 Sprinkler System

Subcontractor	\$	10,595.00
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TOTAL FIRE SUPPRESSION	\$	10,595.00
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22 Plumbing

22-0100.99 Plumbing

Subcontractor	\$	85,327.48
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TOTAL PLUMBING	\$	85,327.48
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26 Electrical

26-0500.99 Electrical

Subcontractor \$ 80,222.00

TOTAL ELECTRICAL \$ 80,222.00

70 OTHER USER DEFINED

70-1000.20 Equipment Fuel \$ 205.11

70-1000.99 Mileage

Week of 07/03/23 - BD33	150	\$0.655	\$	98.25
Week of 07/10/23 - BD33	210	\$0.655	\$	137.55
Week of 07/17/23 - BD33	240	\$0.655	\$	157.20
Week of 07/24/23 - BD33	150	\$0.655	\$	98.25

BD Equipment

Office Trailer (mo)	1	\$700.00	\$	700.00
Storage Trailer (mo)	1	\$160.00	\$	160.00
Skid Steer (mo)	1	\$1,395.00	\$	1,395.00
Fork Lift (mo)	1	\$2,400.00	\$	2,400.00
Dumpster (mo)	1	\$250.00	\$	250.00

TOTAL OTHER USER DEFINED \$ 5,601.36

INVOICE SUB TOTAL \$ 417,757.83

CONTRACTOR FEE \$ 7,937.40

TOTAL COMPLETED TO DATE \$ 425,695.23

RETAINAGE \$ (21,284.76)

BOND \$ -

TOTAL AMOUNT DUE \$ 404,410.47

Contract Summary:

Construction Budget	\$	11,426,358.29
Estimated Budget Change to Date	\$	62,536.66
Construction to Date	\$	11,488,894.95
Invoiced Amount	\$	8,712,625.63
Remaining Amount	\$	2,776,269.32

Billed Percent 76%
RETAINAGE Balance \$ 721,764.49

Approved By:

Name: Kent Cordes
Kent Cordes, Project Manager

Date: 8/8/2023

Name: Linette Butler

Date: 8/8/2023

Name: _____
Wilkins ADP

Date: _____

Thank you for choosing BD Construction, Inc./Kearney

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

08-08-2023

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All Invoices

Invoice	Invoice Date	Description	Original Amount
21-02-025 Elm Creek Public Schools - CMR			
01-3100-40 Incidental Const Services			
2028 Builders Warehouse			
PO Box 1895			
Kearney NE 68848-1895			
1537803	06-21-2023	insulating foam	42.60
1544162	07-13-2023	foambrush,chalkreel,sealant	123.49
1544533	07-13-2023	psi pipe	17.90
1546635	07-21-2023	bulk pipe insulation	8.88
3082 Culligan Water Conditioning			
211 W 19th St			
Kearney NE 68847			
2023-06-133702	06-27-2023	drinking water-elm creek	12.88
6516 First National-0606-NO			
PO Box 2818			
Omaha NE 68103			
2023-06-30	06-30-2023	oil cleanup	18.76
			CSI Total 224.51*
01-3113-70 Safety Director			
19318 Safety Advisers Inc.			
331 Midland Drive			
Council Bluffs IA 51503			
4329	06-13-2023	safety visits	161.50
			CSI Total 161.50*
01-3300-10 Submittal Exchange			
16814 PlanGrid Inc			
PO Box 1672			
Carol Stream IL 60132-1672			
INV0203843	06-20-2023	plangrid subscription	2,618.61
			CSI Total 2,618.61*
01-5133-10 Temporary Telephone (Cell Phon			
6545 First National-9948-MR			
PO Box 2818			
Omaha NE 68103			
2023-05-12	05-12-2023	Verizon 3/21/23 to 4/20/23	160.00

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

08-08-2023

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All Invoices

Invoice	Invoice Date	Description	Original Amount
21-02-025 Elm Creek Public Schools - CMR			
01-5133-10			
6545		First National-9948-MR PO Box 2818 Omaha	
		NE 68103	
2023-07-12	07-12-2023	Verizon 5/21/23 to 6/20/23	160.00
		CSI Total	320.00*
01-5600-99 Temporary Barriers and Enclosu			
3037 Construction Rental			
2601 Ave N			
Kearney			
		NE 68847	
461597-2	06-26-2023	danger tape	12.36
		CSI Total	12.36*
01-7419-10 Refuse Collection & Disposal			
18120 Ravenna Sanitation			
PO Box 122			
Pleasanton			
		NE 68866	
91921	07-06-2023	landfill	976.95
		CSI Total	976.95*
03-3000-10 Concrete Foundation			
2028 Builders Warehouse			
PO Box 1895			
Kearney			
		NE 68848-1895	
1545680	07-18-2023	concrete mix	93.67
1545869	07-18-2023	concrete mix	32.32
1546000	07-19-2023	concrete mix	48.48
15005 Overton Sand & Gravel Co.			
Box 327			
Overton			
		NE 68863-0327	
82780	06-29-2023	concrete	468.00
		CSI Total	642.47*

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

08-08-2023

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All Invoices

Invoice	Invoice Date	Description	Original Amount
21-02-025 Elm Creek Public Schools - CMR			
03-3053-10 Backfill			
15005 Overton Sand & Gravel Co.			
Box 327			
Overton			
		NE 68863-0327	
82742	06-23-2023	road gravel	208.16
		CSI Total	208.16*
04-2000-99 Unit Masonry			
13371 Masonry Unlimited LLC			
306 East 6th Street			
Kearney			
		NE 68847	
ECS-07	07-20-2023	Draw 07-ECS	39,500.00
		CSI Total	39,500.00*
06-1000-10 Rough Carpentry			
2000 BD Construction Inc/Kearney			
PO Box 726			
Kearney			
		NE 68848	
800027	07-20-2023	Draw 12-ECS SP	8,056.50
3394 Cherokee Building Mtrls (DSI)			
PO Box 855500			
Minneapolis			
		MN 55485-5500	
64017520-00	07-05-2023	plywood	2,240.00
		CSI Total	10,296.50*
07-6000-99 Flashing and Sheet Metal			
20271 Tri-Cities Roofing&Sheet Metal			
PO BOX 909			
Grand Island			
		NE 68802	
8790	07-24-2023	metal fabrication	340.68
8822	07-27-2023	Draw - ECS	266.76
		CSI Total	607.44*

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

08-08-2023

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All Invoices

Invoice	Invoice Date	Description	Original Amount
21-02-025 Elm Creek Public Schools - CMR			
08-4113-10 Aluminum Storefront / Windows			
20252 Tri-County Glass Inc			
PO Box 789			
Kearney NE 68848-0789			
ECS-02	07-20-2023	Draw 02-ECS	35,412.00
			CSI Total 35,412.00*
09-5100-10 Acoustical Ceiling Sytems			
20018 T-C Ceilings Inc			
PO Box 879			
Grand Island NE 68802			
ECS-04	07-17-2023	Draw 04-ECS	43,000.00
			CSI Total 43,000.00*
09-9100-10 Painting			
11024 Kucera Painting Inc			
1511 East 11th Street			
Kearney NE 68847			
ECS-04	07-20-2023	Draw 04-ECS	30,000.00
			CSI Total 30,000.00*
10-5100-10 Lockers			
19304 Storage & Design Group Inc			
5600 Metro East Drive			
Des Moines IA 50327			
14726	07-12-2023	Draw-ECS	8,700.00
			CSI Total 8,700.00*
14-2000-99 Elevators			
15025 Otis Elevator Company			
10052 Justin Drive; Suite D			
Urbandale IA 50322			
230153630100	07-20-2023	Draw-ECS	43,733.33
			CSI Total 43,733.33*

Invoices By Job per Cost Code

BD Construction, Inc. / Kearney

08-08-2023

Page 5

All Invoices

Invoice	Invoice Date	Description	Original Amount
21-02-025 Elm Creek Public Schools - CMR			
21-1300-99 Fire Suppression Sprinkler Syst			
2004 Rapid Fire Protection Inc.			
1530 Samco Rd			
Rapid City SD 57702			
53431	07-17-2023	Draw 05-ECS	10,595.00
			CSI Total 10,595.00*
22-0100-99 Operation & Maint - Plumbing			
1011 Anderson Bros. Elec., Plbg.Htg			
PO Box 159			
Kearney NE 68848-0159			
ECS-15	07-18-2023	Draw 15-ECS	85,327.48
			CSI Total 85,327.48*
26-0500-99 Common Work Results for Electr			
11342 Kidwell			
3333 Folkways Circle			
Lincoln NE 68504			
223499	07-20-2023	Draw 14-ECS	80,222.00
			CSI Total 80,222.00*
70-1000-20 Equipment Fuel			
6516 First National-0606-NO			
PO Box 2818			
Omaha NE 68103			
2023-06-15	06-15-2023	fuel-equipment	75.00
2023-07-11	07-11-2023	equip fuel	130.11
			CSI Total 205.11*
Report Totals:			392,763.42*



Project:

Elm Creek Public Schools

Location:

Elm Creek, NE

Date:

July 31, 2023

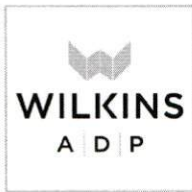
Billed to Date

CSI	Description	Cont. / Supplier	Estimate	Billed to Date	Balance to Finish	Draw 15	
01-0000-00	Pre-Construction General Conditions		\$ 28,700.00	\$ 28,555.00	\$ 145.00	99%	\$ -
2	01-3113-10	Sr. Accounting	\$ 150.00	\$ -	\$ 150.00		
1	01-3113-20	Accounting	\$ 280.00	\$ 385.00	\$ (105.00)		
3	01-3113-30	Sr. Estimating	\$ 14,400.00	\$ 26,700.00	\$ (12,300.00)		
14	01-3113-75	Contract Administration	\$ 1,470.00	\$ 1,470.00	\$ -		
15	01-3113-80	Project Executive	\$ 12,400.00	\$ -	\$ 12,400.00		
01-0000-00	General Conditions		\$ 518,823.78	\$ 358,659.93	\$ 160,163.85	69%	\$ 16,932.75
19	01-3113-10	Sr. Accounting	\$ 11,700.00	\$ 5,025.00	\$ 6,675.00		
22	01-3113-20	Accounting	\$ 10,920.00	\$ 8,645.00	\$ 2,275.00		\$ 525.00
24	01-3113-30	Sr. Estimating	\$ -	\$ 480.00	\$ (480.00)		
27	01-3113-85	Field Operations Manager	\$ 37,440.00	\$ 10,680.00	\$ 26,760.00		\$ 120.00
28	01-3113-50	Project Manager	\$ 127,880.00	\$ 60,340.00	\$ 67,540.00		\$ 1,590.00
30	01-3113-55	Assistant Project Manager	\$ -	\$ 17,465.00	\$ (17,465.00)		\$ 210.00
32	01-3113-60	Superintendent	\$ 287,950.00	\$ 237,790.00	\$ 50,160.00		\$ 13,680.00
		Mileage (Sup. And Admin.)	\$ 2,028.78	\$ 6,765.93	\$ (4,737.15)		\$ 491.25
	01-3113-65	Assistant Superintendent	\$ -	\$ 6,020.00	\$ (6,020.00)		
45	01-3113-70	Safety Consultant	\$ 2,925.00	\$ 1,250.50	\$ 1,674.50		\$ 161.50
48	01-3113-75	Contract Administration	\$ 1,400.00	\$ 1,176.00	\$ 224.00		
50	01-3113-80	Project Executive	\$ 36,580.00	\$ 3,022.50	\$ 33,557.50		\$ 155.00
01-0000-00	General Requirements		\$ 217,175.00	\$ 172,479.49	\$ 44,695.51	79%	\$ 12,580.70
54	01-3100-40	Incidental Construction Services	\$ 27,000.00	\$ 54,103.47	\$ (27,103.47)		\$ 6,160.76
55	01-3100-50	Plan Documents	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00		
56	01-3300-10	Electronic Shop Drawing Reviewal Process	\$ 12,500.00	\$ 14,618.61	\$ (2,118.61)		
57	01-4126-10	Permits	\$ 5,000.00	\$ 2,254.10	\$ 2,745.90		
58	01-4126-20	Fire Marshall Permit	\$ 500.00	\$ -	\$ 500.00		
59	01-4523-10	Soil Compaction	\$ 15,000.00	\$ -	\$ 15,000.00		
65	01-4523-20	Geotech services / site investigation	\$ 4,500.00	\$ -	\$ 4,500.00		
66	01-4523-30	Concrete Testing	\$ -	\$ -	\$ -		
67	01-4710-10	Builders Risk Insurance	\$ -	\$ -	\$ -		
69	01-5113-10	Temporary Electrical	\$ -	\$ -	\$ -		
70	01-5113-10	Power Office Trailer	\$ 1,500.00	\$ 372.45	\$ 1,127.55		
71	01-5123-10	Temporary Heat	\$ -	\$ 14,823.40	\$ (14,823.40)		
72	01-5133-10	Temporary Telephone (Cell Phone)	\$ 4,950.00	\$ 2,537.96	\$ 2,412.04		\$ 320.00
73	01-5136-10	Temporary Water Drinking	\$ 630.00	\$ 146.50	\$ 483.50		\$ 12.88
74	01-5136-20	Temporary Water Construction	\$ -	\$ -	\$ -		
75	01-5213-10	Prtj Field Office Delivery (loaded mile)	\$ 330.00	\$ -	\$ 330.00		
76	01-5213-20	Project Field Office Rent	\$ 11,700.00	\$ 7,350.00	\$ 4,350.00		
77	01-5219-10	Sanitary Facilities	\$ 2,565.00	\$ 2,549.50	\$ 15.50		

81	01-5626-10	Temp Chain Link Fence	Allowance	\$	15,000.00	\$	-	\$	15,000.00		
82	01-5813-10	Project Signage	None			\$	-	\$	-		
83	01-7113-10	Mobilization	Allowance	\$	4,000.00	\$	3,816.76	\$	183.24		
84	01-7113-20	Bugout	Included in Mobilization costs			\$	-	\$	-		
85	01-7419-10	Refuse Collection & Disposal		\$	9,000.00	\$	7,376.90	\$	1,623.10	\$ 976.95	
86	01-7423-10	Rough Cleaning	Allowance	\$	7,500.00	\$	-	\$	7,500.00		
87	01-7423-10	Final Cleaning	Allowance	\$	13,500.00	\$	55.10	\$	13,444.90	\$ -	
88	60-1000-99	Survey (Site Plan) - including staking	Allowance	\$	8,000.00	\$	1,334.57	\$	6,665.43		
89	70-1000-20	Fuel	Allowance	\$	1,500.00	\$	1,524.75	\$	(24.75)	\$ 205.11	
99	70-7000-99	Equipment		\$	67,500.00	\$	58,115.42	\$	9,384.58	\$ 4,905.00	
100											
101	02000000	Existing Conditions		\$	65,169.00	\$	57,635.04	\$	7,533.96	88%	\$ -
102	02	Temporary Walls	Allowance	\$	20,000.00	\$	21,499.84	\$	(1,499.84)		
103	02-4100.99	Demolition	BD Construction	\$	45,169.00	\$	36,135.20	\$	9,033.80		
105		Site Demo	Included in Site Prep Below	\$	-	\$	-	\$	-		
106											
107	03000000	Concrete		\$	604,383.51	\$	486,726.99	\$	117,656.52	81%	\$ 850.63
108	03-3000.00	Building Concrete (foundation, floors, stoops)	Bigzby's Concrete	\$	546,217.91	\$	452,261.99	\$	93,955.92	\$ 850.63	
		Add 1440 sf of hard surface court		\$	7,185.60	\$	-	\$	7,185.60		
110	03-3000.00	Concrete Topping	Included in Concrete			\$	-	\$	-		
111		Concrete Reinforcing Steel (including mesh)	Concrete Industries	\$	32,925.00	\$	32,925.00	\$	-		
113		Masonry Reinforcing Steel	Concrete Industries	\$	2,365.00	\$	1,540.00	\$	825.00		
115		Reinforcing steel (additional concrete)	Concrete Industries	\$	690.00	\$	-	\$	690.00		
116											
117	04000000	Masonry		\$	416,220.00	\$	271,195.00	\$	145,025.00	65%	\$ 39,500.00
118	04-2000.99	Masonry	Masonry Unlimited	\$	416,220.00	\$	271,195.00	\$	145,025.00	\$ 39,500.00	
120											
121	05000000	Metals			\$1,184,433.00		\$1,178,158.62		\$6,274.38	99%	\$0.00
123		Structural Steel Fab	Apollo Steel	\$	832,200.00	\$	832,200.00	\$	-		
124		Structural Steel Stairs & Rails Fab	Apollo Steel	\$	74,500.00	\$	74,500.00	\$	-		
125		Structural Steel Erection	Schroeder Steel Erection	\$	277,733.00	\$	271,458.62	\$	6,274.38		
126											
127	06000000	Wood, Plastics & Composites		\$	304,951.00	\$	230,010.40	\$	74,940.60	75%	\$ 10,296.50
128		Rough Carpentry	BD Construction	\$	161,130.00	\$	143,717.40	\$	17,412.60	\$ 10,296.50	
136		Casework	Designercraft	\$	143,821.00	\$	86,293.00	\$	57,528.00		
137	07 00 00	Thermal & Moisture Protection		\$	478,595.44	\$	415,259.26	\$	63,336.18	87%	\$ 607.44
138	07-2100.10	Batt Insulation Alternate in lieu of Sprayed	Midwest Partitions	\$	44,500.00	\$	44,500.00	\$	-		
139	07-2100.10	Foam Insulation	Estimated Cost	\$	15,000.00	\$	-	\$	15,000.00		
		Fluid Applied Membrane	Midwest Partitions	\$	48,750.00	\$	48,750.00	\$	-		
		Membrane at elevator pit	?	\$	2,000.00	\$	-	\$	2,000.00		
144		Building Expansion joint w/ covers	Allowance	\$	5,000.00	\$	-	\$	5,000.00		
		Roofing	Tri-Cities Group Roofing	\$	325,904.44	\$	305,491.62	\$	20,412.82	\$ 607.44	
151	07-7123.10	Gutter and Downspouts	Included in Roofing			\$	-	\$	-		
153	07-9200.10	Sealants	Global Caulking	\$	37,441.00	\$	-	\$	37,441.00		
157		Insulation	Weatheright			\$	16,517.64	\$	(16,517.64)		

158	08 00 00	Openings		\$	414,082.00	\$	324,073.01	\$	90,008.99	78%	\$	35,412.00
		Doors and Hardware	Midwest Door & Hardware	\$	225,416.00	\$	223,726.00	\$	1,690.00			
168	08-3000.10	Overhead door	Bid #	\$	24,917.00	\$	-	\$	24,917.00			
171	08-5000.20	Exterior Windows	Included in Aluminum	\$	-	\$	-	\$	-			
172	08-5000.20	Interior Windows	Included in Aluminum	\$	-	\$	-	\$	-			
	08-5000.20	Aluminum Storefront & Glazing	Tri County Glass	\$	163,749.00	\$	100,347.01	\$	63,401.99			\$ 35,412.00
182	09 00 00	Finishes		\$	2,018,347.00	\$	1,841,648.67	\$	176,698.33	91%	\$	73,000.00
185	09-2116.10	Gypsum Drywall	Midwest Partitions	\$	1,427,583.00	\$	1,389,790.04	\$	37,792.96			
		Painting	Kucera Painting	\$	141,033.00	\$	120,800.00	\$	20,233.00			\$ 30,000.00
		Acoustical Ceilings	TC Ceilings	\$	114,400.00	\$	89,000.00	\$	25,400.00			\$ 43,000.00
	09-6000.99	Flooring	Floors Inc	\$	168,915.00	\$	156,217.28	\$	12,697.72			
	09-6000.99	Polished & Sealed Concrete	Kucera Painting	\$	37,200.00	\$	37,200.00	\$	-			
207	09-6000.99	Tile	Floors Inc	\$	129,216.00	\$	48,641.35	\$	80,574.65			
208	10 00 00	Specialties		\$	155,518.00	\$	108,825.00	\$	46,693.00	70%	\$	8,700.00
211		Display Boards	EPCO	\$	35,728.00	\$	35,728.00	\$	-			
212		Wall Protection (corner guards; minor wp)	EPCO	\$	10,808.00	\$	10,808.00	\$	-			
213	10-4400.10	Fire Extinguishers	EPCO	\$	2,781.00	\$	2,781.00	\$	-			
214	10-2800.10	Toilet Accessories	EPCO	\$	5,872.00	\$	5,872.00	\$	-			
215	10-2800.10	Toilet Partitions	EPCO	\$	28,193.00	\$	6,136.00	\$	22,057.00			
216		Lockers (Material and installation)	Storage and Design	\$	47,500.00	\$	47,500.00	\$	-			\$ 8,700.00
218	10-1400.10	AED - Difibulator (2 total???)	EPCO (Allowance)	\$	6,136.00	\$	-	\$	6,136.00			
219	10-1400.10	Interior Room Signage	Allowance	\$	3,500.00	\$	-	\$	3,500.00			
220	10-1400.10	Exterior Signage	Allowance	\$	15,000.00	\$	-	\$	15,000.00			
221	12 00 00	Furnishings		\$	15,500.00	\$	-	\$	15,500.00	0%	\$	-
229		Roller window shades	Allowance	\$	15,500.00	\$	-	\$	15,500.00			
231	14 00 00	Conveying Systems		\$	131,950.00	\$	91,733.33	\$	40,216.67	70%	\$	43,733.33
232		Elevator	Otis Elevator	\$	96,000.00	\$	91,733.33	\$	4,266.67			\$ 43,733.33
236		Elevator - Lift	Access Elevator	\$	35,950.00	\$	-	\$	35,950.00			
239	21 00 00	Fire Suppresion		\$	99,975.00	\$	85,275.00	\$	14,700.00	85%	\$	10,595.00
240	21-1300.99	Automatic Fire Sprinkler System	Bamford	\$	98,800.00	\$	85,275.00	\$	13,525.00			\$ 10,595.00
241	21-1300.99	Auto. Fire Sprinkler System - Disconnect Existing SI	Bamford	\$	1,175.00	\$	-	\$	1,175.00			
242	22 00 00	Plumbing		\$	2,232,598.00	\$	2,066,700.35	\$	165,897.65	93%	\$	85,327.48
243	22-1000.99	Plumbing	Anderson Bros	\$	2,223,728.00	\$	2,057,830.35	\$	165,897.65			\$ 85,327.48
244	22-1000.99	Plumbing - Disconnect Existing Shop	Waggoner Plumbing	\$	8,870.00	\$	8,870.00	\$	-			
245	26 00 00	Electrical		\$	1,284,743.66	\$	1,024,878.16	\$	259,865.50	80%	\$	80,222.00
246	26-0500.99	Electrical	Kidwell	\$	1,276,731.00	\$	1,016,865.50	\$	259,865.50			\$ 80,222.00
247	26-0500.99	Electrical - Disconnect Existing Shop	Kidwell	\$	2,578.00	\$	2,578.00	\$	-			
248	26-0500.99	Electrical - Disconnect Existing Shop (Additional)	Kidwell	\$	5,434.66	\$	5,434.66	\$	-			
249	31 00 00	Earthwork		\$	374,858.00	\$	85,559.60	\$	289,298.40	23%	\$	-
256	31-1413.99	Site Prep	Morten Construction	\$	158,508.00	\$	83,209.60	\$	75,298.40			
257	31-1413.99	Elementary Building Demo	Morten Construction	\$	199,000.00	\$	-	\$	199,000.00			
258	31-1413.99	Erosion Control	Estimated Cost	\$	15,000.00	\$	-	\$	15,000.00			
259		Termite Control	Affordable Pest Control	\$	2,350.00	\$	2,350.00	\$	-			
260				\$	-	\$	-	\$	-			

281	32 00 00	Exterior Improvements	Estimated Cost	\$	27,972.16	\$	6,875.00	\$	21,097.16	25%	\$	-
285	32-1723.99	Parking Lot Stripping		\$	7,500.00	\$	-	\$	7,500.00			
286		Fencing	Patriotic Builders	\$	20,472.16	\$	6,875.00	\$	13,597.16			
290												
291	33 00 00	Utilities		\$	10,000.00	\$	-	\$	10,000.00	0%	\$	-
292	33-0000.00	Site Utilities	included above in Plumbing	\$	-	\$	-	\$	-			
293	33-0000.00	Site Utilities - PIV and Misc	?	\$	10,000.00	\$	-	\$	10,000.00			
296	70 00 00	Misc		\$	-	\$	-	\$	-	#DIV/0!	\$	-
297												
298												
299			Net	\$	10,583,994.55	\$	8,834,247.85	\$	1,749,746.70		\$	417,757.83
			CO#1-overex,elevator,demo vestibule	\$	18,969.69	\$	20,715.35	\$	(1,745.66)		\$	7,937.39
			CO#2-fire marshal, fur out walls,band roor	\$	43,566.97	\$	-	\$	43,566.97			
302			Estimating Adjustment	\$	525,217.22	\$	58,519.97	\$	466,697.25			
303			Credit cost of 2nd Flr Corridor window	\$	(14,878.50)	\$	-	\$	(14,878.50)			
304			Owner Contingency	\$	50,000.00	\$	-	\$	50,000.00			
305			Contractors Fee	\$	212,025.02	\$	153,240.84	\$	58,784.18			
306			Subtotal	\$	11,418,894.95	\$	9,066,724.01	\$	2,352,170.94		\$	425,695.22
307			CM Bond Cost	\$	70,000.00	\$	68,382.00	\$	1,618.00			
			Total	\$	11,488,894.95	\$	9,135,106.01	\$	2,353,788.94		\$	425,695.22



Wilkins Architecture Design Planning LLC

2908 W 39th Street Suite A
 Kearney, NE 68845
 Tel: 308-237-5787 Fax: 308-236-6929
 wadp@wilkinsadp.com
 www.wilkinsadp.com

Tom Moore
 Elm Creek Public Schools
 230 East Calkins Ave
 Elm Creek, NE 68836-0490

INVOICE

INVOICE DATE: 7/28/2023
 INVOICE NO: 5558
 BILLING THROUGH: 7/28/2023

2101 Elm Creek Public Schools Addition & Renovation

Managed By: Jacob M Sertich

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2101 Elm Creek Public Schools Addition & Renovation	\$664,204.00	97.32	\$646,403.33	\$640,491.92	\$5,911.41
TOTAL	\$664,204.00		\$646,403.33	\$640,491.92	\$5,911.41

2101 ELM CREEK PUBLIC SCHOOLS ADDITION & RENOVATION - REIMB

\$0.00

EXPENSES

DATE	EMPLOYEE	DESCRIPTION	AMOUNT
6/26/2023	Jacob Sertich	929 - MILEAGE	No Charges
TOTAL EXPENSES			\$0.00

SUBTOTAL \$5,911.41

AMOUNT DUE THIS INVOICE \$5,911.41

This invoice is due on 8/27/2023

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$648,512.96	\$636,690.13	\$11,822.83

We appreciate your business

*Payment was received after this invoice was generated, disregard this Balance Due.

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR AUGUST 14, 2023
 JULY 2023 FINANCIALS

GENERAL FUND - ACCT NO. 137766

BALANCE JULY 1, 2023		\$	1,441,560.67
RECEIPTS	BUFFALO COUNTY - TAXES	\$	35,594.56
	Dawson County	\$	294.65
	ESU 10	\$	-
	PHELPS COUNTY	\$	17,634.68
	Preschool	\$	-
	STATE OF NEBRASKA - AID	\$	-
	<hr/>		
	TOTAL RECEIPTS	\$	53,523.89
AVAILABLE BALANCE		\$	1,495,084.56
DISBURSEMENTS:			
	BILLS PAID JULY 10, 2023	\$	67,945.94
	Payroll	\$	291,508.88
	SPARTAN ROOFING PAID JULY 21, 2023	\$	20,586.00
	<hr/>		
	TOTAL DISBURSEMENTS	\$	380,040.82
	 BALANCE JULY 31, 2023	 \$	 1,115,043.74

DEPRECIATION FUND - ACCT NO 14832

ACCT 14832	BALANCE JULY 1, 2023	\$	269,433.14
	INTEREST	\$	33.22
	<hr/>		
	BALANCE JULY 31, 2023	\$	269,466.36
CD 31722	BALANCE JULY 1, 2023	\$	506,488.66
	INTEREST	\$	216.51
	TRANSFER FROM GENERAL FUNDS	\$	-
	<hr/>		
	BALANCE JULY 31, 2023	\$	506,705.17
	 DEPRECIATION BALANCE JULY 31, 2023	 \$	 776,171.53

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR AUGUST 14, 2023
 JULY 2023 FINANCIALS

UNEMPLOYMENT CD #2232

BALANCE JULY 1, 2023	\$	11,486.81
INTEREST	\$	2.97
BALANCE JULY 31, 2023	\$	11,489.78

BUILDING FUND

BALANCE JULY 1, 2023	\$	180,700.10
BUFFALO COUNTY	\$	910.20
DAWSON COUNTY	\$	13.40
RECEIPTS - PHELPS COUNTY	\$	817.68
INTEREST	\$	308.45
BALANCE JULY 31, 2023	\$	182,749.83

BOND FUND (OPENED 01/01/2023)

BALANCE JULY 1, 2023	\$	440,080.98
RECEIPTS- BUFFALO	\$	3,935.82
RECEIPTS-DAWSON CO	\$	57.94
PHELPS COUNTY	\$	2,465.00
BALANCE JULY 31, 2023	\$	446,539.74

ELEM CONSTRUCTION (NLAF)

BALANCE JULY 1, 2023	\$	1,161.66
BD CONSTRUCTION	\$	-
DIV REINVESTMENT	\$	4.79
BALANCE JULY 31, 2023	\$	1,166.45

ELEM CONSTRUCTION (FIRSTIER)

BALANCE JULY 1, 2023	\$	4,091,812.08
INTEREST FOR JULY	\$	9,893.00
WILKINS ARCHITECTURE DESIGN	\$	(5,911.42)
BD CONSTRUCTION	\$	(713,756.79)
INTEREST TO SWEEP ACCOUNT	\$	(9,877.66)
BALANCE JULY 31, 2023	\$	3,372,159.21

SWEEP SAVINGS ACCOUNT

BALANCE JULY 1, 2023	\$	127,645.44
EARNED INTEREST ON ACCOUNT	\$	-
INTEREST TRANSFER FROM CONSTRUCTION ACCT	\$	9,877.66
BALANCE JULY 31, 2023	\$	137,523.10

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR AUGUST 14, 2023
 JULY 2023 FINANCIALS

LUNCH FUND

BALANCE JULY 1, 2023 \$ 42,538.13

RECEIPTS

LUNCH SALES	\$	-
EFUND PAYMENTS	\$	-
Federal Reimbursement Breakfast	\$	-
Federal Reimbursement Lunch	\$	-
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
TOTAL RECEIPTS	\$	-
		-
AVAILABLE BALANCE	\$	42,538.13

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	-
Supplies	\$	-
Miscellaneous (Reimbursements, Bank Fees)	\$	-
Payroll	\$	1,474.08
		1,474.08
TOTAL DISBURSEMENTS	\$	1,474.08
 BALANCE JULY 31, 2023		 \$ 41,064.05

AUGUST BILLS AS OF 8/9/2023

BERNARD	\$	-
CASHWA	\$	-
FOSTERS	\$	-
HILAND (MILK)	\$	-
SEPTEMBER PAYROLL (ESTIMATE)	\$	3,000.00
US FOODS	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	-
		3,000.00

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
 FOR AUGUST 14, 2023
 JULY 2023 FINANCIALS

ACTIVITY FUND (CURRENT CASH BALANCE SUMMARY)

	BALANCE JULY 1, 2023	\$	53,278.76
RECEIPTS	ATHLETICS & ACTIVITIES	\$	450.00
	CLUB & CLASS ACCOUNTS	\$	3,731.00
	DISTRICT ACTIVITIES	\$	8,329.17
	FUNDRAISING	\$	300.00
	TRANSFER FROM GENERAL	\$	-
	TOTAL RECEIPTS	\$	12,810.17
EXPENSES	ATHLETICS & ACTIVITIES	\$	1,830.50
	CLUB & CLASS ACCOUNTS	\$	-
	DISTRICT ACTIVITIES	\$	5,525.00
	FUNDRAISING	\$	300.00
	TOTAL EXPENSES	\$	7,655.50
	BALANCE JULY 31, 2023	\$	58,433.43

Cash Flow Report

School District #9

Page: 1

08/10/2023

Processing Month

07/2023

User ID: LKJ

FUND NI Account	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH
01 GENERAL FUND	531,672.21	5,121,456.19	(4,538,084.66)	1,115,043.74
02 DEPRECIATION	305,890.55	159.81	(36,584.00)	269,466.36
02 DEPRECIATION CD	500,000.00	6,705.17	-	506,705.17
03 EMPLOYEE BENEFIT	11,435.23	54.55	-	11,489.78
05 ACTIVITY FUND	42,623.01	335,361.31	(319,550.89)	58,433.43
06 NUTRITION FUND	50,136.37	201,293.70	(210,366.02)	41,064.05
07 BOND FUND	371,118.16	870,728.25	(795,306.67)	446,539.74
08 BUILDING FUND	205,163.26	184,968.57	(207,382.00)	182,749.83
08 EL BLDG FUND-NLAF	1,310,786.65	19,902.53	(1,329,522.73)	1,166.45
08 EL BLDG FUND-FIRSTIER	9,000,000.00	147,388.58	(5,775,229.37)	3,372,159.21
08 EL SWEEP ACCT (INTEREST)	-	137,523.10	-	137,523.10
	12,328,825.44	7,025,541.76	(13,212,026.34)	6,142,340.86

3019
Sale or Disposal of School Property

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: December 14, 2020 _____

Revised on: _____

Reviewed on: _____

**RESOLUTION OF THE BOARD OF EDUCATION TO
INCREASE BASE GROWTH PERCENTAGE TO
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Buffalo County School District 10-0009**, commonly known as **Elm Creek Public School District** (the "School District"), is planning the School District's annual budget for the 2023-2024 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 7%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2023-2024 budget in an amount of 7%.

Said Resolution was adopted by the Board of Education by a vote of ____ to ____ on the 14th day of August, 2023.

President of the Board of Education

ATTEST:

Secretary of the Board of Education

School District Profile

Elm Creek Public Schools

**Central Platte NRD
Hazard Mitigation Plan Update**

2022

Local Planning Team

Elm Creek Public Schools' local planning team for the hazard mitigation plan are listed in the table below along with the meetings attended. All participant worksheets were filled out and returned by the district.

Table ECS.1: Elm Creek Public Schools Local Planning Team

Name	Title	Jurisdiction	R1 Meeting	R2 Meeting
Bret Schroder	Superintendent	Elm Creek Public Schools	Central City	Lexington - Virtually

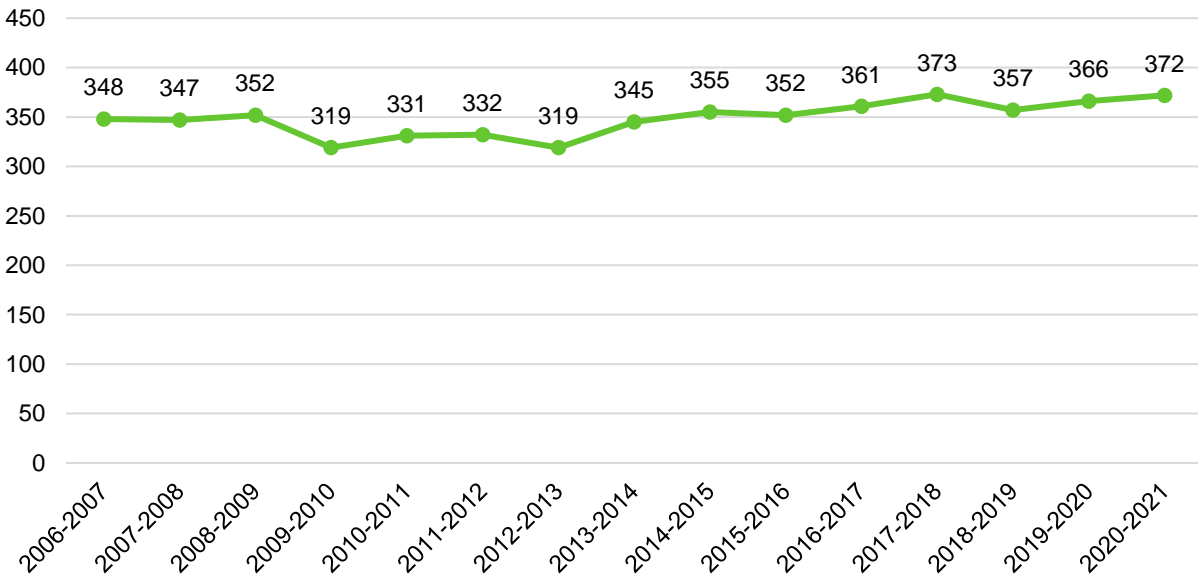
Location

Elm Creek Public Schools is located in southwest Buffalo County, southeast Dawson County, and northern Phelps County. The district has two schools: Elm Creek High School and Elm Creek Elementary School. The district also owns the Elm Creek District Office. The school district provides services to students in the Village of Elm Creek and the rural areas surrounding it.

Demographics

The following figure displays the historical student population trend starting with the 2006-07 school year and ending with the 2020-2021 year. It indicates that the student population has increased slightly since 2007. There are 372 students enrolled in the district.⁸⁷ The local planning team anticipates a slight increase in the student population in the coming years. Both English and Spanish are spoken in the district. Emergency instructions and notices are provided in both Spanish and English.

Figure ECS.1: Student Population 2007-2021



Source: Nebraska Department of Education

87 Nebraska Department of Education. July 2021. "2019-2020 Education Profile for District: Grand Island Public Schools." <https://nep.education.ne.gov/Districts/Index/40-0002-000?DataYears=20192020>

Figure ECS.2: Elm Creek Public Schools

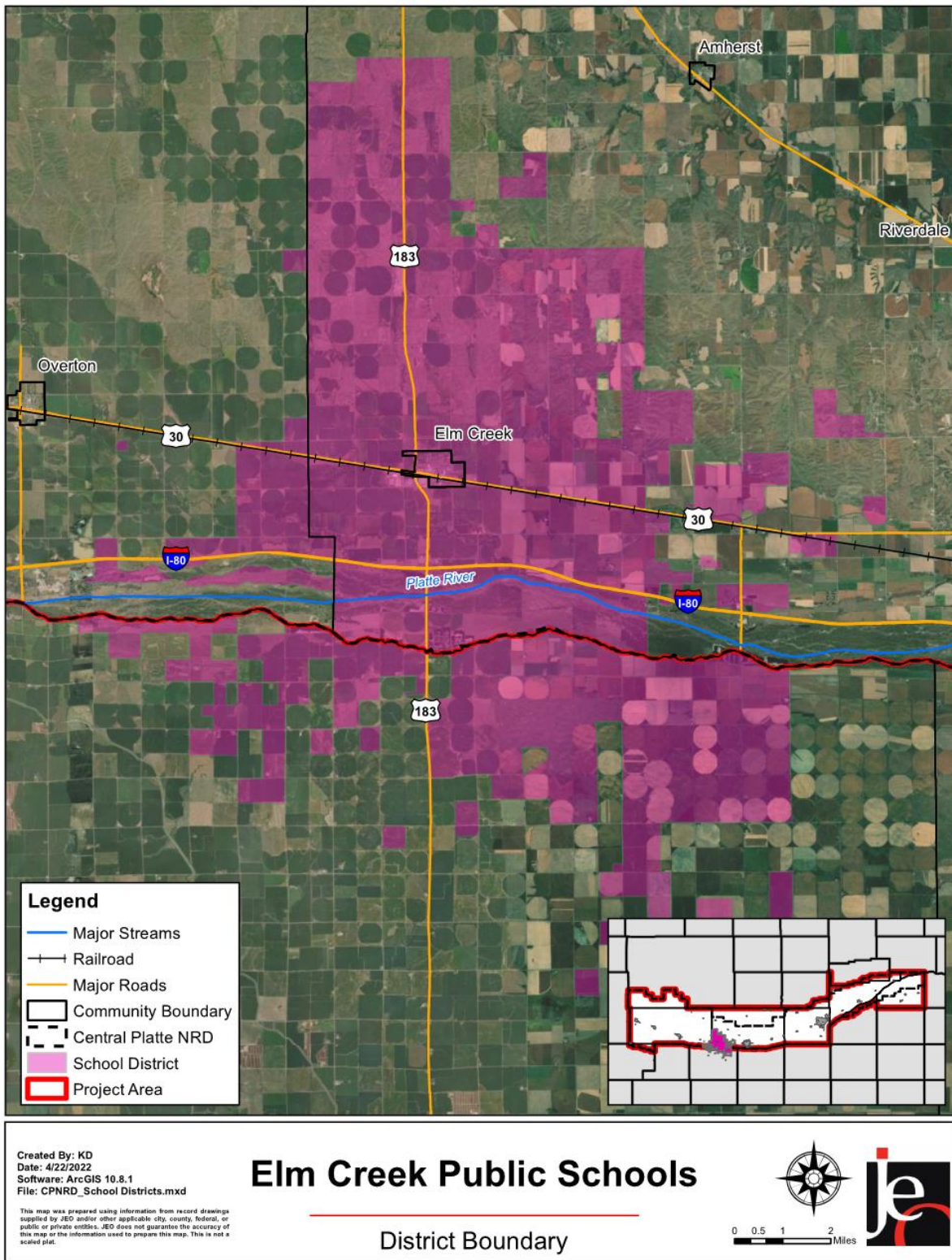
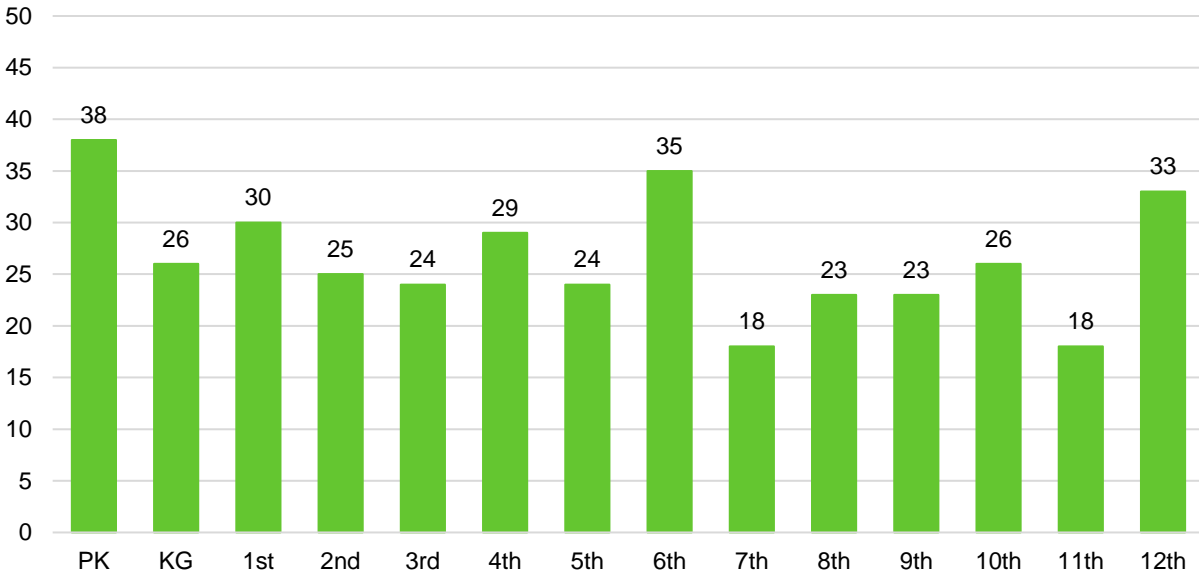


Figure ECS.3: Number of Students by Grade, 2020-2021



Source: Nebraska Department of Education

The figure above indicates that the largest number of students are in prekindergarten and 6th grades. The lowest population of students are in the 7th and 11th grades. According to the Nebraska Department of Education (NDE), 40.32% of students receive either free or reduced priced meals at school. This is lower than the state average of 46.33%. Additionally, 11.38% of students are in the Special Education Program and the district mobility rate is 6.89%. These particular students may be more vulnerable during a hazardous event than the rest of the student population.

Table ECS.2: Student Statistics, 2020-2021

	School District	State of Nebraska
Free/Reduced Priced Meals	40.32%	46.33%
School Mobility Rate	6.89%	9.12%
English Language Learners	*	7.25%
Special Education Students	11.38%	15.67%

*Indicates 10 students or less.

Source: Nebraska Department of Education⁸⁸

Administration and Staff

The school district has a superintendent and two principals. The school board is made up of a six-member panel. Approximately 65 staff are employed by the district.

Capability Assessment

The capability assessment consisted of a review of local existing policies, regulations, plans, and programs with hazard mitigation capabilities. The following tables summarize the district's planning and regulatory capability; administrative and technical capability; fiscal capability; educational and outreach capability; and overall capability to implement mitigation projects. Students and families are educated about emergency procedures through the school newsletter.

88 Nebraska Education Profile. "School Report Card." Accessed January 2022. <http://nep.education.ne.gov/Home/>.

School district funds are sufficient to pursue new capital projects, but a large portion of funds are going toward the construction of a new elementary school building. Funds have stayed the same over recent years.

Table ECS.3: Capability Assessment

Survey Components/Subcomponents		Yes/No
Planning Capability	Capital Improvements Plan/Long-Term Budget	Yes
	Continuity of Operations Plan	No
	Disaster Response Plan	No
	Other (if any)	-
Administration & Technical Capability	GIS Capabilities	No
	Civil Engineering	No
	Local staff who can assess community's vulnerability to hazards	Yes
	Grant Manager	No
	Mutual Aid Agreement	No
	Other (if any)	-
Fiscal Capability	Applied for grants in the past	No
	Awarded grants in the past	No
	Authority to levy taxes for specific purposes such as mitigation projects	No
	Development Impact Fees	No
	General Obligation Revenue or Special Tax Bonds	Yes
	Approved bonds in the past	Yes
	Flood Insurance	Yes
	Other (if any)	-
Education & Outreach Capability	Local school groups or non-profit organizations focused on environmental protection, emergency preparedness, access, and functional needs populations, etc. (Ex. Parent groups, hazard mitigation boards, etc.)	Yes
	Ongoing public education or information program (Ex. Responsible water use, fire safety, household preparedness, environmental education, etc.)	No
	StormReady Certification	No
	Other (if any)	-
Drills	Fire	10 / year
	Tornado	3 / year
	Intruder	0 / year
	Bus evacuation	2 / year
	Evacuation	10 / year
	Other (if any)	-

Overall Capability	Limited/Moderate/High
Financial resources to implement mitigation projects	Limited
Staff/expertise to implement projects	Limited
Public support to implement projects	Moderate
Time to devote to hazard mitigation	Limited

Plan Integration

Elm Creek Public Schools does not currently have any plans that relate to hazard mitigation. Within the next year, the district would like to develop a hazard and crisis plan. The district will seek out and evaluate any opportunities to integrate the results of the current hazard mitigation plan into other planning mechanisms and updates.

Future Development Trends

Over the past five years, the district has started the process of building a new elementary building. In the next five years, the district will have completed the new elementary school building.

Community Lifelines

Transportation

Three major transportation corridors travel through the district: U.S. Highways 30, 183, and Interstate 80. The most traveled route is Interstate 80 with an average of 23,160 vehicles daily, 8,250 of which are trucks.⁸⁹ Gravel roads are of most concern to the district due to potentially poor road conditions for the bus routes during the winter and after heavy rains. A Union Pacific Railroad line runs west to east south of Elm Creek. Transportation information is important to hazard mitigation plans because it suggests possible evacuation corridors in the district, as well as areas more at risk of transportation incidents. The district owns four buses to take students to and from school.

Hazardous Materials

According to the Tier II System reports submitted to the Nebraska Department of Environment and Energy, there are three chemical storage sites within the district which house hazardous materials. The school building is not located near any of the chemical facilities. In the event of a chemical spill, the local fire department and emergency response may be the first to respond to the incident.

Table ECS.4: Chemical Storage Sites

Name	Address	Floodplain (Y/N)
CHS Inc.	515 W Front St, Elm Creek, NE	N
Pilot Flying J 901	5085 Buffalo Creek Rd, Elm Creek, NE	N
Sapp Bros Landmark Inc.	380 Odessa Rd, Elm Creek, NE	Y (1%)

Source: Nebraska Department of Environment and Energy⁹⁰

89 Nebraska Department of Roads. 2018. "Interactive Statewide Traffic Counts Map." <https://gis.ne.gov/portal/apps/webappviewer/index.html?id=bb00781d6653474d945d51f49e1e7c34>.
 90 Nebraska Department of Environment and Energy. "Search Tier II Data." Accessed June 2021.

Critical Facilities

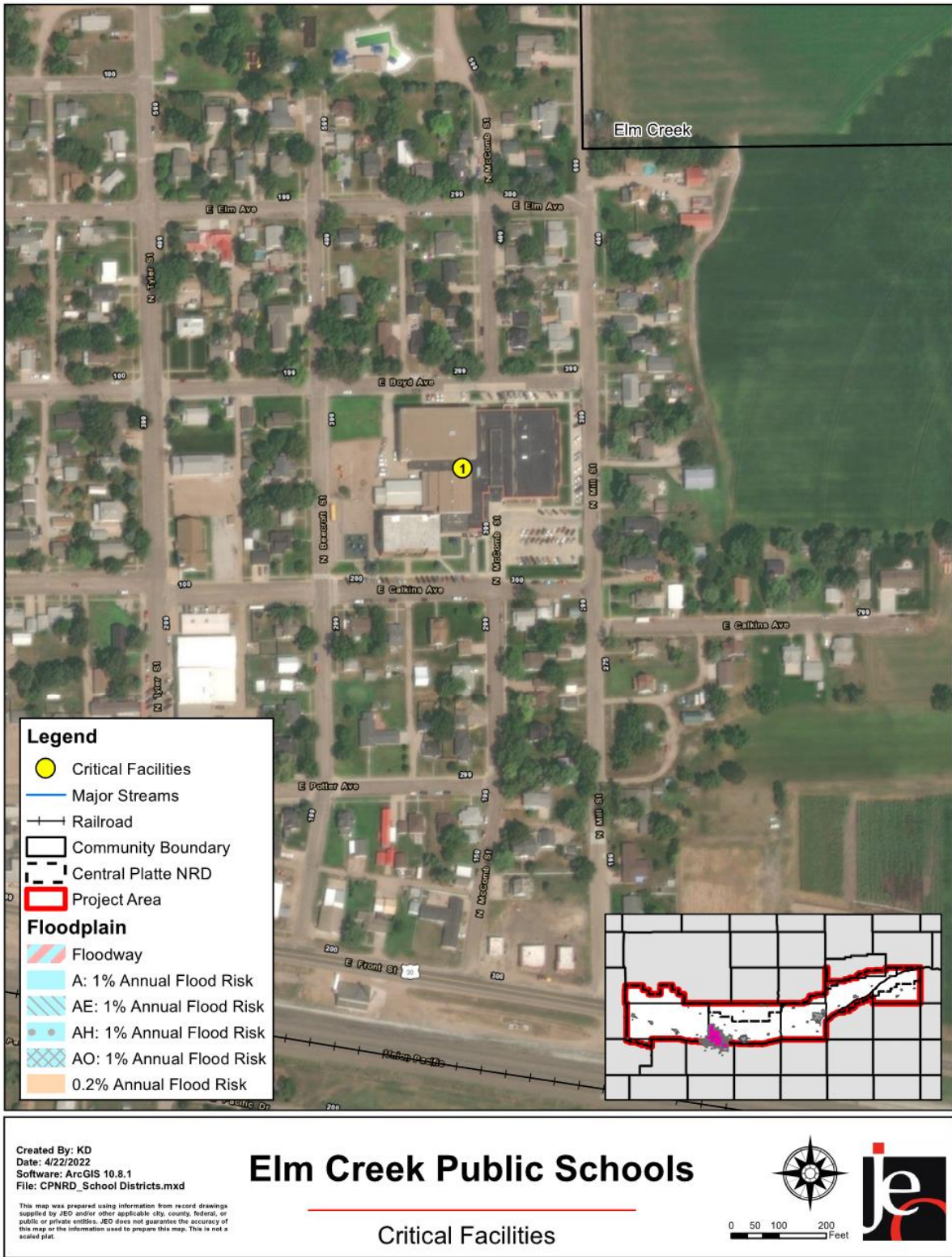
Each participating jurisdiction identified critical facilities vital for disaster response, providing shelter to the public, and essential for returning the jurisdiction’s functions to normal during and after a disaster per the FEMA Community Lifelines guidance. Critical facilities were identified during the original planning process and updated by the local planning team as part of this plan update. The following table and figure provide a summary of the critical facilities for the district.

Although they may not be listed in the table below, critical infrastructure also includes power infrastructure, cell towers, alert sirens, water infrastructure, wastewater infrastructure, and roadways.

Table ECS.5: Critical Facilities

CF Number	Name	Mass Care (Y/N)	Generator (Y/N)	Floodplain (Y/N)
1	Elementary and Middle/High School Building	Y	Y	N

Figure ECS.4: Critical Facilities



Historical Occurrences

See the Buffalo County profile for historical hazard events, including the number of events, damage estimates, and any fatalities or injuries.

Hazard Prioritization

The hazards discussed in detail below were either identified in the previous HMP and determined to still be of top concern or were selected by the local planning team from the regional list as relevant hazards for the district. The local planning team prioritized the selected hazards based on historical hazard occurrences, potential impacts, and the district's capabilities. For more information regarding regional hazards, please see *Section Four: Risk Assessment*.

Drought

While drought has not directly impacted the school district in the past, it can have economic impacts. Elm Creek Public Schools is primarily located in a rural area that is heavily dependent upon the agricultural sector of the economy. During a prolonged drought, the agricultural sector can see severe impacts which has trickle down effects on the district's funds and student enrollment. In addition, dry conditions can create an increased risk of grass/wildfires.

Flooding

Primary concerns related to flooding include potential issues with travel due to flooded roads and impacts on the local community. The Village of Elm Creek sits near a river and has flooded in the past. While the school is not located in the floodplain, many properties in the community are susceptible to flooding. In the event of a large flood, the school would be a sheltering location for families that needed to evacuate their homes. Flooding has impacted bus routes in the past with different routes needing to be made due to poor road conditions.

Grass/Wildfire

Grass/Wildfire events have not impacted the school district in the past. However, the school building is located near the edge of the village and is therefore more at risk to a grass/wildfire event. To reduce the risk of a fire impacting the building, school property is regularly kept mowed and dead grass/plants are removed.

Severe Thunderstorms

Primary concerns related to thunderstorms include damage to school property, student and staff safety, and power outages. Power outages have been a problem in the past as all power lines are above ground. The high school building has a backup generator in the event of a loss of power. School vehicles and busses are kept outside and could potentially be damaged from a hail event. However, all school property is insured against hail and wind damage. The district is notified of severe weather through online radar, the radio, and the village's alert siren.

Tornadoes and High Winds

A tornado has not impacted the school in the past, but the possibility still exists. If a large tornado were to hit the school, it could cause massive amounts of damage. The high school has a FEMA approved storm shelter, but the elementary school does not. Elementary students are instructed to go to an interior room on the main floor. Three tornado drills are performed each school year.

Mitigation Strategy

New Mitigation Actions

Mitigation Action	Hazard and Crisis Plan
Description	Develop and implement a hazard and crisis protocol/plan.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$10,000
Local Funding	General Budget
Timeline	1 Year
Priority	High
Lead Agency	Superintendent
Status	Planning Stage

Mitigation Action	Improve Warning Systems
Description	Purchase a weather radio for each of the schools.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$50 per Radio
Local Funding	General Budget
Timeline	2-5 Years
Priority	Low
Lead Agency	Superintendent
Status	Not Started

Plan Maintenance

Hazard Mitigation Plans should be living documents and updated regularly to reflect changes in hazard events, priorities, and mitigation actions. These updates are encouraged to occur after every major disaster event, alongside planning documents, during the fall before the HMA grant cycle begins, and/or prior to other funding opportunity cycles begin including CDBG, Water Sustainability Fund, Revolving State Fund, or other identified funding mechanisms.

The Superintendent and Principals will be responsible for reviewing and updating the plan in the future. These individuals will review the plan every six months. Staff and families will be notified of any changes through the school website, social media, and board announcements.

Original Calendar

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

September 4 No School Labor Day

September 13 PTC 4:30-8:30

September 20 PTC 4:30-8:30

September 21 JH/HS In Session/No School-Elementary

September 22 No School-Teacher Work Day

Updated Calendar

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

September 4 No School Labor Day

September 13 PTC 4:30-8:30 Dismiss at Noon (Fire Alarm Testing)

September 20 PTC 4:30-8:30

September 28 JH/HS In Session/No School-Elementary

September 29 No School-Teacher Work Day

Elm Creek Public Schools



Support Staff Handbook 2023-2024

Mission Statement

At Elm Creek Public Schools we will:

- Be Kind
- Be Respectful
- Be Responsible
- Be Trustworthy
- Be Accountable
- Be Honest
- Give Great Effort

Live **Blue**, Love **Gold**

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SCHOOL BOARD

Alicia Beavers, President

JC Ourada, Vice President

Lynette Mitchell, Secretary

Morgan Fouts, Treasurer

Hannah Hild

Cole Brodine

ADMINISTRATION

Tom Moore, Superintendent

Terah Williams, Elementary Principal

Brandon Marquez, High School Principal

RULES AND REGULATIONS CONCERNING SUPPORT STAFF PERSONNEL

The Board, upon recommendation of the Superintendent, shall employ, assign, transfer, reclassify, and terminate the service of support staff personnel and approve rules and regulations governing their employment.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. **It is not a contract, and should not be relied upon as such.** The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available on our website, www.elmcreekschools.org. If you have questions about the handbook or policies, direct your questions to the building principal or superintendent of schools.

EMPLOYMENT

Support staff personnel are hired as “at will” employees and the duties of the employee are subject to the assignment by the Superintendent and the employee’s supervisor. The offer of employment creates no property right in continued employment.

EMPLOYMENT YEAR

The employment year for support staff employees will be from August 1 to July 31.

JOB CLASSIFICATIONS

Classifications of job categories for support staff will be as follows:

1. Bookkeeper
2. Maintenance/Custodian
3. Custodian
4. Secretary
5. Food Service Director
6. School Nurse
7. Van Driver
8. Food Service Technician
9. Paraeducator
10. Bus Driver

SALARY SCHEDULE

All employees placed on the support staff salary schedule shall receive their new salary status and classification in conjunction with the new school year for the school district. Any new salary shall be effective beginning with September paychecks of each year and continue without change unless by action of the Board at a regularly scheduled meeting, until the end of the August payroll period.

Initial wage placement for hourly employees will be according to rates determined annually by the Board of Education. Salary adjustments for all support staff will be considered prior to the beginning of the new school year.

SUBSTITUTE PAY

Temporary and substitute employees will be paid according to the salary schedule approved by the Board of Education. All substitutes who work at the same assignment for more than ten consecutive days will receive the substitute rate of pay plus \$.50 per hour beginning with the eleventh day. Leave benefits applying to the job in the care of the substitute, if the substitute has held that position during the entire sixty (60) days, may be hereinafter granted to that substitute.

PARAS SUBBING FOR TEACHERS

If a para is also a certified teacher and substitutes for a teacher during the teacher's prep time, the para is paid \$20 per hour. A para subbing for a teacher for 5 hours/periods or longer will receive the daily sub rate of \$130 for the day and may be asked to return to their normal duties after the subbing request has been fulfilled for the day.

PAYROLL

All personnel shall be paid once each month, through direct deposit, on the twentieth (20th) day of the month or the Friday before the 20th if the 20th falls on a weekend. The pay stub reflects time worked from the first of the preceding month to the end of that month.

It is the responsibility of the employee to be sure that the account numbers and routing numbers are current and correct for direct deposit.

TIME CLOCKS

Hourly employees shall clock in daily using the technology provided. If time management technology is not available in the work area, personnel shall turn in time cards weekly; such cards shall be signed by the employee's immediate supervisor to verify the work recorded on the time card. **It is the responsibility of the employee to clock in and out and to be sure all necessary information is approved and submitted to the Business Office by the 15th of the month no later than 4:00 PM in order to be paid on the 20th of the month.**

OVERTIME

All overtime work must be approved by the immediate supervisor before the work is performed. Any overtime work performed without prior approval from the immediate supervisor will result in disciplinary action including up to termination of employment.

Hourly employees will be paid at the rate of one and one-half their normal rate of pay for any hours considered overtime based on the regulations established by the IRS.

WEATHER DAYS

Employees shall remain home as a standard of practice unless they are asked to report for duty. No sick leave or other leave will be granted during such days unless the employee has been specifically required to report for work and cannot because of illness or other reasons as allowed by other Rules and Regulations. Personal leave may be granted upon request to hourly employees for weather days. Twelve-month employees may request vacation during school cancellation days unless specifically requested to report to work.

PHYSICAL OR MENTAL EXAMINATION

A physical or mental examination may be required at any time by the Board of Education if a question arises regarding an employee's health interfering with his or her adequate contractual performance. Such examination shall be at the board's expense and performed by a physician who shall be named by the board. The results of the examination shall be provided to the Board of Education, in compliance with the Privacy Act. A physical may also be required as part of a person's assignment such as bus or van driving. In these instances the employee must go to the district approved provider if the district is to pay for services rendered.

TERMINATION OF EMPLOYMENT

COMPENSATION UPON TERMINATION

The offer of employment creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent may, acting upon his or her own initiative, terminate the employee's employment and such termination will be effective two (2) calendar weeks from the date of the Superintendent's notice.

HEALTH INSURANCE

TWELVE MONTH EMPLOYEES

Twelve-month (full time) employees are eligible for single insurance or may choose cash-in-lieu at the rate of \$5,373.60 for the year.

NINE TO ELEVEN MONTH EMPLOYEES

Starting in August 2021 the Elm Creek School District will no longer offer cash-in-lieu or health insurance to employees working less than 12 months per year in a full-time capacity. Support staff employed by the district prior to the 2021-2022 school year shall receive half of the current cash-in-lieu payment during the 2022-2023 school year. Beginning with the 2022-2023 school year no support staff working less than 12 months will receive cash-in-lieu or be granted health insurance as part of their compensation.

LONG/SHORT-TERM DISABILITY INSURANCE

All support staff employees who work 20 hours a week or more will be covered under the long-term disability insurance plan of the district at no cost to the employee.

403B TAX SHELTERED SAVINGS

All employees who work at least 20 hours per week during the school year may contribute to a 403B approved account through a pre-tax payroll deduction. This allows the employee to save extra money for retirement on a tax-deferred basis. To initiate this deduction please contact the superintendent and district bookkeeper.

RETIREMENT

According to regulations from the Nebraska Public Employee Retirement System (NPERS), employees who work twenty (20) hours a week or more must be enrolled in NPERS. As a member of NPERS, employees contribute a percentage of their gross compensation. The employee contribution rate is set by the Public Employees Retirement Board. **The district is required by state law to contribute to NPERS at the rate of 101% of the employee contribution.**

HOLIDAY PAY

All support staff who work 30 hours a week or more will receive pay for approved holidays, which fall in their normal work schedule. If the holiday falls on a Saturday, the Friday before the holiday will be observed as the holiday. If the holiday falls on a Sunday, the Monday following the holiday will be observed as the holiday. Approved holidays are as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (12 month staff)

PAID VACATIONS

Support staff employees who work twelve months of the year will annually receive five days paid vacation, ten days paid vacation after ten years of continuous service, and fifteen days paid vacation after twenty years of continuous service. Due to the work to be done during the summer months and the need for employees to be on duty during scheduled school days, employees must complete the necessary leave requests and arrange all vacation time with their immediate supervisor.

LEAVES

Support Staff will be granted appropriate leave based on the descriptions listed below. **New employees must work one month before they can take any leave.**

SICK LEAVE

An employee shall be granted leave for personal illness, non-elective surgery, or other conditions resulting in disability in the following manner. (Pregnancy-related disability and illness shall be considered a disability under this provision).

IMMEDIATE FAMILY

For the purpose of the sick leave provision, immediate family shall mean the employee's spouse, mother, father, dependent child (dependent according to IRS), or spouse's mother or father.

USE FOR FAMILY MEMBERS AND DEPENDENT CHILDREN

Sick leave may be used for absence necessitated due to the following reasons:

1. Required hospitalization or doctor recommended hospice care of a member of the employee's immediate family;
2. Physician recommended home health care of a member of the employee's immediate family;
3. The care of an employee's dependent child (26 years of age and under) who is confined at home due to a physician's orders; or
4. The care of a dependent, handicapped child living with the employee regardless of the age of the child.
5. Sick leave may be used for an employee to accompany an immediate family member to doctor and dental appointments.

NUMBER OF DAYS

Each month of work support staff personnel will be credited with one sick leave day.

UNUSED SICK LEAVE

In June of each year support staff shall be paid for unused sick leave at a rate of \$40 per day.

CERTIFICATION OF ILLNESS, DISABILITY, OR ABILITY

Any employee who is absent for five (5) continuous contract days may be required to certify his or her illness, disability, or ability to perform duties with a physician's or medical service

provider's statement, which shall be filed with the Superintendent's Office. In the event of sixty (60) consecutive working days absent from work due to illness, the superintendent will review the employee's status with the district in regard to continued employment with the School District of Elm Creek.

PERSONAL LEAVE

Two (2) days of personal leave per year shall be made available to each employee, working full time, for no less than nine months. The administration shall grant leave requests in the chronological order in which they are submitted subject to the following requirements:

Except in the case of an emergency, an employee **must submit a written request for personal leave at least three (3) working days prior to the employee's intended day of absence.** Personal leave shall be granted in the order they are requested; however, the supervisor may limit the number of employees that may be absent on any given workday. All Personal Leave requests are subject to approval of the supervisor and superintendent or the superintendent's designee.

EXCHANGE OF SICK LEAVE FOR PERSONAL LEAVE

A qualifying staff member has the option to exchange two accrued sick leave days in order to gain one additional day of personal leave. In order to qualify for an exchange the staff member:

1. Must have depleted all of their current personal leave days.
2. Must agree that the additional personal leave day remains subject to existing requirements for use of personal leave.
3. May only make one such exchange per school year.

PROFESSIONAL LEAVE

Employees are encouraged to attend in-service meetings and other training sessions to receive continuing education. The immediate supervisor shall establish the criteria needed in order for an employee to be eligible to use this leave.

BEREAVEMENT LEAVE

1. Five days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, or grandchild.
2. Three days will be allowed for each occurrence if the immediate family is defined as brother, brother in-law, sister, or sister in-law
3. Two days will be allowed for each occurrence if the immediate family is defined as grandparent.

4. One day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.
5. Staff may use one day of available sick leave for bereavement of other relatives or friends.

ADOPTION/MATERNITY LEAVE

Each day's absence for maternity or adoption leave shall result in the use of one day of accumulated sick leave. If accumulated sick leave is not available, unpaid leave is available under the Family Medical Leave Act. Under this act, staff must apply according to the procedures outlined in the law.

LEGAL AND CIVIC DUTY LEAVE

Employees summoned for jury duty are granted paid leave for that period of time. However, any money received for jury duty other than for personal expenses such as "travel" must be reported to and verified in the business office. Any compensation received for serving on jury duty, less personal expenses will be deducted from the regular paycheck from the district. The following stipulations apply:

1. The employee must not be a litigant in court action or proceeding.
2. The employee must present to the Business Office the actual notice to appear for jury duty.
3. The employee must be scheduled to work on the day of court.

BOARD OF EDUCATION POLICIES

A complete set of board policies is in effect which serves to provide direction in the overall operation of the schools. All staff are advised to become familiar with, understand and adhere to board policy. Copies of board policies are available on our website www.elmcreekschools.org.

ACCIDENTS TO EMPLOYEES

Should you be injured while on duty the accident should be reported to your supervisor within 24 hours. Report of Injury forms must be completed as soon as possible and submitted to the Superintendent's Office.

ALCOHOL AND DRUG-FREE WORKPLACE

(Board of Ed. Policy #4002)

SCOPE AND POLICY

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

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

SMOKING

Pursuant with Board of Education Policy #3016, Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

DISCRIMINATION GRIEVANCE PROCEDURE

Complaints of alleged discrimination of race, age, creed, national origin, sex, or disability are to be directed to the Superintendent Office.

Any public school employee of the School District of Elm Creek who alleges discrimination on the part of the school district, Board of Education, administrator, or staff may follow the procedures outlined in resolving the alleged complaint or grievance.

Refer to the grievance procedure for discrimination, Board of Education Policy #2006 and/or 4001.

SEXUAL HARASSMENT

It shall be the policy of the Elm Creek Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If prescribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action, within the bounds of the law, to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy, the word “employee” shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school-age attending the district for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by an employee of the District against any other person as a term of condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to, or rejection of which by any employee is used as the basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal or the conferring of job responsibility.
3. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to or rejection of which by any employee of the District is used as a basis for any education decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the same or opposite sex which has an effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering of academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable.

The availability of the form shall be made known to all students in grades Pre-Kindergarten through Twelfth. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students in a reasonable

manner. An adequate number of copies of the complaint shall be maintained within the superintendent's control and shall be available to any person protected by this policy. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent shall be informed of the allegation within 24 hours of the said report. At all times, the information that is given, and any report thereof must and will be kept confidential between the parties. At this point, the superintendent and his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his/her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his or her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action, not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such a matter of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the workplace as well as to protect non-employees from employees at the workplace. From time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the employees of the District by way of in-service training, selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the workplace regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, not any of the terms and conditions attendant to the complaint or used by the District, not terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency state or federal statute,

applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

It shall further be the policy of the District to strictly prohibit the use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines, or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit or sexually innuendo oriented material, soliciting romantic involvement, uttering obscene or offensive material of a sexual nature in any manner. It shall be the policy of the District that this prohibition shall run as to all interpersonal communications of the District and this prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the workplace (Ref. Board of Ed. Policy #3057).

OTHER WORK REGULATIONS

A school district must follow certain regulations to maintain a proper and efficient work atmosphere. The following rules should be carefully read and understood by all employees. Violation of these rules may be cause for dismissal.

DEFINITIONS OF TERMS

1. Probation – a period of no more than three weeks duration during which an employee's work and work attitudes will be reviewed on an intensive basis to assist the employee to improve and to provide additional information regarding continued employment or termination of employment.
2. Suspension Without Pay – A period of no more than four weeks duration during which an employee is suspended from work without pay or fringe benefits. During a suspension without pay, the employee does not earn any credit toward the accrual of sick leave or other benefits dependent upon the duration of employment.
3. Discharge – Termination of the employment relationship.

PERSONAL CONDUCT

Consideration for the rights of others requires that each employee act in a respectable and orderly manner. Violence, foul language, fighting, horseplay, and other objectionable or unfavorable conduct will not be tolerated and may be subject to termination.

COMPUTER USAGE

STAFF MEMBERS USE OF INTERNET AND EMAIL

Staff members may use the internet as a means to locate information for use in the classroom as well as the development of the curriculum. All school employees will adhere to applicable laws, school district policy, copyright laws, and the rights of software publishers, license agreements and privacy, such as confidentiality of student data, created by federal and state law. The district reserves the right to access all computers including any software programs and data files and/or creations of any descriptions which reside on district computers and/or storage media.

The following are **strictly prohibited** for all school employees:

1. Any offensive messages.
2. Personal, commercial or religious messages.
3. Installation of unauthorized hardware or software.
4. The streaming of audio/video not pertaining to legitimate educational use.
5. Use of email, Facebook, Twitter, Instagram, Snapchat, etc., at any time for any purpose other than school-related business.
6. Giving any student passwords for access to emails, access to any server or restricted programs within the district except as authorized by the superintendent.
7. Accessing of any obscene, pornographic or otherwise inappropriate material on a district-issued device or through the District's network.
8. Purchasing, ordering or selling of items or services by anyone unless for district business.
9. The use of eBay or similar sites for buying, selling or bid notification other than school business.
10. Engaging in hacking or other attempts to otherwise compromise any computer or network system security.
11. Engaging in any illegal activities on the internet.
12. Violation of any copyright laws.
13. Unauthorized use for solicitation or proselytization for commercial, religious, political, personal or any other non-school related activities.

Staff members shall not view any internet sites other than accidental pop-ups or accidental linking for anything other than school-related business during the normal school staff hours (8:00 A.M.-4:00 P.M.) Guidelines for using the internet outside the school hours are subject to prohibited items listed above. School employees may forward any non-school related emails received at a school business address to his/her personal email address. Forwarding to a listserv or any other addresses is prohibited.

PHONE USAGE

Any phone calls/texting should be limited to school business. Staff members should not use the school phone lines for any personal long-distance calls.

HONESTY

Each person is expected to respect the property of the school district and of fellow workers. Theft of even the smallest item, as well as any other act of dishonesty, is strictly prohibited.

PERSONAL APPEARANCE

Neatness and good taste in an employee's dress contribute greatly to the impression made upon students, fellow employees, and visitors to the school. Wearing apparel should be based on your working conditions. Your supervisor will instruct you as to specific wearing apparel for safety purposes. Employees are expected to maintain their wearing apparel and personal hygiene in a business-like manner.

EQUIPMENT CARE

You are required to take the best possible care for the equipment with which you work. All employees are requested to cooperate in keeping the premises and equipment as clean and orderly as possible at all times.

SAFETY

All employees are expected to follow common-sense safety practices, which will protect themselves and others from injury.

PROHIBITED PRACTICES

The following are examples of unacceptable behavior. There may be additional types of behavior, which cannot be tolerated on the job, or on school premises and will be handled accordingly. Failure to abide by these guidelines may result in disciplinary action or immediate discharge.

1. Distracting employees from their work. This includes loud or prolonged talking and unauthorized soliciting.
2. The unauthorized posting, defacing or removing messages on school premises.
3. Insubordination; refusal to follow policy, rules, or orders.
4. Leaving the place of work during working hours without permission.
5. Abuse, misuse, or deliberate destruction of school property or equipment or the property of other employees in any manner.
6. Violating safety rules or safety practices.
7. Taking more than allocated time for breaks.
8. Working overtime without prior approval.
9. Continually clocking in late or clocking out late.

10. Stopping work or making preparations to leave work before the end of work hours.
11. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the school, or its services.
12. Disorderly conduct or use of abusive language on school premises.
13. Not attending to assigned duties.
14. Immoral conduct.
15. Improper usage of the internet, email, or phone.
16. Chronic absenteeism

DISCIPLINE

Disciplinary action is based upon the degree or severity of the problem and is intended to correct or improve the performance and/or behavior of an employee. This action may be in the form of an informal talk with the supervisor, a verbal warning, a written warning, suspension, or discharge depending upon the severity of the offense.

The employee's supervisor shall have the authority to issue verbal warnings, written warnings, and reprimands, and to recommend probation, suspension without pay and discharge. The superintendent of schools shall have the authority to place an employee on probation, suspend an employee without pay or discharge an employee. Prior to issuing a written warning, instituting probation, imposing a suspension without pay or discharging the employee, the supervisor or superintendent of schools shall advise the employee of the charges, discuss the misconduct and consider the employee's version of the facts. Following such a conference, the supervisor or superintendent of schools may impose the disciplinary action which, he or she, in his or her sole discretion deems appropriate.

OTHER TERMS OF EMPLOYMENT

NON-SCHOOL EMPLOYMENT

Employees are responsible for devoting full-time energy and attention to job duties during hours of employment. Each employee is responsible for arriving at work capable of performing work efficiently and effectively.

RECEIVING AGENTS OR SALESMEN

No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of their immediate supervisor.

PURCHASING

Any employee who orders any items for the school without express authorization of their immediate supervisor or superintendent may be personally liable for payment of the amounts billed for such items.

PERSONNEL RECORDS

An individual personnel file shall be maintained for all support staff employees in the administration office. The right of access to one's individual personnel file and the right to attach a written response to any item included in such file, except with respect to any letters of recommendation solicited by the employee which may appear in said file, will be granted to the employee upon request during regular office hours. No other person, except school officials while engaged in their professional duties, shall be granted access to said personnel file nor shall the contents thereof be divulged in any manner to any unauthorized person.

EVALUATION OF PERFORMANCE

Immediate supervisors and school administrators, in appropriate instances, shall annually evaluate the performance of support staff on the basis of job description requirements and submit recommendations to the superintendent regarding the reemployment of support staff personnel. It shall be the responsibility of the superintendent to assure completion of such recommendations to the Board following appropriate discussion and consideration. Each support staff member will annually receive a notice prior to August 1 of the employment terms for the ensuing year.

VOLUNTARY TERMINATION

Persons desiring to terminate their employment with Elm Creek Public Schools may have an exit interview with the Superintendent prior to leaving. The request for termination should be in writing and given to the superintendent at least two weeks prior to actual separation from services.

NONDISCRIMINATION IN EDUCATION PROGRAMS & ACTIVITIES

It is the policy of the Elm Creek Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1992 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Superintendent or in the case of Title IV and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights.

HOURLY POSITIONS Base Pay

Para

Years	High School Diploma	Associates Degree	Working with One-on-One Special Needs Students
1-4	\$17.00	\$17.29	+2.00 per hour
5-9	\$17.11	\$17.40	+2.00 per hour
10-15	\$17.24	\$18.12	+2.00 per hour
15+	\$17.95	\$18.24	+2.00 per hour

Custodian**

1-4	\$17.81
5-9	\$17.93
10-15	\$18.04
15+	\$18.16

Secretary	\$18.82
District Bookkeeper	\$27.31
Head Maintenance	\$22.94
Bus Driver	\$28.18 drive time/\$14.37 sit time
Van Driver	\$16.96 per hour or their regular pay, whichever is greater
Food Service	This pay will be based on the para schedule listed above
Food Service Management	\$18.11
Substitute Teacher	In accordance with the rate set by the school district*
Nurse	\$32.63 per hour
Substitute Para/Cafeteria	\$14.95 per hour

*Substitute Teachers	\$150.00 per day
After 20 days	\$165.00 per day

** Twenty-five (.25) cents added to custodial pay for custodians who are on call.

Approved on:

ELM CREEK PUBLIC SCHOOLS

Elm Creek, Nebraska



ELM CREEK

Est. 1872

2023-2024

STAFF HANDBOOK

Elm Creek Public Schools
230 East Calkins Ave
Elm Creek, NE 68836
PHONE: 308-856-4300
FAX: 308-865-4907
WEBSITE: www.elmcreekschools.org

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INTRODUCTION

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

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

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Tom Moore
Title: Superintendent
Address: 230 East Calkins Ave. Elm Creek, NE 68836
Telephone: 308-856-4300
E-mail: tom.moore@elmcreekschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS (4002)

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

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

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

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

Activity accounts are handled through the administration. No student or sponsor may make any purchase without a signed purchase order from the building principal or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook and Staff Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the

investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level

possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the Section 504 Coordinator: [Doris Anderson at \(308\)856-4300, doris.anderson@elmcreekschools.org](mailto:Doris.Anderson@elmcreekschools.org), or in person at the school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: [Brandon Marquez](mailto:Brandon.Marquez@elmcreekschools.org) at (308) 856-4300, brandon.marquez@elmcreekschools.org. 230 East Calkins Ave., Elm Creek, NE 68836 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal(s) at (308)856-4300 (phone number), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

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

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

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

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

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages.

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

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Locker Room Supervision - Policy (4062)

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

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

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

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

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

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

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

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

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

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

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

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

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the building principal.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.75 per day. The lunch price includes one carton of milk. Extra cartons cost \$0.40. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

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

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

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

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

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

Political Activities

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

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

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

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

Professional Growth

All employees must complete the professional growth form and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Professional growth forms are found in the workroom and are due by May 1 of each school year.

Purchasing

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

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

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

School Property

School property is not to be lent to individuals except by permission of the superintendent.

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

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

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

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

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

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

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator

prior to posting on social media.

Solicitation and Distribution of Merchandise

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

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's

educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, the building principals, guidance counselors, information technology staff and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student, nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. **Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school

administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event(s) they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

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

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to

designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on local radio and television stations as well as through our all call system.

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

Workplace Searches

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

who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. Leave Policies

10 days of personal leave will be granted with no reason given. To use a personal day you have to give 5 days notice and it is contingent on having sub coverage. If a staff member needs to use their PTO for sick leave it will be granted with no prior notice. Unused personal leave days shall be carried over to the following year as sick days until a staff member's sick bank reaches the maximum total of 50 days. No more than 2 personal leave days may be taken on consecutive school days and personal days cannot be used to extend a holiday such as Memorial Day, Labor Day, Thanksgiving, or Christmas; exceptions can be made by the superintendent in cases of emergency or extenuating circumstances. At the end of each academic year a staff member may option to trade two personal leave days for pay at a rate of \$250 per day." Payment will be included in the June paycheck. The ten personal days granted at the beginning of each contract year must be used completely before sick days can be used from a staff member's sick bank. Part time employees shall have their PTO days prorated to match their assigned FTE.

Additionally, the following sections will be added:

Sick Bank Leave - may be taken after all PTO leave is used. It is intended for the use of illness for oneself or immediate family members. Immediate family members include wife, husband, son or daughter, mother, father, and anyone of legal guardianship.

Sick Leave Donation:

A teacher may donate a maximum of two days to a staff member in need to be used for sick leave. These days may be taken from their current PTO days or from their sick bank.

A teacher may receive a maximum of 10 sick days to use only when the receiving staff member has used all of their own earned sick days and PTO days.

Donation by teachers is voluntary and on an as-needed basis.

2. Professional Leave

Each teacher may be granted two (2) days of professional leave each school year without loss of pay to attend workshops, in-service, visiting another school, etc. Visiting other schools could be an assignment within a college course for advancement on the salary schedule. It requires pre-arranged approval by the principal and/or superintendent.

3. Bereavement Leave

Teachers will be provided leave with pay to attend and/or make preparations for the funeral of a member of the immediate family.

1. Five (5) days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in law, or grandchild:
2. Certified staff members will be allowed to use ten (10) available sick days in the case of the death of an immediate family member. Immediate family members would be defined as: wife, husband, daughter or son.
3. Three (3) days will be allowed for each occurrence if the immediate family is defined as brother, brother-in-law, sister

or sister-in-law.

4. Two (2) days will be allowed for each occurrence if the immediate family is defined as grandparent.

5. One (1) day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.

6. Teachers will be allowed to use one (1) day of available sick leave per occurrence to attend the funeral of other relatives and friends. Teachers will be allowed one (1) additional day to attend the funeral of relatives if the teacher reimburses the district an amount equal to the cost of a substitute.

5. Maternity Leave

Maternity leave shall comply with existing State and Federal laws. Maternity leave shall be leave without pay except as existing laws provide.

6. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Assemblies

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

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

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not

limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book (powerschool) is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

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

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

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

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

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

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

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

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it.

Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

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

Collection of Student Money

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

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

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

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

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

students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity.

Duties of Certified Staff

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in MTSS process pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Eligibility is checked every week, usually on Wednesday at 12:00 PM, beginning the start of the third week of each term. If a student is passing all enrolled courses, s/he is eligible, academically, to participate. If a student is failing any (1 or more) class(es), they will be placed on a warning list for the first week that a grade is failing. Names will remain on the list from one week to the next week. If a student is failing the same class for a second consecutive week, they will be deemed ineligible. If a student is ineligible, they may become eligible to participate by coming in before school or after school to do the work necessary to earn a passing grade. Once all grades are passing, a student will be eligible to participate immediately. Students will be required to attend essential time while grades are failing.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom). Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work. Practice is secondary to completing necessary course work.

1. Eligibility requirements shall not apply to:
2. (A) Instructional field trips, which are a part of the scheduled course learning experience;
3. (B) Activities or events, which are a part of the students' grade requirements.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

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

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

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

Grading Policy

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%

D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with an incomplete will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The grading system of Elm Creek Elementary Public Schools shall be as follows:

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

Grading periods of approximately nine (9) weeks shall be used four (4) times per year.

Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.

The grading and conversion scale are as follows:

Grades K-2 and specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

Guest Lecturers

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

Hall Duty

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

Homework Policy

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. Practice that is sent home for kids to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.

Homework, although a useful tool for learning, should not have a significant impact on a student's academic grade because it is practice. This practice will be aimed at increasing the student's capacity to meet a standard or learning objective. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own.

Work at home does promote responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of developing these skills and will periodically assign relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

Homework assignments

- reinforce skills and concepts addressed in classroom instruction
- extend assignments to transfer new skills or concepts to new situations
- provide opportunities for creative activities that integrate a variety of skills
- demonstrate additional evidence of student understanding

Time

Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

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

Lesson plans must include the agenda, **identify major instructional objectives and activities, and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

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

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

Paraeducators

Paraeducators may provide valuable assistance in the educational process. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days.

Parent-Teacher Communication

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

Parking

Staff members will park south of the elementary school and north of the secondary building.

Parties

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

Planning Time

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool and PowerGrade

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

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

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the school secretary.

Private Tutoring

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

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

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

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

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the building principal or superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

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

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

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and

assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

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

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

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

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

Student Attire

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

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

Student Illness

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

Student Medication

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

No staff members other than the school Med-Aides may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

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

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

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

STAFF DIRECTORY

District Administration and Board of Education

<u>Name</u>	<u>Title</u>
Tom Moore	Superintendent
Alicia Beavers	President
JC Ourada	Vice President
Lynette Mitchell	Secretary
Morgan Fouts	Treasurer
Hannah Hild	Member
Cole Brodine	Member

Building Administration

<u>Name</u>	<u>Position</u>
Brandon Marquez	7-12 Principal and Activities Director
Terah Williams	PK-6 Principal and Transportation Director
Rick Bauer	Technology Coordinator
Doris Anderson	School Psychologist
Jennifer Kotschwar-Anderson	School Counselor
Linda Johns	Administrative Assistant/Bookkeeper
Chris Shoff	Administrative Assistant/Registrar
Morgan Schnacker	Administrative Assistant/School Lunches
Darci Culbertson	Food Services Director

K-6 Teaching Staff

<u>Name</u>	<u>Grade Level</u>
Heather Tool	Kindergarten
Brooke Griss	Kindergarten
Carissa Jensen	First Grade
Taylor Miller	First Grade
Miakayla Almanza	Second Grade
Elizabeth Rodgers	Second Grade
Shaina McIntosh	Third Grade
Jennifer Schopke	Third Grade
Renee Bauer	Fourth/Fifth/Sixth Grade
Kenneth Weber	Fourth/Fifth/Sixth Grade
Jadyn High	Fourth/Fifth/Sixth Grade
Katie Holland	Fourth/Fifth/Sixth Grade
Rick Bauer	Technology
Barb Keep	Library
Linda Killion	P.E.
OliviaAnderson	Instrumental Music
Hillary Schlecht	Art
Doris Anderson	School Psychologist
Cindy Carlton	Speech-Language Pathologist
Jennifer Kotschwar-Anderson	Counselor
Lacey Bouc	Special Education

7-12 Teaching Staff

Name	Subject Area
Doris Anderson	School Psychologist
Danie Brandl	FFA
Rick Bauer	Technology
Cindy Carlton	Speech Language Pathologist
Tanner Caveneo	Social Science/P.E./Asst A.D.
Micki Fries	Science
Jordan High	Social Science
Coleen Hodges	English
Cassie Lechman	English
Barb Keep	Business
Linda Killion	P.E.
Olivia Anderson	Instrumental Music
Shawna Strong	Special Education
Anna Foster	Foreign Language/English
Amber Reiter	Vocal Music/Culinary
Jennifer Kotschwar-Anderson	Counselor
Hillary Schlecht	Art
Blake Schwarz	Industrial Technology
Cathy Stankovic	Science
Kris Tool	Math
Royall Woodman	Math

Paraprofessionals[Darcie Labs](#)

Brenae Leigh

[Kari Wells](#)

Shelby Hammond

Amanda Tattershall

Lily Lang

Bus Drivers

Ryan Hellreigel

Dave Kottich

Calvin Moore

Deb Reichert

Custodial Staff

John Clark

Mike Shoff

Josh Wick

Cafeteria Staff

Holly Brown

Ashley Devroy

Staff Internet and Computer Use Policy (4012)

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

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

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

III. Enforcement

A. Methods of Enforcement

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

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

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

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

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

TITLE IX

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person -

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process

shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. Notice of Allegations.**
- 5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. Dismissal of Formal Complaint.**
- 5.3.1.** The district will investigate the allegations in a formal complaint.
- 5.3.2. Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject

to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.7.2.3. Findings of fact supporting the determination;
- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 5.8.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.8.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.8.3.** As to all appeals, the district will:
- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.8.3.6. Provide the written decision simultaneously to both parties.
- 5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:
- 5.9.1.** Provides to the parties a written notice disclosing:
- 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2.** Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12.Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13.Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14.Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Elm Creek Public Schools Calendar

2023-2024 School Year

	Open House
	PreSchool Start and End Dates
	Parent /Teacher Conference
	School Event, No School
	Vacation - No School
	First Day of the Quarter
	Last day of the Quarter
	New Teachers Report
	Teacher Work Day
	Graduation
	Last Day for Seniors
	JH/HS in session/No School Elementary

Elementary, Junior High & High School	
Monday - Friday 8:00am - 3:25pm	

Pre School	
Monday - Thursday AM 7:45am - 11:15am	
Monday - Thursday PM 11:50am - 3:25pm	

Student Days		Teacher Days	
Qtr 1	43	Qtr 1	47 <small>1COMP DAY PTC</small>
Qtr 2	45	Qtr 2	48
Sem 1	88	Sem 1	94
Qtr 3	44	Qtr 3	47 <small>1COMP DAY PTC</small>
Qtr 4	38	Qtr 4	42
Sem 2	82	Sem 2	88
Total	170	Total	184

Love **BLUE.**
Live **GOLD.**



August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 S / 18 T

- August 7 New Teacher Work Day
- August 8 & 9 No School Teacher Work Day
- August 9 Open House 5-6:30 PM
- August 10 First Day of School/First Quarter
- August 16 First Day of PreSchool

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

- September 4 No School Labor Day
- September 13 PTC 4:30-8:30 Dismiss at Noon (Fire Alarm Test)
- September 20 PTC 4:30-8:30
- September 28 JH/HS In Session/No School-Elementary
- September 29 No School-Teacher Work Day

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 S / 20 T

- October 11 End of First Quarter
- October 12-13 No School
- October 16 Start of 2nd Quarter

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 S / 20 T

- November 6 No School-Teacher Work Day
- November 22 No School-Teacher Work Day
- November 23 & 24 Thanksgiving Break

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 S / 16 T

- December 22 No School-Teacher Work Day
- December 23-27 NSAA Moratorium
- December 22-31 Winter Break

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	24	26	27
28	29	30	31			

17 S / 19 T

- January 1-7 Winter Break
- January 4 & 5 No School-Teacher Work Day
- January 8 First Day of Quarter 3
- January 12 No School-Wrestling Invite

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18 S / 19 T

- February 7 PTC 4:30-8:30
- February 21 PTC 4:30-8:30
- February 15 No School-Teacher Work Day
- February 16-19 No School

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 S / 18 T

- March 1 No School
- March 8 No School
- March 15 Last Day of 3rd Q/March 18 First Day of 4th Q
- March 28 No School-Teacher Work Day
- March 29 No School

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 S / 21 T

- April 1 No School

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
27	26	28	29	30	31	

9 S / 11 T

- May 3 -No School Track Invite
- May 8 Last Day Seniors
- May 9 Last Day Pre K
- May 11 Graduation
- May 14 Last Day of School/End of 4th Q
- May 15 Teacher Work Day

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

NOTICE OF HEARING TO AMEND THE BUDGET FOR Elm Creek Public Schools (10-0009) in Buffalo County

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 13-511, that the Elm Creek School Board will meet on the 14th day of August at 6:00 o'clock at Elm Creek Public Schools room 810 for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to amending the budget which was originally adopted on the 29th day of September, 2022. Actual expenditures for the current fiscal year will exceed budgeted expenditures unless the current fiscal year budget of expenditures is revised. Funds for the construction project were run through the Special Building Fund and were not accounted for in the original budget. The budget detail is available at Superintendents office during regular business hours.

Summary of Proposed Amended Budget

FUNDS	Actual Disbursements	Actual/Estimated Disbursements	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (6)
	2020-2021 (1)	2021-2022 (2)	2022-2023 (3)			
Special Building		\$ 1,959,776.00	\$ 8,000,000.00			
TOTALS		\$ 1,959,776.00	\$ 8,000,000.00			

Breakdown of Property Tax	Bond Purposes	Non-Bond Purposes	Total
		\$ 804,193.00	\$ 3,994,915.00

Summary of Originally Adopted Budget

FUNDS	Actual Disbursements	Actual/Estimated Disbursements	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Total Personal and Real Property Tax Requirement (6)
	2020-2021 (1)	2021-2022 (2)	2023-2024 (3)			
Special Building		\$ 249,196.00	\$ 296,683.00			
TOTALS		\$ 249,196.00	\$ 296,683.00			

Breakdown of Property Tax	Bond Purposes	Non-Bond Purposes	Total
		\$ 804,193.00	\$ 3,994,915.00

**RESOLUTION OF THE BOARD OF EDUCATION TO
INCREASE BASE GROWTH PERCENTAGE TO
DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY**

WHEREAS, the Board of Education ("Board") for **Buffalo County School District 10-0009**, commonly known as **Elm Creek Public School District** (the "School District"), is planning the School District's annual budget for the 2023-2024 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District's property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 7%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2023-2024 budget in an amount of 7%.

Said Resolution was adopted by the Board of Education by a vote of ____ to ____ on the 14th day of August, 2023.

President of the Board of Education

ATTEST:

Secretary of the Board of Education

Resolution of the Board of Education To Adopt Central Platte NRD Multi-Jurisdictional Hazard Mitigation Plan

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed in to law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the Central Platte Natural Resources District, with assistance from JEO Consulting Group, Inc.

WHEREAS, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the counties and participating jurisdictions located within the planning boundary by identifying the hazards that affect the Elm Creek Public School District and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

WHEREAS, FEMA regulations require documentation that the plan has been formally adopted by the governing body of Elm Creek Public School District in the form of a resolution and further requesting approval of the plan at the Federal Level; and

NOW, THEREFORE, the governing body of Elm Creek Public School District does herewith adopt the most recent and FEMA approved version of the Central Platte NRD Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety; and

PASSED AND APPROVED this 14th day of August, 2023.

President of the Board

School District Profile

Elm Creek Public Schools

**Central Platte NRD
Hazard Mitigation Plan Update**

2022

Local Planning Team

Elm Creek Public Schools' local planning team for the hazard mitigation plan are listed in the table below along with the meetings attended. All participant worksheets were filled out and returned by the district.

Table ECS.1: Elm Creek Public Schools Local Planning Team

Name	Title	Jurisdiction	R1 Meeting	R2 Meeting
Bret Schroder	Superintendent	Elm Creek Public Schools	Central City	Lexington - Virtually

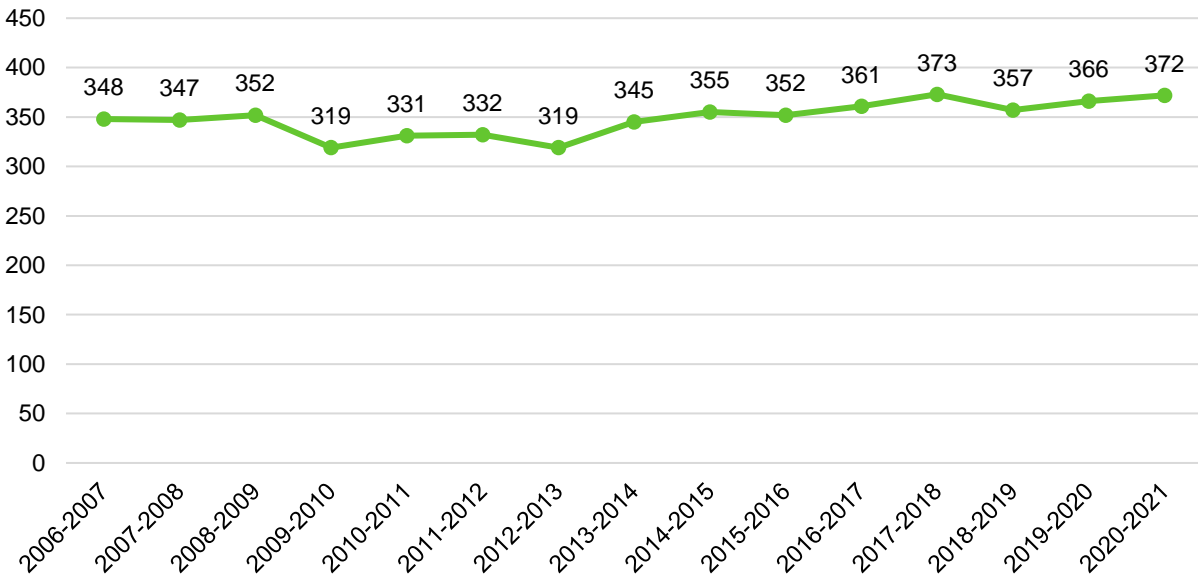
Location

Elm Creek Public Schools is located in southwest Buffalo County, southeast Dawson County, and northern Phelps County. The district has two schools: Elm Creek High School and Elm Creek Elementary School. The district also owns the Elm Creek District Office. The school district provides services to students in the Village of Elm Creek and the rural areas surrounding it.

Demographics

The following figure displays the historical student population trend starting with the 2006-07 school year and ending with the 2020-2021 year. It indicates that the student population has increased slightly since 2007. There are 372 students enrolled in the district.⁸⁷ The local planning team anticipates a slight increase in the student population in the coming years. Both English and Spanish are spoken in the district. Emergency instructions and notices are provided in both Spanish and English.

Figure ECS.1: Student Population 2007-2021



Source: Nebraska Department of Education

87 Nebraska Department of Education. July 2021. "2019-2020 Education Profile for District: Grand Island Public Schools." <https://nep.education.ne.gov/Districts/Index/40-0002-000?DataYears=20192020>

Figure ECS.2: Elm Creek Public Schools

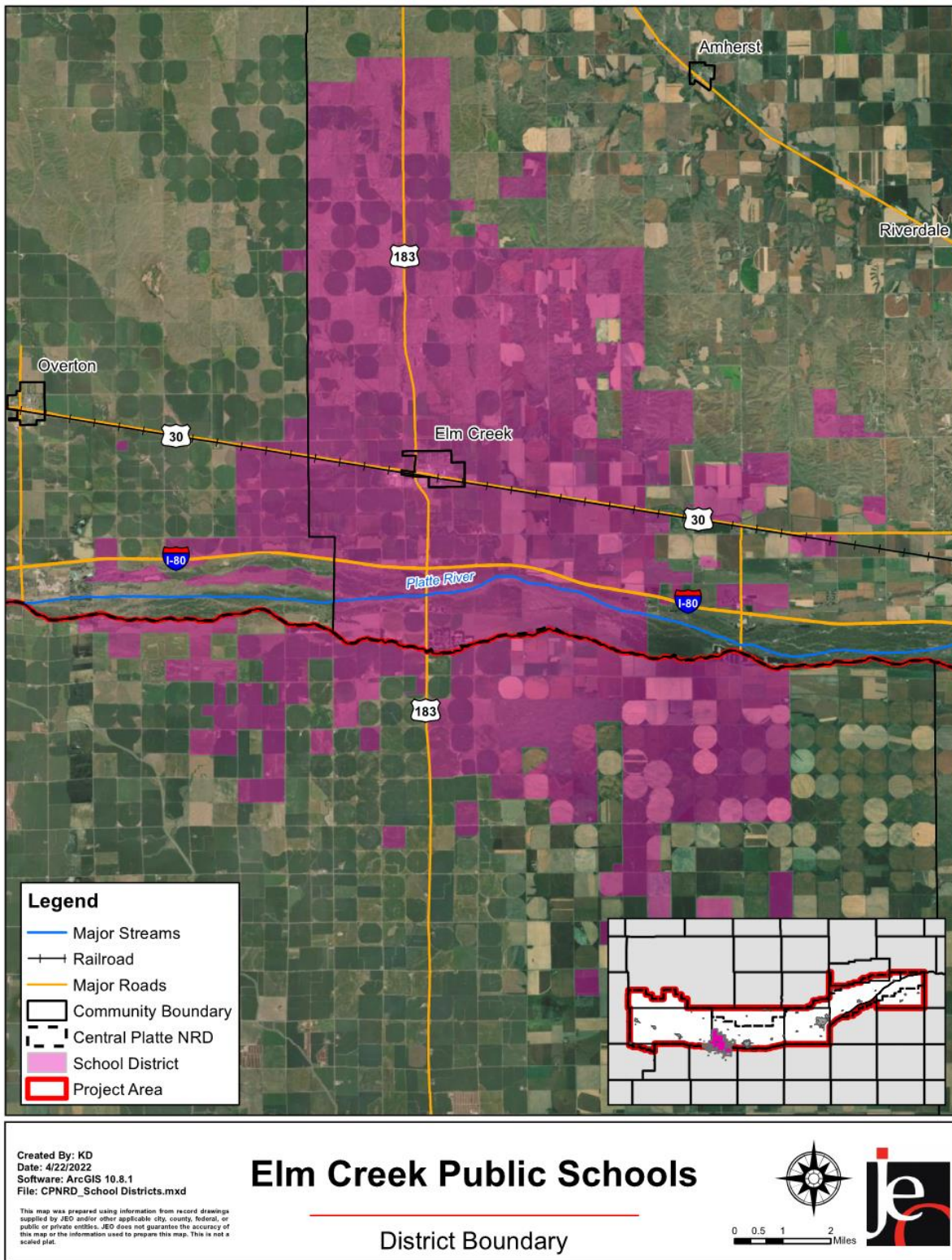
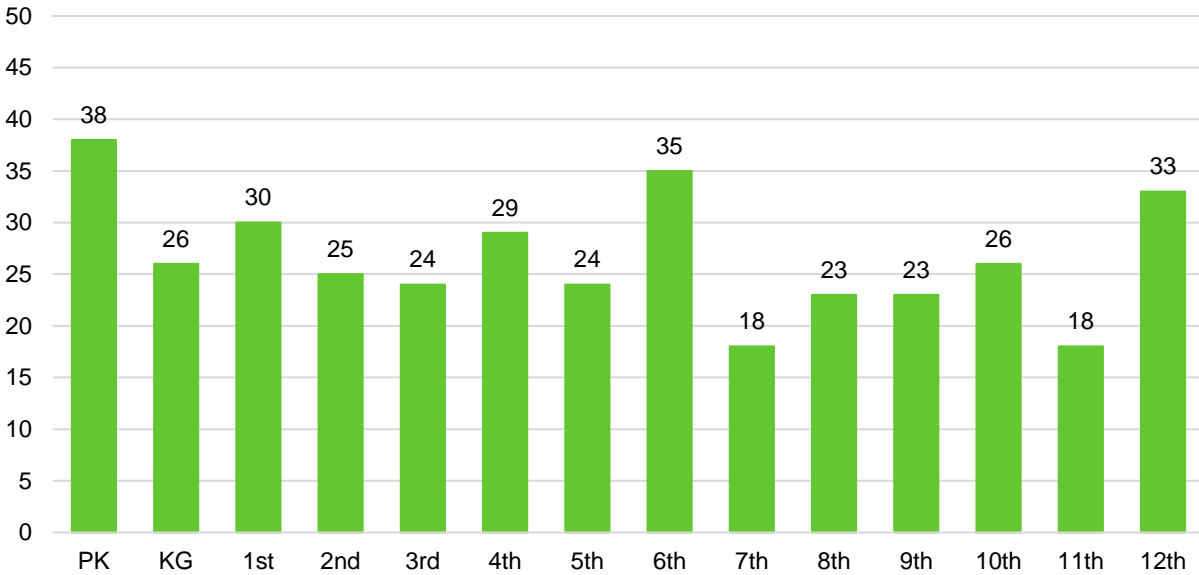


Figure ECS.3: Number of Students by Grade, 2020-2021



Source: Nebraska Department of Education

The figure above indicates that the largest number of students are in prekindergarten and 6th grades. The lowest population of students are in the 7th and 11th grades. According to the Nebraska Department of Education (NDE), 40.32% of students receive either free or reduced priced meals at school. This is lower than the state average of 46.33%. Additionally, 11.38% of students are in the Special Education Program and the district mobility rate is 6.89%. These particular students may be more vulnerable during a hazardous event than the rest of the student population.

Table ECS.2: Student Statistics, 2020-2021

	School District	State of Nebraska
Free/Reduced Priced Meals	40.32%	46.33%
School Mobility Rate	6.89%	9.12%
English Language Learners	*	7.25%
Special Education Students	11.38%	15.67%

*Indicates 10 students or less.

Source: Nebraska Department of Education⁸⁸

Administration and Staff

The school district has a superintendent and two principals. The school board is made up of a six-member panel. Approximately 65 staff are employed by the district.

Capability Assessment

The capability assessment consisted of a review of local existing policies, regulations, plans, and programs with hazard mitigation capabilities. The following tables summarize the district's planning and regulatory capability; administrative and technical capability; fiscal capability; educational and outreach capability; and overall capability to implement mitigation projects. Students and families are educated about emergency procedures through the school newsletter.

88 Nebraska Education Profile. "School Report Card." Accessed January 2022. <http://nep.education.ne.gov/Home/>.

School district funds are sufficient to pursue new capital projects, but a large portion of funds are going toward the construction of a new elementary school building. Funds have stayed the same over recent years.

Table ECS.3: Capability Assessment

Survey Components/Subcomponents		Yes/No
Planning Capability	Capital Improvements Plan/Long-Term Budget	Yes
	Continuity of Operations Plan	No
	Disaster Response Plan	No
	Other (if any)	-
Administration & Technical Capability	GIS Capabilities	No
	Civil Engineering	No
	Local staff who can assess community's vulnerability to hazards	Yes
	Grant Manager	No
	Mutual Aid Agreement	No
	Other (if any)	-
Fiscal Capability	Applied for grants in the past	No
	Awarded grants in the past	No
	Authority to levy taxes for specific purposes such as mitigation projects	No
	Development Impact Fees	No
	General Obligation Revenue or Special Tax Bonds	Yes
	Approved bonds in the past	Yes
	Flood Insurance	Yes
	Other (if any)	-
Education & Outreach Capability	Local school groups or non-profit organizations focused on environmental protection, emergency preparedness, access, and functional needs populations, etc. (Ex. Parent groups, hazard mitigation boards, etc.)	Yes
	Ongoing public education or information program (Ex. Responsible water use, fire safety, household preparedness, environmental education, etc.)	No
	StormReady Certification	No
	Other (if any)	-
Drills	Fire	10 / year
	Tornado	3 / year
	Intruder	0 / year
	Bus evacuation	2 / year
	Evacuation	10 / year
	Other (if any)	-

Overall Capability	Limited/Moderate/High
Financial resources to implement mitigation projects	Limited
Staff/expertise to implement projects	Limited
Public support to implement projects	Moderate
Time to devote to hazard mitigation	Limited

Plan Integration

Elm Creek Public Schools does not currently have any plans that relate to hazard mitigation. Within the next year, the district would like to develop a hazard and crisis plan. The district will seek out and evaluate any opportunities to integrate the results of the current hazard mitigation plan into other planning mechanisms and updates.

Future Development Trends

Over the past five years, the district has started the process of building a new elementary building. In the next five years, the district will have completed the new elementary school building.

Community Lifelines

Transportation

Three major transportation corridors travel through the district: U.S. Highways 30, 183, and Interstate 80. The most traveled route is Interstate 80 with an average of 23,160 vehicles daily, 8,250 of which are trucks.⁸⁹ Gravel roads are of most concern to the district due to potentially poor road conditions for the bus routes during the winter and after heavy rains. A Union Pacific Railroad line runs west to east south of Elm Creek. Transportation information is important to hazard mitigation plans because it suggests possible evacuation corridors in the district, as well as areas more at risk of transportation incidents. The district owns four buses to take students to and from school.

Hazardous Materials

According to the Tier II System reports submitted to the Nebraska Department of Environment and Energy, there are three chemical storage sites within the district which house hazardous materials. The school building is not located near any of the chemical facilities. In the event of a chemical spill, the local fire department and emergency response may be the first to respond to the incident.

Table ECS.4: Chemical Storage Sites

Name	Address	Floodplain (Y/N)
CHS Inc.	515 W Front St, Elm Creek, NE	N
Pilot Flying J 901	5085 Buffalo Creek Rd, Elm Creek, NE	N
Sapp Bros Landmark Inc.	380 Odessa Rd, Elm Creek, NE	Y (1%)

Source: Nebraska Department of Environment and Energy⁹⁰

89 Nebraska Department of Roads. 2018. "Interactive Statewide Traffic Counts Map." <https://gis.ne.gov/portal/apps/webappviewer/index.html?id=bb00781d6653474d945d51f49e1e7c34>.
 90 Nebraska Department of Environment and Energy. "Search Tier II Data." Accessed June 2021.

Critical Facilities

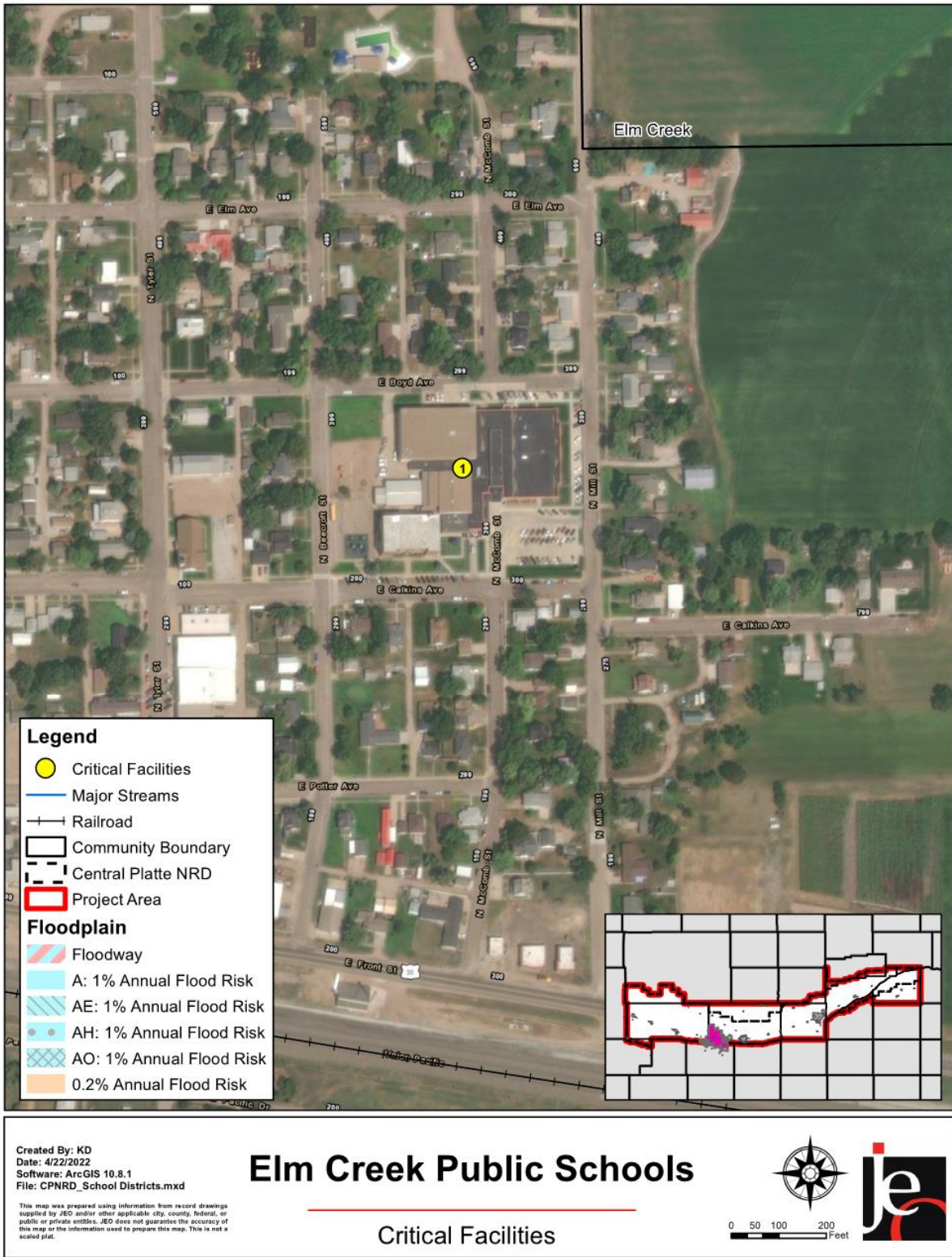
Each participating jurisdiction identified critical facilities vital for disaster response, providing shelter to the public, and essential for returning the jurisdiction’s functions to normal during and after a disaster per the FEMA Community Lifelines guidance. Critical facilities were identified during the original planning process and updated by the local planning team as part of this plan update. The following table and figure provide a summary of the critical facilities for the district.

Although they may not be listed in the table below, critical infrastructure also includes power infrastructure, cell towers, alert sirens, water infrastructure, wastewater infrastructure, and roadways.

Table ECS.5: Critical Facilities

CF Number	Name	Mass Care (Y/N)	Generator (Y/N)	Floodplain (Y/N)
1	Elementary and Middle/High School Building	Y	Y	N

Figure ECS.4: Critical Facilities



Historical Occurrences

See the Buffalo County profile for historical hazard events, including the number of events, damage estimates, and any fatalities or injuries.

Hazard Prioritization

The hazards discussed in detail below were either identified in the previous HMP and determined to still be of top concern or were selected by the local planning team from the regional list as relevant hazards for the district. The local planning team prioritized the selected hazards based on historical hazard occurrences, potential impacts, and the district's capabilities. For more information regarding regional hazards, please see *Section Four: Risk Assessment*.

Drought

While drought has not directly impacted the school district in the past, it can have economic impacts. Elm Creek Public Schools is primarily located in a rural area that is heavily dependent upon the agricultural sector of the economy. During a prolonged drought, the agricultural sector can see severe impacts which has trickle down effects on the district's funds and student enrollment. In addition, dry conditions can create an increased risk of grass/wildfires.

Flooding

Primary concerns related to flooding include potential issues with travel due to flooded roads and impacts on the local community. The Village of Elm Creek sits near a river and has flooded in the past. While the school is not located in the floodplain, many properties in the community are susceptible to flooding. In the event of a large flood, the school would be a sheltering location for families that needed to evacuate their homes. Flooding has impacted bus routes in the past with different routes needing to be made due to poor road conditions.

Grass/Wildfire

Grass/Wildfire events have not impacted the school district in the past. However, the school building is located near the edge of the village and is therefore more at risk to a grass/wildfire event. To reduce the risk of a fire impacting the building, school property is regularly kept mowed and dead grass/plants are removed.

Severe Thunderstorms

Primary concerns related to thunderstorms include damage to school property, student and staff safety, and power outages. Power outages have been a problem in the past as all power lines are above ground. The high school building has a backup generator in the event of a loss of power. School vehicles and busses are kept outside and could potentially be damaged from a hail event. However, all school property is insured against hail and wind damage. The district is notified of severe weather through online radar, the radio, and the village's alert siren.

Tornadoes and High Winds

A tornado has not impacted the school in the past, but the possibility still exists. If a large tornado were to hit the school, it could cause massive amounts of damage. The high school has a FEMA approved storm shelter, but the elementary school does not. Elementary students are instructed to go to an interior room on the main floor. Three tornado drills are performed each school year.

Mitigation Strategy

New Mitigation Actions

Mitigation Action	Hazard and Crisis Plan
Description	Develop and implement a hazard and crisis protocol/plan.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$10,000
Local Funding	General Budget
Timeline	1 Year
Priority	High
Lead Agency	Superintendent
Status	Planning Stage

Mitigation Action	Improve Warning Systems
Description	Purchase a weather radio for each of the schools.
Hazard(s) Addressed	All Hazards
Estimated Cost	\$50 per Radio
Local Funding	General Budget
Timeline	2-5 Years
Priority	Low
Lead Agency	Superintendent
Status	Not Started

Plan Maintenance

Hazard Mitigation Plans should be living documents and updated regularly to reflect changes in hazard events, priorities, and mitigation actions. These updates are encouraged to occur after every major disaster event, alongside planning documents, during the fall before the HMA grant cycle begins, and/or prior to other funding opportunity cycles begin including CDBG, Water Sustainability Fund, Revolving State Fund, or other identified funding mechanisms.

The Superintendent and Principals will be responsible for reviewing and updating the plan in the future. These individuals will review the plan every six months. Staff and families will be notified of any changes through the school website, social media, and board announcements.

Original Calendar

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

September 4 No School Labor Day

September 13 PTC 4:30-8:30

September 20 PTC 4:30-8:30

September 21 JH/HS In Session/No School-Elementary

September 22 No School-Teacher Work Day

Updated Calendar

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

September 4 No School Labor Day

September 13 PTC 4:30-8:30 Dismiss at Noon (Fire Alarm Testing)

September 20 PTC 4:30-8:30

September 28 JH/HS In Session/No School-Elementary

September 29 No School-Teacher Work Day

Elm Creek Public Schools



Support Staff Handbook 2023-2024

Mission Statement

At Elm Creek Public Schools we will:

- Be Kind
- Be Respectful
- Be Responsible
- Be Trustworthy
- Be Accountable
- Be Honest
- Give Great Effort

Live **Blue**, Love **Gold**

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SCHOOL BOARD

Alicia Beavers, President

JC Ourada, Vice President

Lynette Mitchell, Secretary

Morgan Fouts, Treasurer

Hannah Hild

Cole Brodine

ADMINISTRATION

Tom Moore, Superintendent

Terah Williams, Elementary Principal

Brandon Marquez, High School Principal

RULES AND REGULATIONS CONCERNING SUPPORT STAFF PERSONNEL

The Board, upon recommendation of the Superintendent, shall employ, assign, transfer, reclassify, and terminate the service of support staff personnel and approve rules and regulations governing their employment.

This handbook is intended to provide general information about the operation, practices, and procedures of the school district. **It is not a contract, and should not be relied upon as such.** The Board of Education may change policies at any time, and the administration may change rules, regulations or handbook provisions at any time. Copies of board policies are available on our website, www.elmcreekschools.org. If you have questions about the handbook or policies, direct your questions to the building principal or superintendent of schools.

EMPLOYMENT

Support staff personnel are hired as “at will” employees and the duties of the employee are subject to the assignment by the Superintendent and the employee’s supervisor. The offer of employment creates no property right in continued employment.

EMPLOYMENT YEAR

The employment year for support staff employees will be from August 1 to July 31.

JOB CLASSIFICATIONS

Classifications of job categories for support staff will be as follows:

1. Bookkeeper
2. Maintenance/Custodian
3. Custodian
4. Secretary
5. Food Service Director
6. School Nurse
7. Van Driver
8. Food Service Technician
9. Paraeducator
10. Bus Driver

SALARY SCHEDULE

All employees placed on the support staff salary schedule shall receive their new salary status and classification in conjunction with the new school year for the school district. Any new salary shall be effective beginning with September paychecks of each year and continue without change unless by action of the Board at a regularly scheduled meeting, until the end of the August payroll period.

Initial wage placement for hourly employees will be according to rates determined annually by the Board of Education. Salary adjustments for all support staff will be considered prior to the beginning of the new school year.

SUBSTITUTE PAY

Temporary and substitute employees will be paid according to the salary schedule approved by the Board of Education. All substitutes who work at the same assignment for more than ten consecutive days will receive the substitute rate of pay plus \$.50 per hour beginning with the eleventh day. Leave benefits applying to the job in the care of the substitute, if the substitute has held that position during the entire sixty (60) days, may be hereinafter granted to that substitute.

PARAS SUBBING FOR TEACHERS

If a para is also a certified teacher and substitutes for a teacher during the teacher's prep time, the para is paid \$20 per hour. A para subbing for a teacher for 5 hours/periods or longer will receive the daily sub rate of \$130 for the day and may be asked to return to their normal duties after the subbing request has been fulfilled for the day.

PAYROLL

All personnel shall be paid once each month, through direct deposit, on the twentieth (20th) day of the month or the Friday before the 20th if the 20th falls on a weekend. The pay stub reflects time worked from the first of the preceding month to the end of that month.

It is the responsibility of the employee to be sure that the account numbers and routing numbers are current and correct for direct deposit.

TIME CLOCKS

Hourly employees shall clock in daily using the technology provided. If time management technology is not available in the work area, personnel shall turn in time cards weekly; such cards shall be signed by the employee's immediate supervisor to verify the work recorded on the time card. **It is the responsibility of the employee to clock in and out and to be sure all necessary information is approved and submitted to the Business Office by the 15th of the month no later than 4:00 PM in order to be paid on the 20th of the month.**

OVERTIME

All overtime work must be approved by the immediate supervisor before the work is performed. Any overtime work performed without prior approval from the immediate supervisor will result in disciplinary action including up to termination of employment.

Hourly employees will be paid at the rate of one and one-half their normal rate of pay for any hours considered overtime based on the regulations established by the IRS.

WEATHER DAYS

Employees shall remain home as a standard of practice unless they are asked to report for duty. No sick leave or other leave will be granted during such days unless the employee has been specifically required to report for work and cannot because of illness or other reasons as allowed by other Rules and Regulations. Personal leave may be granted upon request to hourly employees for weather days. Twelve-month employees may request vacation during school cancellation days unless specifically requested to report to work.

PHYSICAL OR MENTAL EXAMINATION

A physical or mental examination may be required at any time by the Board of Education if a question arises regarding an employee's health interfering with his or her adequate contractual performance. Such examination shall be at the board's expense and performed by a physician who shall be named by the board. The results of the examination shall be provided to the Board of Education, in compliance with the Privacy Act. A physical may also be required as part of a person's assignment such as bus or van driving. In these instances the employee must go to the district approved provider if the district is to pay for services rendered.

TERMINATION OF EMPLOYMENT

COMPENSATION UPON TERMINATION

The offer of employment creates no property right in continued employment and may be terminated by either party, with or without cause or hearing, upon giving two (2) calendar weeks' notice. The Superintendent may, acting upon his or her own initiative, terminate the employee's employment and such termination will be effective two (2) calendar weeks from the date of the Superintendent's notice.

HEALTH INSURANCE

TWELVE MONTH EMPLOYEES

Twelve-month (full time) employees are eligible for single insurance or may choose cash-in-lieu at the rate of \$5,373.60 for the year.

NINE TO ELEVEN MONTH EMPLOYEES

Starting in August 2021 the Elm Creek School District will no longer offer cash-in-lieu or health insurance to employees working less than 12 months per year in a full-time capacity. Support staff employed by the district prior to the 2021-2022 school year shall receive half of the current cash-in-lieu payment during the 2022-2023 school year. Beginning with the 2022-2023 school year no support staff working less than 12 months will receive cash-in-lieu or be granted health insurance as part of their compensation.

LONG/SHORT-TERM DISABILITY INSURANCE

All support staff employees who work 20 hours a week or more will be covered under the long-term disability insurance plan of the district at no cost to the employee.

403B TAX SHELTERED SAVINGS

All employees who work at least 20 hours per week during the school year may contribute to a 403B approved account through a pre-tax payroll deduction. This allows the employee to save extra money for retirement on a tax-deferred basis. To initiate this deduction please contact the superintendent and district bookkeeper.

RETIREMENT

According to regulations from the Nebraska Public Employee Retirement System (NPERS), employees who work twenty (20) hours a week or more must be enrolled in NPERS. As a member of NPERS, employees contribute a percentage of their gross compensation. The employee contribution rate is set by the Public Employees Retirement Board. **The district is required by state law to contribute to NPERS at the rate of 101% of the employee contribution.**

HOLIDAY PAY

All support staff who work 30 hours a week or more will receive pay for approved holidays, which fall in their normal work schedule. If the holiday falls on a Saturday, the Friday before the holiday will be observed as the holiday. If the holiday falls on a Sunday, the Monday following the holiday will be observed as the holiday. Approved holidays are as follows:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (12 month staff)

PAID VACATIONS

Support staff employees who work twelve months of the year will annually receive five days paid vacation, ten days paid vacation after ten years of continuous service, and fifteen days paid vacation after twenty years of continuous service. Due to the work to be done during the summer months and the need for employees to be on duty during scheduled school days, employees must complete the necessary leave requests and arrange all vacation time with their immediate supervisor.

LEAVES

Support Staff will be granted appropriate leave based on the descriptions listed below. **New employees must work one month before they can take any leave.**

SICK LEAVE

An employee shall be granted leave for personal illness, non-elective surgery, or other conditions resulting in disability in the following manner. (Pregnancy-related disability and illness shall be considered a disability under this provision).

IMMEDIATE FAMILY

For the purpose of the sick leave provision, immediate family shall mean the employee's spouse, mother, father, dependent child (dependent according to IRS), or spouse's mother or father.

USE FOR FAMILY MEMBERS AND DEPENDENT CHILDREN

Sick leave may be used for absence necessitated due to the following reasons:

1. Required hospitalization or doctor recommended hospice care of a member of the employee's immediate family;
2. Physician recommended home health care of a member of the employee's immediate family;
3. The care of an employee's dependent child (26 years of age and under) who is confined at home due to a physician's orders; or
4. The care of a dependent, handicapped child living with the employee regardless of the age of the child.
5. Sick leave may be used for an employee to accompany an immediate family member to doctor and dental appointments.

NUMBER OF DAYS

Each month of work support staff personnel will be credited with one sick leave day.

UNUSED SICK LEAVE

In June of each year support staff shall be paid for unused sick leave at a rate of \$40 per day.

CERTIFICATION OF ILLNESS, DISABILITY, OR ABILITY

Any employee who is absent for five (5) continuous contract days may be required to certify his or her illness, disability, or ability to perform duties with a physician's or medical service

provider's statement, which shall be filed with the Superintendent's Office. In the event of sixty (60) consecutive working days absent from work due to illness, the superintendent will review the employee's status with the district in regard to continued employment with the School District of Elm Creek.

PERSONAL LEAVE

Two (2) days of personal leave per year shall be made available to each employee, working full time, for no less than nine months. The administration shall grant leave requests in the chronological order in which they are submitted subject to the following requirements:

Except in the case of an emergency, an employee **must submit a written request for personal leave at least three (3) working days prior to the employee's intended day of absence.** Personal leave shall be granted in the order they are requested; however, the supervisor may limit the number of employees that may be absent on any given workday. All Personal Leave requests are subject to approval of the supervisor and superintendent or the superintendent's designee.

EXCHANGE OF SICK LEAVE FOR PERSONAL LEAVE

A qualifying staff member has the option to exchange two accrued sick leave days in order to gain one additional day of personal leave. In order to qualify for an exchange the staff member:

1. Must have depleted all of their current personal leave days.
2. Must agree that the additional personal leave day remains subject to existing requirements for use of personal leave.
3. May only make one such exchange per school year.

PROFESSIONAL LEAVE

Employees are encouraged to attend in-service meetings and other training sessions to receive continuing education. The immediate supervisor shall establish the criteria needed in order for an employee to be eligible to use this leave.

BEREAVEMENT LEAVE

1. Five days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, or grandchild.
2. Three days will be allowed for each occurrence if the immediate family is defined as brother, brother in-law, sister, or sister in-law
3. Two days will be allowed for each occurrence if the immediate family is defined as grandparent.

4. One day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.
5. Staff may use one day of available sick leave for bereavement of other relatives or friends.

ADOPTION/MATERNITY LEAVE

Each day's absence for maternity or adoption leave shall result in the use of one day of accumulated sick leave. If accumulated sick leave is not available, unpaid leave is available under the Family Medical Leave Act. Under this act, staff must apply according to the procedures outlined in the law.

LEGAL AND CIVIC DUTY LEAVE

Employees summoned for jury duty are granted paid leave for that period of time. However, any money received for jury duty other than for personal expenses such as "travel" must be reported to and verified in the business office. Any compensation received for serving on jury duty, less personal expenses will be deducted from the regular paycheck from the district. The following stipulations apply:

1. The employee must not be a litigant in court action or proceeding.
2. The employee must present to the Business Office the actual notice to appear for jury duty.
3. The employee must be scheduled to work on the day of court.

BOARD OF EDUCATION POLICIES

A complete set of board policies is in effect which serves to provide direction in the overall operation of the schools. All staff are advised to become familiar with, understand and adhere to board policy. Copies of board policies are available on our website www.elmcreekschools.org.

ACCIDENTS TO EMPLOYEES

Should you be injured while on duty the accident should be reported to your supervisor within 24 hours. Report of Injury forms must be completed as soon as possible and submitted to the Superintendent's Office.

ALCOHOL AND DRUG-FREE WORKPLACE

(Board of Ed. Policy #4002)

SCOPE AND POLICY

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

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

SMOKING

Pursuant with Board of Education Policy #3016, Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

DISCRIMINATION GRIEVANCE PROCEDURE

Complaints of alleged discrimination of race, age, creed, national origin, sex, or disability are to be directed to the Superintendent Office.

Any public school employee of the School District of Elm Creek who alleges discrimination on the part of the school district, Board of Education, administrator, or staff may follow the procedures outlined in resolving the alleged complaint or grievance.

Refer to the grievance procedure for discrimination, Board of Education Policy #2006 and/or 4001.

SEXUAL HARASSMENT

It shall be the policy of the Elm Creek Public Schools to provide an environment free of sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If prescribed acts as are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action, within the bounds of the law, to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy, the word “employee” shall mean any person who is an employee, or any former employee who alleges to have quit, to have been fired, or to have been constructively terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in this policy, the word “student” shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school-age attending the district for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by an employee of the District against any other person as a term of condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to, or rejection of which by any employee is used as the basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal or the conferring of job responsibility.
3. Conduct by any employee or employees of the same or opposite sex, which has as its purpose unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to or rejection of which by any employee of the District is used as a basis for any education decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct by an employee or employees directed against a student of the same or opposite sex which has an effect of interfering with the academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.
6. Conduct by a student or any other person over whom the school district has control with such conduct being directed against a student of the same or opposite sex and which conduct has an effect of interfering of academic performance of the student, or creating an intimidating, hostile, offensive, or unsafe or unwholesome learning environment.

It shall be the policy of the District to receive information from any person concerning allegations of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time following the operative date of this policy, whichever date is applicable.

The availability of the form shall be made known to all students in grades Pre-Kindergarten through Twelfth. Information pertaining to the availability of such complaint forms shall be made known to the parents of all other students in a reasonable

manner. An adequate number of copies of the complaint shall be maintained within the superintendent's control and shall be available to any person protected by this policy. Upon receipt of any complaint upon the form prescribed by this policy, the superintendent shall be informed of the allegation within 24 hours of the said report. At all times, the information that is given, and any report thereof must and will be kept confidential between the parties. At this point, the superintendent and his/her designee shall confer with the person or persons against whom the complaint has been lodged and shall give such person or persons a fair opportunity to present his or her version of the facts involved in the complaint, as well as to be informed of the name of the complaining party, the allegations of the complaining party, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by any such witnesses which are known to the superintendent or his/her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his or her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action, not within his or her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such a matter of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees against non-employees at the workplace as well as to protect non-employees from employees at the workplace. From time to time as deemed appropriate, the superintendent shall address the subject of sexual harassment with the employees of the District by way of in-service training, selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the workplace regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, not any of the terms and conditions attendant to the complaint or used by the District, not terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining party, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency state or federal statute,

applicable case law, applicable agency law or any other appropriate body of law mandates such reporting.

It shall further be the policy of the District to strictly prohibit the use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines, or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purposes as, but not limited to, uttering profane messages, uttering sexually explicit or sexually innuendo oriented material, soliciting romantic involvement, uttering obscene or offensive material of a sexual nature in any manner. It shall be the policy of the District that this prohibition shall run as to all interpersonal communications of the District and this prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees of the District in the workplace (Ref. Board of Ed. Policy #3057).

OTHER WORK REGULATIONS

A school district must follow certain regulations to maintain a proper and efficient work atmosphere. The following rules should be carefully read and understood by all employees. Violation of these rules may be cause for dismissal.

DEFINITIONS OF TERMS

1. Probation – a period of no more than three weeks duration during which an employee's work and work attitudes will be reviewed on an intensive basis to assist the employee to improve and to provide additional information regarding continued employment or termination of employment.
2. Suspension Without Pay – A period of no more than four weeks duration during which an employee is suspended from work without pay or fringe benefits. During a suspension without pay, the employee does not earn any credit toward the accrual of sick leave or other benefits dependent upon the duration of employment.
3. Discharge – Termination of the employment relationship.

PERSONAL CONDUCT

Consideration for the rights of others requires that each employee act in a respectable and orderly manner. Violence, foul language, fighting, horseplay, and other objectionable or unfavorable conduct will not be tolerated and may be subject to termination.

COMPUTER USAGE

STAFF MEMBERS USE OF INTERNET AND EMAIL

Staff members may use the internet as a means to locate information for use in the classroom as well as the development of the curriculum. All school employees will adhere to applicable laws, school district policy, copyright laws, and the rights of software publishers, license agreements and privacy, such as confidentiality of student data, created by federal and state law. The district reserves the right to access all computers including any software programs and data files and/or creations of any descriptions which reside on district computers and/or storage media.

The following are **strictly prohibited** for all school employees:

1. Any offensive messages.
2. Personal, commercial or religious messages.
3. Installation of unauthorized hardware or software.
4. The streaming of audio/video not pertaining to legitimate educational use.
5. Use of email, Facebook, Twitter, Instagram, Snapchat, etc., at any time for any purpose other than school-related business.
6. Giving any student passwords for access to emails, access to any server or restricted programs within the district except as authorized by the superintendent.
7. Accessing of any obscene, pornographic or otherwise inappropriate material on a district-issued device or through the District's network.
8. Purchasing, ordering or selling of items or services by anyone unless for district business.
9. The use of eBay or similar sites for buying, selling or bid notification other than school business.
10. Engaging in hacking or other attempts to otherwise compromise any computer or network system security.
11. Engaging in any illegal activities on the internet.
12. Violation of any copyright laws.
13. Unauthorized use for solicitation or proselytization for commercial, religious, political, personal or any other non-school related activities.

Staff members shall not view any internet sites other than accidental pop-ups or accidental linking for anything other than school-related business during the normal school staff hours (8:00 A.M.-4:00 P.M.) Guidelines for using the internet outside the school hours are subject to prohibited items listed above. School employees may forward any non-school related emails received at a school business address to his/her personal email address. Forwarding to a listserv or any other addresses is prohibited.

PHONE USAGE

Any phone calls/texting should be limited to school business. Staff members should not use the school phone lines for any personal long-distance calls.

HONESTY

Each person is expected to respect the property of the school district and of fellow workers. Theft of even the smallest item, as well as any other act of dishonesty, is strictly prohibited.

PERSONAL APPEARANCE

Neatness and good taste in an employee's dress contribute greatly to the impression made upon students, fellow employees, and visitors to the school. Wearing apparel should be based on your working conditions. Your supervisor will instruct you as to specific wearing apparel for safety purposes. Employees are expected to maintain their wearing apparel and personal hygiene in a business-like manner.

EQUIPMENT CARE

You are required to take the best possible care for the equipment with which you work. All employees are requested to cooperate in keeping the premises and equipment as clean and orderly as possible at all times.

SAFETY

All employees are expected to follow common-sense safety practices, which will protect themselves and others from injury.

PROHIBITED PRACTICES

The following are examples of unacceptable behavior. There may be additional types of behavior, which cannot be tolerated on the job, or on school premises and will be handled accordingly. Failure to abide by these guidelines may result in disciplinary action or immediate discharge.

1. Distracting employees from their work. This includes loud or prolonged talking and unauthorized soliciting.
2. The unauthorized posting, defacing or removing messages on school premises.
3. Insubordination; refusal to follow policy, rules, or orders.
4. Leaving the place of work during working hours without permission.
5. Abuse, misuse, or deliberate destruction of school property or equipment or the property of other employees in any manner.
6. Violating safety rules or safety practices.
7. Taking more than allocated time for breaks.
8. Working overtime without prior approval.
9. Continually clocking in late or clocking out late.

10. Stopping work or making preparations to leave work before the end of work hours.
11. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, the school, or its services.
12. Disorderly conduct or use of abusive language on school premises.
13. Not attending to assigned duties.
14. Immoral conduct.
15. Improper usage of the internet, email, or phone.
16. Chronic absenteeism

DISCIPLINE

Disciplinary action is based upon the degree or severity of the problem and is intended to correct or improve the performance and/or behavior of an employee. This action may be in the form of an informal talk with the supervisor, a verbal warning, a written warning, suspension, or discharge depending upon the severity of the offense.

The employee's supervisor shall have the authority to issue verbal warnings, written warnings, and reprimands, and to recommend probation, suspension without pay and discharge. The superintendent of schools shall have the authority to place an employee on probation, suspend an employee without pay or discharge an employee. Prior to issuing a written warning, instituting probation, imposing a suspension without pay or discharging the employee, the supervisor or superintendent of schools shall advise the employee of the charges, discuss the misconduct and consider the employee's version of the facts. Following such a conference, the supervisor or superintendent of schools may impose the disciplinary action which, he or she, in his or her sole discretion deems appropriate.

OTHER TERMS OF EMPLOYMENT

NON-SCHOOL EMPLOYMENT

Employees are responsible for devoting full-time energy and attention to job duties during hours of employment. Each employee is responsible for arriving at work capable of performing work efficiently and effectively.

RECEIVING AGENTS OR SALESMEN

No school employee shall visit with or discuss business matters of a personal nature with any representative during the hours the employee is on duty in the school, except by special permission of their immediate supervisor.

PURCHASING

Any employee who orders any items for the school without express authorization of their immediate supervisor or superintendent may be personally liable for payment of the amounts billed for such items.

PERSONNEL RECORDS

An individual personnel file shall be maintained for all support staff employees in the administration office. The right of access to one's individual personnel file and the right to attach a written response to any item included in such file, except with respect to any letters of recommendation solicited by the employee which may appear in said file, will be granted to the employee upon request during regular office hours. No other person, except school officials while engaged in their professional duties, shall be granted access to said personnel file nor shall the contents thereof be divulged in any manner to any unauthorized person.

EVALUATION OF PERFORMANCE

Immediate supervisors and school administrators, in appropriate instances, shall annually evaluate the performance of support staff on the basis of job description requirements and submit recommendations to the superintendent regarding the reemployment of support staff personnel. It shall be the responsibility of the superintendent to assure completion of such recommendations to the Board following appropriate discussion and consideration. Each support staff member will annually receive a notice prior to August 1 of the employment terms for the ensuing year.

VOLUNTARY TERMINATION

Persons desiring to terminate their employment with Elm Creek Public Schools may have an exit interview with the Superintendent prior to leaving. The request for termination should be in writing and given to the superintendent at least two weeks prior to actual separation from services.

NONDISCRIMINATION IN EDUCATION PROGRAMS & ACTIVITIES

It is the policy of the Elm Creek Public Schools, not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1992 Education Amendments, the Section 504 Rehabilitation Act of 1973 and the Nebraska Educational Opportunity Act.

Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

Inquiries regarding compliance with Title IX, Section 504, Title VI or the Nebraska Equal Opportunity in Education Act may be directed to the Superintendent or in the case of Title IV and the Section 504 Rehabilitation Act to the Director of the Region VII Office for Civil Rights.

HOURLY POSITIONS Base Pay

Para

Years	High School Diploma	Associates Degree	Working with One-on-One Special Needs Students
1-4	\$17.00	\$17.29	+2.00 per hour
5-9	\$17.11	\$17.40	+2.00 per hour
10-15	\$17.24	\$18.12	+2.00 per hour
15+	\$17.95	\$18.24	+2.00 per hour

Custodian**

1-4	\$17.81
5-9	\$17.93
10-15	\$18.04
15+	\$18.16

Secretary	\$18.82
District Bookkeeper	\$27.31
Head Maintenance	\$22.94
Bus Driver	\$28.18 drive time/\$14.37 sit time
Van Driver	\$16.96 per hour or their regular pay, whichever is greater
Food Service	This pay will be based on the para schedule listed above
Food Service Management	\$18.11
Substitute Teacher	In accordance with the rate set by the school district*
Nurse	\$32.63 per hour
Substitute Para/Cafeteria	\$14.95 per hour

*Substitute Teachers	\$150.00 per day
After 20 days	\$165.00 per day

** Twenty-five (.25) cents added to custodial pay for custodians who are on call.

Approved on:

ELM CREEK PUBLIC SCHOOLS

Elm Creek, Nebraska



ELM CREEK

Est. 1872

2023-2024

STAFF HANDBOOK

Elm Creek Public Schools
230 East Calkins Ave
Elm Creek, NE 68836
PHONE: 308-856-4300
FAX: 308-865-4907
WEBSITE: www.elmcreekschools.org

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INTRODUCTION

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

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

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Tom Moore
Title: Superintendent
Address: 230 East Calkins Ave. Elm Creek, NE 68836
Telephone: 308-856-4300
E-mail: tom.moore@elmcreekschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS (4002)

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

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

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

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

Activity accounts are handled through the administration. No student or sponsor may make any purchase without a signed purchase order from the building principal or superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The administration is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook and Staff Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the

investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level

possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the Section 504 Coordinator: [Doris Anderson at \(308\)856-4300, doris.anderson@elmcreekschools.org](mailto:Doris.Anderson@elmcreekschools.org), or in person at the school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: [Brandon Marquez](mailto:Brandon.Marquez@elmcreekschools.org) at (308) 856-4300, brandon.marquez@elmcreekschools.org. 230 East Calkins Ave., Elm Creek, NE 68836 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal(s) at (308)856-4300 (phone number), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

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

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

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

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

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to emails, instant messages, or text messages.

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages.

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

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Locker Room Supervision - Policy (4062)

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

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

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

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

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

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

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

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

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

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

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

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

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the building principal.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.75 per day . The lunch price includes one carton of milk. Extra cartons cost \$0.40. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

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

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

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

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

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

Political Activities

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

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

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

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

Professional Growth

All employees must complete the professional growth form and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Professional growth forms are found in the workroom and are due by May 1 of each school year.

Purchasing

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

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

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

School Property

School property is not to be lent to individuals except by permission of the superintendent.

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

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

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

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

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

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

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

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

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator

prior to posting on social media.

Solicitation and Distribution of Merchandise

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

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's

educational placement as that term is used in the Individuals with Disabilities in Education Act solely as part of a threat assessment.

2. **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. **Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, the building principals, guidance counselors, information technology staff and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student, nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. **Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school

administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event(s) they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

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

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to

designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

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

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

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on local radio and television stations as well as through our all call system.

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

Workplace Searches

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

who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. Leave Policies

10 days of personal leave will be granted with no reason given. To use a personal day you have to give 5 days notice and it is contingent on having sub coverage. If a staff member needs to use their PTO for sick leave it will be granted with no prior notice. Unused personal leave days shall be carried over to the following year as sick days until a staff member's sick bank reaches the maximum total of 50 days. No more than 2 personal leave days may be taken on consecutive school days and personal days cannot be used to extend a holiday such as Memorial Day, Labor Day, Thanksgiving, or Christmas; exceptions can be made by the superintendent in cases of emergency or extenuating circumstances. At the end of each academic year a staff member may option to trade two personal leave days for pay at a rate of \$250 per day." Payment will be included in the June paycheck. The ten personal days granted at the beginning of each contract year must be used completely before sick days can be used from a staff member's sick bank. Part time employees shall have their PTO days prorated to match their assigned FTE.

Additionally, the following sections will be added:

Sick Bank Leave - may be taken after all PTO leave is used. It is intended for the use of illness for oneself or immediate family members. Immediate family members include wife, husband, son or daughter, mother, father, and anyone of legal guardianship.

Sick Leave Donation:

A teacher may donate a maximum of two days to a staff member in need to be used for sick leave. These days may be taken from their current PTO days or from their sick bank.

A teacher may receive a maximum of 10 sick days to use only when the receiving staff member has used all of their own earned sick days and PTO days.

Donation by teachers is voluntary and on an as-needed basis.

2. Professional Leave

Each teacher may be granted two (2) days of professional leave each school year without loss of pay to attend workshops, in-service, visiting another school, etc. Visiting other schools could be an assignment within a college course for advancement on the salary schedule. It requires pre-arranged approval by the principal and/or superintendent.

3. Bereavement Leave

Teachers will be provided leave with pay to attend and/or make preparations for the funeral of a member of the immediate family.

1. Five (5) days will be allowed for each occurrence if the immediate family is defined as spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in law, or grandchild:
2. Certified staff members will be allowed to use ten (10) available sick days in the case of the death of an immediate family member. Immediate family members would be defined as: wife, husband, daughter or son.
3. Three (3) days will be allowed for each occurrence if the immediate family is defined as brother, brother-in-law, sister

or sister-in-law.

4. Two (2) days will be allowed for each occurrence if the immediate family is defined as grandparent.

5. One (1) day will be allowed for each occurrence if the immediate family is defined as aunt or uncle.

6. Teachers will be allowed to use one (1) day of available sick leave per occurrence to attend the funeral of other relatives and friends. Teachers will be allowed one (1) additional day to attend the funeral of relatives if the teacher reimburses the district an amount equal to the cost of a substitute.

5. Maternity Leave

Maternity leave shall comply with existing State and Federal laws. Maternity leave shall be leave without pay except as existing laws provide.

6. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Assemblies

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

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

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

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

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not

limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book (powerschool) is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

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

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

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

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

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

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

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

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it.

Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

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

Collection of Student Money

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

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

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

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

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

students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity.

Duties of Certified Staff

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

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in MTSS process pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Eligibility is checked every week, usually on Wednesday at 12:00 PM, beginning the start of the third week of each term. If a student is passing all enrolled courses, s/he is eligible, academically, to participate. If a student is failing any (1 or more) class(es), they will be placed on a warning list for the first week that a grade is failing. Names will remain on the list from one week to the next week. If a student is failing the same class for a second consecutive week, they will be deemed ineligible. If a student is ineligible, they may become eligible to participate by coming in before school or after school to do the work necessary to earn a passing grade. Once all grades are passing, a student will be eligible to participate immediately. Students will be required to attend essential time while grades are failing.

Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom). Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work. Practice is secondary to completing necessary course work.

1. Eligibility requirements shall not apply to:
2. (A) Instructional field trips, which are a part of the scheduled course learning experience;
3. (B) Activities or events, which are a part of the students' grade requirements.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

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

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

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

Grading Policy

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%

D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with an incomplete will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

The grading system of Elm Creek Elementary Public Schools shall be as follows:

A+	4.0	97-100%
A	4.0	93-96.9%
A-	4.0	90-92.9%
B+	3.67	87-89.9%
B	3.33	83-86.9%
B-	3.0	80-82.9%
C+	2.67	77-79.9%
C	2.33	73-76.9%
C-	2.0	70-72.9%
D+	1.67	67-69.9%
D	1.33	63-66.9%
D-	1.0	60-62.9%
F	0.0	0-59.9%
I	Incomplete	

Grading periods of approximately nine (9) weeks shall be used four (4) times per year.

Achievement marks shall be given on a numerical basis for all grades 3-12, with the marks of 69 or lower considered a failure. A special grading report for the K-2, on a different basis, shall be used.

The grading and conversion scale are as follows:

Grades K-2 and specials classes may use the following scale to show student progress:

+	Commendable
S	Satisfactory
N	Needs Improvement
W	Working on level of ability
/	Still not Introduced

Guest Lecturers

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

Hall Duty

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

Homework Policy

Homework is designed to offer independent practice opportunities, increase background information on topics, and compliment classroom experiences. At ECPS, work will be sent home periodically to practice a skill, allow students to review essential learnings, and challenge students to prepare for upcoming assessments. Practice that is sent home for kids to complete will be reviewed together the following class period to check for understanding and provide direct feedback to students.

Homework, although a useful tool for learning, should not have a significant impact on a student's academic grade because it is practice. This practice will be aimed at increasing the student's capacity to meet a standard or learning objective. Additionally, it is not possible to verify that the student who is assigned the homework completed the homework on his/her own.

Work at home does promote responsibility, self-discipline and lifelong learning habits. Elm Creek Public Schools recognizes the importance of developing these skills and will periodically assign relevant and meaningful homework assignments designed to reinforce classroom-learning objectives.

Homework assignments

- reinforce skills and concepts addressed in classroom instruction
- extend assignments to transfer new skills or concepts to new situations
- provide opportunities for creative activities that integrate a variety of skills
- demonstrate additional evidence of student understanding

Time

Actual time required to complete assignments will vary with students' study habits, academic skills, and selected course loads. If a parent believes their child is spending an excessive amount of time completing their homework, they should contact their child's teacher

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

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

Lesson plans must include the agenda, **identify major instructional objectives and activities, and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

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

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

Paraeducators

Paraeducators may provide valuable assistance in the educational process. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days.

Parent-Teacher Communication

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

Parking

Staff members will park south of the elementary school and north of the secondary building.

Parties

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

Planning Time

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool and PowerGrade

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

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

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the school secretary.

Private Tutoring

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

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

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

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

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Friday. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:45 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the building principal or superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

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

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

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and

assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

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

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

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

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

Student Attire

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

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

Student Illness

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

Student Medication

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

No staff members other than the school Med-Aides may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

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

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

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

STAFF DIRECTORY

District Administration and Board of Education

<u>Name</u>	<u>Title</u>
Tom Moore	Superintendent
Alicia Beavers	President
JC Ourada	Vice President
Lynette Mitchell	Secretary
Morgan Fouts	Treasurer
Hannah Hild	Member
Cole Brodine	Member

Building Administration

<u>Name</u>	<u>Position</u>
Brandon Marquez	7-12 Principal and Activities Director
Terah Williams	PK-6 Principal and Transportation Director
Rick Bauer	Technology Coordinator
Doris Anderson	School Psychologist
Jennifer Kotschwar-Anderson	School Counselor
Linda Johns	Administrative Assistant/Bookkeeper
Chris Shoff	Administrative Assistant/Registrar
Morgan Schnacker	Administrative Assistant/School Lunches
Darci Culbertson	Food Services Director

K-6 Teaching Staff

<u>Name</u>	<u>Grade Level</u>
Heather Tool	Kindergarten
Brooke Griss	Kindergarten
Carissa Jensen	First Grade
Taylor Miller	First Grade
Miakayla Almanza	Second Grade
Elizabeth Rodgers	Second Grade
Shaina McIntosh	Third Grade
Jennifer Schopke	Third Grade
Renee Bauer	Fourth/Fifth/Sixth Grade
Kenneth Weber	Fourth/Fifth/Sixth Grade
Jadyn High	Fourth/Fifth/Sixth Grade
Katie Holland	Fourth/Fifth/Sixth Grade
Rick Bauer	Technology
Barb Keep	Library
Linda Killion	P.E.
OliviaAnderson	Instrumental Music
Hillary Schlecht	Art
Doris Anderson	School Psychologist
Cindy Carlton	Speech-Language Pathologist
Jennifer Kotschwar-Anderson	Counselor
Lacey Bouc	Special Education

7-12 Teaching Staff

Name	Subject Area
Doris Anderson	School Psychologist
Danie Brandl	FFA
Rick Bauer	Technology
Cindy Carlton	Speech Language Pathologist
Tanner Caveneo	Social Science/P.E./Asst A.D.
Micki Fries	Science
Jordan High	Social Science
Coleen Hodges	English
Cassie Lechman	English
Barb Keep	Business
Linda Killion	P.E.
Olivia Anderson	Instrumental Music
Shawna Strong	Special Education
Anna Foster	Foreign Language/English
Amber Reiter	Vocal Music/Culinary
Jennifer Kotschwar-Anderson	Counselor
Hillary Schlecht	Art
Blake Schwarz	Industrial Technology
Cathy Stankovic	Science
Kris Tool	Math
Royall Woodman	Math

Paraprofessionals[Darcie Labs](#)

Brenae Leigh

[Kari Wells](#)

Shelby Hammond

Amanda Tattershall

Lily Lang

Bus Drivers

Ryan Hellreigel

Dave Kottich

Calvin Moore

Deb Reichert

Custodial Staff

John Clark

Mike Shoff

Josh Wick

Cafeteria Staff

Holly Brown

Ashley Devroy

Staff Internet and Computer Use Policy (4012)

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

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

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

III. Enforcement

A. Methods of Enforcement

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

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

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

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

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

TITLE IX

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person -

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. Complaint Procedure. All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. Response to Sexual Harassment

4.1. Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. General Response to Sexual Harassment. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. Emergency Removal. Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. Administrative Leave. Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. General Response Not Conditioned on Formal Complaint. With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

5.1.1. Equitable Treatment. The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. Objective Evaluation. This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

5.1.3. Absence of Conflicts of Interest or Bias. The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

5.1.4. Training. The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

5.1.4.1. All District Employees and Board Members. All district employees and board members will be trained on how to identify and report sexual harassment.

5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators. The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6;

5.1.4.2.2. The scope of the district's education program or activity;

5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5.1.4.3. Decision-Makers. The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

5.1.4.4. Investigators. The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

5.1.5. Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

5.1.6. Reasonably Prompt Time Frames. This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process

shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. Notice of Allegations.**
- 5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
- 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. Dismissal of Formal Complaint.**
- 5.3.1.** The district will investigate the allegations in a formal complaint.
- 5.3.2. Mandatory Dismissals.** The district **must** dismiss a format complaint if the conduct alleged in the formal complaint:
- 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

- 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject

to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6. Exchange of Written Questions. After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.7. Determination Regarding Responsibility

- 5.7.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

- 5.7.2. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.7.2.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.7.2.3. Findings of fact supporting the determination;
- 5.7.2.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.7.2.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.7.2.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

- 5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

- 5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.8. Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

- 5.8.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
- 5.8.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
- 5.8.2.1. Procedural irregularity that affected the outcome of the matter;
 - 5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 5.8.3.** As to all appeals, the district will:
- 5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.8.3.6. Provide the written decision simultaneously to both parties.
- 5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:
- 5.9.1.** Provides to the parties a written notice disclosing:
- 5.9.1.1. The allegations;
 - 5.9.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.9.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.9.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.9.2.** Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.10. Recordkeeping.

- 5.10.1. The district will maintain for a period of seven years records of:
- 5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.10.1.2. Any appeal and the result therefrom;
 - 5.10.1.3. Any informal resolution and the result therefrom; and
 - 5.10.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. Access to Classes and Schools.

7.1. General Standard. Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. Classes and Extracurricular Activities. The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. Athletics. It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. Separate Teams. Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. Equal opportunity. The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. Certain Different Treatment on the Basis of Sex Permitted. Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to Board Policy 2006 (Complaint Procedure).

10.1. Specific Circumstances.

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Elm Creek Public Schools Calendar

2023-2024 School Year

	Open House
	PreSchool Start and End Dates
	Parent /Teacher Conference
	School Event, No School
	Vacation - No School
	First Day of the Quarter
	Last day of the Quarter
	New Teachers Report
	Teacher Work Day
	Graduation
	Last Day for Seniors
	JH/HS in session/No School Elementary

Elementary, Junior High & High School	
Monday - Friday 8:00am - 3:25pm	

Pre School	
Monday - Thursday AM 7:45am - 11:15am	
Monday - Thursday PM 11:50am - 3:25pm	

Student Days		Teacher Days	
Qtr 1	43	Qtr 1	47 <small>1COMP DAY PTC</small>
Qtr 2	45	Qtr 2	48
Sem 1	88	Sem 1	94
Qtr 3	44	Qtr 3	47 <small>1COMP DAY PTC</small>
Qtr 4	38	Qtr 4	42
Sem 2	82	Sem 2	88
Total	170	Total	184

Love **BLUE.**
Live **GOLD.**



August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

16 S / 18 T

- August 7 New Teacher Work Day
- August 8 & 9 No School Teacher Work Day
- August 9 Open House 5-6:30 PM
- August 10 First Day of School/First Quarter
- August 16 First Day of PreSchool

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 S / 20 T

- September 4 No School Labor Day
- September 13 PTC 4:30-8:30 Dismiss at Noon (Fire Alarm Test)
- September 20 PTC 4:30-8:30
- September 28 JH/HS In Session/No School-Elementary
- September 29 No School-Teacher Work Day

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 S / 20 T

- October 11 End of First Quarter
- October 12-13 No School
- October 16 Start of 2nd Quarter

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 S / 20 T

- November 6 No School-Teacher Work Day
- November 22 No School-Teacher Work Day
- November 23 & 24 Thanksgiving Break

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 S / 16 T

- December 22 No School-Teacher Work Day
- December 23-27 NSAA Moratorium
- December 22-31 Winter Break

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	24	26	27
28	29	30	31			

17 S / 19 T

- January 1-7 Winter Break
- January 4 & 5 No School-Teacher Work Day
- January 8 First Day of Quarter 3
- January 12 No School-Wrestling Invite

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18 S / 19 T

- February 7 PTC 4:30-8:30
- February 21 PTC 4:30-8:30
- February 15 No School-Teacher Work Day
- February 16-19 No School

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 S / 18 T

- March 1 No School
- March 8 No School
- March 15 Last Day of 3rd Q/March 18 First Day of 4th Q
- March 28 No School-Teacher Work Day
- March 29 No School

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 S / 21 T

- April 1 No School

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
27	26	28	29	30	31	

9 S / 11 T

- May 3 -No School Track Invite
- May 8 Last Day Seniors
- May 9 Last Day Pre K
- May 11 Graduation
- May 14 Last Day of School/End of 4th Q
- May 15 Teacher Work Day

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date