

Board of Education Regular Meeting  
Monday, July 13, 2020 6:00 PM  
Boardroom at 1700 14th Avenue  
1700 14th Ave  
Nebraska City, NE 68410

1. Call to Order
  - 1.1. Roll Call
  - 1.2. Pledge of Allegiance
  - 1.3. Requests from Board Members to be Absent from this meeting:
  - 1.4. Welcome to Visitors and Public
  - 1.5. Approval of Agenda
  - 1.6. Citizen Comment Time
  - 1.7. Approval of Minutes
  - 1.8. Claims and Accounts
  - 1.9. Financial Report
2. Old Business
3. New Business
  - 3.1. Committee Reports
    - 3.1.1. Buildings and Grounds Committee
    - 3.1.2. Education, Americanism and Civics Committee
    - 3.1.3. Finance Committee
    - 3.1.4. Policy Committee
  - 3.2. 8th Grade Algebra Proposal and Pilot Program
  - 3.3. Nebraska PowerSchool Cooperative
  - 3.4. Fire Safety Services RFP
  - 3.5. Payment of TAN Principal
  - 3.6. Refinance of General Obligation Bonds
  - 3.7. Parental Involvement Policies
  - 3.8. Student Fees Policy
  - 3.9. Student Bullying Policy
  - 3.10. Handbooks
  - 3.11. Policy Revisions
  - 3.12. New Policy
  - 3.13. Policy Revocation
  - 3.14. Option Enrollment
4. Adjournment

# NEBRASKA CITY BOARD OF EDUCATION

## Regular Meeting

Held at 6:00 P.M. at 1700 14th Avenue on the second  
Monday of every month (unless otherwise posted).

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### CITIZEN COMMENT TIME

- Will be a maximum of 30 minutes in length beginning immediately after roll call is taken.
  - An individual may have the floor a maximum of 5 minutes.
  - If citizens wish to speak they must be in attendance, to be recognized, immediately following the roll call.
  - This is an opportunity to be heard by the board, however the board will not be responding at this time.
- 

Ways to be heard at a Board of Education meeting:

1. Submit, at least one week in advance, a written request to be placed on the agenda.
2. When the Board has a public hearing (i.e. Budget Hearing).
3. During Citizen Comment Time as stated above.
4. When called upon by a member of the Board.
5. Notify the Superintendent by Noon the day of the meeting to speak to an item on the agenda.

Citizens may always contact the Board in writing at any time. If you wish to do so you may send your communication to the Superintendent and he will distribute your letter to all board members.

#### **A point to remember:**

A Board of Education meeting is a meeting in the public, not a public meeting.

**Board of Education Work Session**  
**Monday, June 8, 2020 5:00 PM**  
**Boardroom at Central Office**  
**1700 14th Avenue**  
**Nebraska City, NE 68410**

Notice was published on the Nebraska City Public Schools website on Thursday, June 4, 2020 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. A copy of the posting on Thursday, June 4, 2020 is attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available. The meeting was conducted via video conferencing and live streamed for the public via You Tube.

**1. Call to Order**

Kent Blum: Present

Lisa Chaney: Present

Carol Crook: Present

Jeff Fields: Present

Stacie Higgins: Present

Jim Nemec: Present

Nick Schmitz: Present

Teri Stukenholtz: Present

Stephen Luther: Present

Present: 9, Absent: 0

Craig Taylor was present at the meeting.

**2. NASB Strategic Plan and AdvancEd Goals**

**3. Adjournment Order #16320-Motion Passed:** Motion to adjourn at 5:45 PM passed with a motion by Teri Stukenholtz and seconded by Stephen Luther.

Kent Blum: Yea

Lisa Chaney: Yea

Carol Crook: Yea

Jeff Fields: Yea

Stacie Higgins: Yea

Jim Nemec: Yea

Nick Schmitz: Yea

Teri Stukenholtz: Yea

Stephen Luther: Yea

Yea: 9, Nay: 0, Abstain: 0

Submitted by Rex Pfeil, Secretary

NEBRASKA CITY PUBLIC SCHOOLS // NEWS // WORK SESSION: JUNE 8TH @

5PM

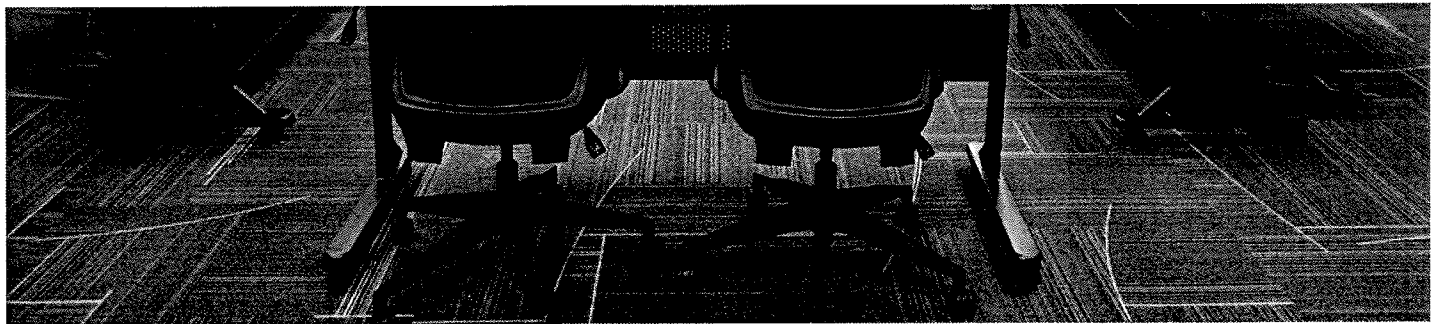


NEBRASKA CITY PUBLIC SCHOOLS  
*It's a great day to be a Pioneer!*

MENU

SCHOOLS

EN



WORK SESSION: JUNE 8TH @ 5PM

CHRISTOPHER FLETCHER

THURSDAY, JUNE 04, 2020

NOTICE OF MEETING

OTOE COUNTY SCHOOL DISTRICT 111

IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that a **Work Session** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00** o'clock P.M., June 8, 2020 at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

This board meeting will be available to the public via YouTube live stream on the NCPS Communications channel found at the link below.

<https://www.youtube.com/channel/UCg-xr6eEenfG3QrSE-XPXiQ>

Rex Pfeil

Superintendent of Schools



Nebraska City  
Public Schools  
1700 14th Avenue  
Nebraska City, NE  
68410  
Phone: 402-873-  
6033  
Fax: (402) 873-  
6030

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Board of Education Regular Meeting  
Monday, June 8, 2020 6:00 PM Central  
Boardroom at 1700 14th Avenue  
Nebraska City, NE 68410

B103 and News Press were notified.

Notice was published on the Nebraska City Public Schools website on Thursday, May 21, 2020 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. A copy of the posting on Thursday, May 21, 2020 is attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available. The meeting was conducted via video conferencing and live streamed for the public via You Tube.

**1.0 Call to Order**

**1.1. Roll Call**

Kent Blum: Present  
Lisa Chaney: Present  
Carol Crook: Present  
Jeff Frields: Present  
Stacie Higgins: Present  
Jim Nemec: Present  
Nick Schmitz: Present  
Teri Stukenholtz: Present  
Stephen Luther: Present  
Present: 9, Absent: 0

**1.2. Pledge of Allegiance**

**1.3. Requests from Board Members to be Absent from this meeting**

**1.4. Approval of Agenda**

**Order #16321-Motion Passed:** Motion to approve agenda for June 8, 2020 passed with a motion by Carol Crook and a second by Teri Stukenholtz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

**1.5. Approval of Minutes**

**Order #16322-Motion Passed:** Motion to approve the minutes from the meeting on May 11, 2020 passed with a motion by Stacie Higgins and a second by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea

Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **1.6. Claims and Accounts**

**Order #16323-Motion Passed:** Motion to approve the claims and accounts as presented passed with a motion by Kent Blum and a second by Teri Stukenholtz.

**General Fund:** \$200,586.50; **Lunch Fund:** \$26,181.18; **Payroll Fund:** \$1,182,460.31; **Payroll Benefits Fund:** \$199,658.88; **Building Fund:** \$14,081.92; **LOC:** \$2,532,849.32

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **1.7. Financial Report**

**Order #16324-Motion Passed:** Motion to approve financial report as presented with the current balance in the treasury being \$-1,416,994.96. Balance does not include \$2,445,000.00 borrowed from TANS passed with a motion by Jim Nemec and a second by Nick Schmitz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **2. Old Business**

### **3. New Business**

#### **3.1. Committee Reports**

##### **3.1.1 Buildings and Grounds Committee**

##### **3.1.2 Finance Committee**

##### **3.1.3 Education, Americanism and Civics Committee**

##### **3.1.4 Policy Committee**

#### **3.2. Opening of weight Rooms and Conditioning**

**Order #16325-Motion Passed:** Motion to authorize Administration to open school facilities to allow students to enter those areas under the supervision of district employees for the express purpose of weight training and physical conditioning as outlined by the NSAA guidelines passed with a motion by Jim Nemec and a second by Teri Stukenholtz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.3. Resolution for School Year Planning**

#### **3.4. 2020-2021 Athletic Budget**

**Order #16326-Motion Passed:** Motion to approve the athletic budget for the 2020-2021 school year as presented passed with a motion by Teri Jim Nemec and a second by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **3.5. Food Service Management Company Contract Renewal for 2020-21**

**Order #16327-Motion Passed:** Motion to approve the contract renewal with Lunchtime Solutions for the 2020-2021 school year passed with a motion by Jim Nemec and seconded by Stacie Higgins.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **3.6. Custodial Service RFP and Extension with ATS**

**Order #16328-Motion Passed:** Motion to approve a 12-month contract extension with ATS for custodial services as presented passed with a motion by Jim Nemec and seconded by Teri Stukenholtz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea

Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.7. Mid States School Bus**

**Order #16329-Motion Passed:** Motion to approve the contract addendum with Mid States School Bus as presented passed with a motion by Jim Nemec and seconded by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.8. Option Enrollment**

**Order #16330-Motion Passed:** Motion to approve the option enrollment requests for Elle Walker, Kindergarten; Zeke Weible, Kindergarten; and Taven Poston, 12th Grade passed with a motion by Carol Crook and seconded by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.9. Out of State Travel Approval-NCHS Band, May 2021**

**Order #16331-Motion Passed:** Motion to approve the out of state trip for the NCHS Band in May of 2021 passed with a motion made by Stacie Higgins and seconded by Jeff Fields.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.10. Personnel**

#### **3.10.1 Continuing Employment Resolution**

**Order #16332-Motion Passed:** Motion to approve the Continuing Employment Resolution as presented passed with a motion made by Teri Stukenholtz and seconded by Stacie Higgins.

Kent Blum: Yea  
Lisa Chaney: Yea

Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.11. Designate Superintendent as the District Representative to receive Federal Funds**

**Order #16333-Motion Passed:** Motion to approve Mark Fritch as the District Representative to receive Federal Funds beginning July 1, 2020 passed with a motion made by Stacie Higgins and seconded by Stephen Luther.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.12. Appointment of Board Secretary**

**Order #16334-Motion Passed:** Motion to approve Mark Fritch as the Board Secretary beginning July 1, 2020 for the remainder of the 2020 calendar year passed with a motion made by Teri Stukenholtz and seconded by Jim Nemec.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

### **3.13. Superintendent's Report**

#### **3.14. Executive Session**

**Order #16335-Motion Passed:** Motion for the board to move in to executive session for the purpose of evaluation of job performance clearly necessary for the protection of the public interest for the prevention of needless injury to the reputation of an individual in compliance with the law passed with a motion made by Kent Blum and seconded by Teri Stukenholtz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea

Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

The board entered in to executive session at 7:51 PM  
The board exited from executive session at 8:36 PM

### **3.15. Executive Session Action Items**

#### **3.15.1 Superintendent Evaluation**

### **4. Adjournment**

**Order #16336-Motion Passed:** Motion to adjourn at 8:39 PM passed with a motion by Kent Blum and seconded by Jim Nemec.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

Submitted by Rex Pfeil, Secretary

2020



NEBRASKA CITY PUBLIC SCHOOLS  
*It's a great day to be a Pioneer!*

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EN



BOARD MEETING: JUNE 8, 2020

CHRISTOPHER FLETCHER

THURSDAY, MAY 21, 2020

NOTICE OF MEETING

OTOE COUNTY SCHOOL DISTRICT 111

IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **6:00 o'clock P.M.**, June 8, 2020 at **Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

This board meeting will be available to the public via YouTube live stream on the NCPS Communications channel found at the link below.

<https://www.youtube.com/channel/UCg-xr6eEenfG3QrSE-XPXiQ>

Rex Pfeil

Superintendent of Schools



## SCHOOLS

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School  
Nebraska  
City Middle  
School  
Hayward  
Elementary  
School  
Northside  
Elementary  
School

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## STAY CONNECTED



Nebraska City  
Public Schools  
1700 14th Avenue  
Nebraska City, NE  
68410  
Phone: 402-873-  
6033  
Fax: (402) 873-  
6030

**Board of Education Special Meeting  
Wednesday, June 24, 2020 5:00 PM  
Boardroom at Central Office  
1700 14th Avenue  
Nebraska City, NE 68410**

The News Press and B103 were notified.

Notice was published on the Nebraska City Public Schools website on Monday, June 15, 2020 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. A copy of the posting on Monday, June 15, 2020 is attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the Agenda is available.

**1. Call to Order**

The meeting was called to order by Board President, Kent Blum, at 5:30 PM.

**2. Roll Call**

Kent Blum: Present  
Lisa Chaney: Present  
Carol Crook: Present  
Jeff Frields: Present  
Stacie Higgins: Present  
Stephen Luther: Present  
Jim Nemec: Present  
Nick Schmitz: Present  
Teri Stukenholtz: Present  
Present: 9 Absent: 0

**3. Approval of the 2019-2020 Nebraska City Public Schools Amended Budget**

**Order #16338-Motion Passed:** Motion to approve the 2019-2020 Amended Budget as presented passed with a motion by Kent Blum and a second by Jim Nemec.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **4. District Goal Setting**

Mr. Fritch led the board in conversations regarding reopening the district office, summer school, updated transition plan, AdvancEd goals and Strategic Plan goals.

#### **5. Adjourn**

**Order #16339-Motion Passed:** Motion to Adjourn at 8:04 PM passed with a motion by Stacie Higgins and a second by Jim Nemec.

Kent Blum: Yea

Lisa Chaney: Yea

Carol Crook: Yea

Jeff Frields: Yea

Stacie Higgins: Yea

Jim Nemec: Yea

Nick Schmitz: Yea

Teri Stukenholtz: Yea

Stephen Luther: Yea

Yea: 9, Nay: 0, Abstain: 0

Submitted by Rex Pfeil, Secretary

**Board of Education Special Meeting  
Wednesday, June 24, 2020 5:00 PM  
Boardroom at Central Office  
1700 14th Avenue  
Nebraska City, NE 68410**

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**1. Call to Order**

The meeting was called to order by Board President, Kent Blum, at 5:30 PM.

**2. Roll Call**

Kent Blum: Present  
Lisa Chaney: Present  
Carol Crook: Present  
Jeff Frields: Present  
Stacie Higgins: Present  
Stephen Luther: Present  
Jim Nemec: Present  
Nick Schmitz: Present  
Teri Stukenholtz: Present  
Present: 9 Absent: 0

**3. Approval of the 2019-2020 Nebraska City Public Schools Amended Budget**

**Order #16338-Motion Passed:** Motion to approve the 2019-2020 Amended Budget as presented passed with a motion by Kent Blum and a second by Jim Nemec.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

#### **4. District Goal Setting**

Mr. Fritch led the board in conversations regarding reopening the district office, summer school, updated transition plan, AdvancEd goals and Strategic Plan goals.

#### **5. Adjourn**

**Order #16339-Motion Passed:** Motion to Adjourn at 8:04 PM passed with a motion by Stacie Higgins and a second by Jim Nemec.

Kent Blum: Yea

Lisa Chaney: Yea

Carol Crook: Yea

Jeff Frields: Yea

Stacie Higgins: Yea

Jim Nemec: Yea

Nick Schmitz: Yea

Teri Stukenholtz: Yea

Stephen Luther: Yea

Yea: 9, Nay: 0, Abstain: 0

Submitted by Rex Pfeil, Secretary

Budget Hearing  
Wednesday, June 24, 2020  
5:00 PM Central  
Boardroom at 1700 14th Avenue  
Nebraska City, NE 68410

B103 and News Press were notified.

Notice was published on the Nebraska City Public Schools website on Monday, June 15, 2020 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. A copy of the posting on Monday, June 15, 2020 is attached to these minutes.

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1.0 Call to Order

The meeting was called to order at 5:00 PM by the Board President, Kent Blum.

1.1. Roll Call

Kent Blum: Present  
Lisa Chaney: Present  
Carol Crook: Present  
Jeff Frields: Present  
Stacie Higgins: Present  
Jim Nemec: Present  
Nick Schmitz: Present  
Teri Stukenholtz: Present  
Stephen Luther: Present  
Present: 9, Absent: 0

1.2. Discussion/Questions/Comments

2. Adjournment

**Order #16337-Motion Passed:** Motion to adjourn at 5:17 PM passed with a motion by Jim Nemec and a second by Nick Schmitz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Carol Crook: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Abstain: 0

Rex Pfeil, Secretary



NEBRASKA CITY PUBLIC SCHOOLS // NEWS // BUDGET HEARING AND

SPECIAL MEETING: JUNE 24, 2020



BUDGET HEARING AND SPECIAL MEETING: JUNE 24, 2020  
CHRISTOPHER FLETCHER  
MONDAY, JUNE 15, 2020

NOTICE OF MEETING  
OTOE COUNTY SCHOOL DISTRICT 111  
IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that a **Budget Hearing and Special Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:00 o'clock P.M., June 24, 2020 at Central Office, 1700 14th Avenue**, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Rex Pfeil

Superintendent of Schools



Nebraska City  
Public Schools  
1700 14th Avenue  
Nebraska City, NE  
68410  
Phone: 402-873-  
6033  
Fax: (402) 873-  
6030

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School  
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School  
Northside  
Elementary  
School

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07/06/2020 06:20 PM

June 2020 Warrants

| Vendor Name                          | Description                   | Check<br>Total |
|--------------------------------------|-------------------------------|----------------|
| Checking Account ID                  | 1 Fund Number 01 General Fund |                |
| ACTIVITY FUND                        | REIMB PBIS EXPENSES           | 47.32          |
| AGTAC SERVICES, LLC                  | CONTRACTED SERVICES           | 58,523.25      |
| ALICE HARRISON                       | POWER CORD                    | 95.45          |
| AMAZON.COM                           | MISC SUPPLIES                 | 1,213.56       |
| AMERICAN NATIONAL BANK               | LOAN PAYMENT                  | 1,260.03       |
| AMERICAN RECYCLING AND SANITATION    | DUMP SERVICE                  | 19.30          |
| AMERICAN RECYCLING-LINCOLN           | ELECTRONICS DISPOSAL          | 461.60         |
| ARBOR BANK                           | LOAN PAYMENT                  | 21,805.84      |
| ARBOR OUTDOOR POWER                  | CHAINSAW PARTS                | 3.80           |
| CAPITAL BUSINESS SYSTEMS             | PRINTER OVERAGE               | 690.43         |
| CAPITAL BUSINESS SYSTEMS             | COPIER LEASE                  | 3,171.72       |
| CARD SERVICES                        | MISC EXPENSES                 | 967.50         |
| DAS STATE ACCOUNTING - CENTRAL       | DISTANCE LEARNING             | 229.32         |
| DECKER, INC.                         | MS RISERS REPAIRS             | 348.52         |
| DEMCO, INC.                          | LIBRARY SUPPLIES              | 396.73         |
| ESU #4                               | SRS SOFTWARE SUBSCRIPTION     | 5,116.21       |
| FIREFIGHTERS ON THE MOVE             | MOVING EXPENSES               | 2,060.00       |
| FOLLETT SCHOOL SOLUTIONS             | TEXTBOOK LOAN/LOURDES         | 3,368.09       |
| FRONTIER COOPERATIVE                 | WEED KILLER                   | 105.00         |
| GATEHOUSE MEDIA NEBRASKA HOLDINGS    | LEGAL PROOF AD                | 19.04          |
| GOPHER SPORT                         | HW PE SUPPLIES                | 70.14          |
| GROWING WORDS THERAPY                | CONTRACTED SERVICES           | 84.00          |
| Home Depot Pro                       | CUSTODIAL SUPPLIES            | 2,230.00       |
| HOUGHTON MIFFLIN HARCOURT PUBLISHING | TEXTBOOK LOAN/LOURDES         | 10,822.77      |
| INDOFF INCORPORATED                  | FLOOR FINISHER                | 735.54         |
| J.F. AHERN CO.                       | FIRE EXTINGUISHERS            | 5,846.50       |
| JCI INDUSTRIES, INC.                 | GASKETS FOR PUMP              | 110.17         |
| JENNA HENRICHS                       | CONTRACTED SERVICES           | 1,336.50       |
| LIBRARY STORE INC.                   | COOP SUPPLIES                 | 44.93          |
| MADISON NATIONAL LIFE                | JUNE 2020 CLASSIFIED LTD      | 448.63         |

|                                      |                          |              |
|--------------------------------------|--------------------------|--------------|
| MARK FRITCH                          | MOVING EXPENSES          | 403.21       |
| MATHESON TRI-GAS INC.                | BOTTLE RENTAL            | 173.99       |
| MID STATES SCHOOL BUS, INC.          | CONTRACTED SERVICES      | 8,675.16     |
| MILLER MONROE FARRELL INSURANCE      | INSURANCE                | 6,663.00     |
| MULLENAX AUTO SUPPLY                 | SUPPLIES                 | 153.51       |
| NEBR. CITY PUBLIC SCHOOLS FOUNDATION | JUNE 2020 LEASE          | 600.00       |
| NEBRASKA CITY FIRE RESCUE            | NON CONTACT THERMOMETERS | 4,895.28     |
| NEBRASKA CITY UTILITIES              | MAY UTILITIES            | 24,915.38    |
| O'KEEFE ELEVATOR COMPANY, INC.       | SERVICE CONTRACT         | 832.53       |
| O'REILLY AUTO PARTS                  | MOWER FILTER             | 12.12        |
| OMAHA WORLD HERALD                   | TECH DIRECTOR AD         | 2,886.88     |
| ONE SOURCE                           | BACKGROUND CHECK         | 20.00        |
| PAPER TIGER SHREDDING, INC.          | SHREDDING SERVICE        | 230.81       |
| PAYROLL ACCOUNT-NC PUBLIC SCH        | JULY 2020 PAYROLL        | 1,214,451.76 |
| PITNEY BOWES GLOBAL FINANCIAL        | QRTLY LEASE & SUPPLIES   | 1,062.35     |
| PROGRESS PUBLICATIONS                | FRIDAY FOLDERS           | 489.00       |
| PURCHASE POWER                       | POSTAGE                  | 1,000.00     |
| PYRAMID SCHOOL PRODUCTS              | MS COOP SUPPLIES         | 842.33       |
| REMEDIA PUBLICATIONS, INC.           | SUPPLIES                 | 100.75       |
| RIVER VIEW PEST CONTROL, INC.        | PEST CONTROL             | 1,530.00     |
| SCHOOL HEALTH CORP.                  | ATHLETIC SUPPLIES        | 1,486.64     |
| UNITE PRIVATE NETWORKS               | INTERNET                 | 638.34       |
| VERIZON WIRELESS                     | CELL PHONES              | 902.57       |
| VOSS LIGHTING                        | LIGHT BULBS              | 393.90       |
| VOYAGER FLEET SYSTEMS                | FUEL CHARGES             | 134.73       |
| WESTLAKE ACE HARDWARE                | SUPPLIES                 | 12.22        |
| WEX BANK                             | FUEL CHARGES             | 259.44       |
| WINDSTREAM                           | PHONE                    | 2,718.91     |
| WOLVERINE SPORTS                     | COOP SUPPLIES            | 60.09        |
| WORLD BOOK, INC.                     | 2020-21 RENEWAL          | 767.00       |
| ZANER BLOSER, INC.                   | SUPPLIES                 | 4,727.32     |
| Fund Number                          | 01                       | 1,403,671.11 |
| Checking Account ID                  | 1                        | 1,403,671.11 |

|                           |    |                             |    |                             |                   |
|---------------------------|----|-----------------------------|----|-----------------------------|-------------------|
| Checking Account ID       | 2  | Fund Number                 | 01 | General Fund                |                   |
| BLUE CROSS BLUE SHIELD    |    | JUNE HEALTH DENTAL PREMIUMS |    |                             | 198,251.72        |
| MADISON NATIONAL LIFE     |    | JUNE LIFE INS PREMIUMS      |    |                             | 1,764.10          |
| VSP, INC                  |    | VISION INS PREMIUMS         |    |                             | 1,669.40          |
| Fund Number               | 01 |                             |    |                             | <u>201,685.22</u> |
| Checking Account ID       | 2  |                             |    |                             | <u>201,685.22</u> |
| Checking Account ID       | 6  | Fund Number                 | 06 | School Nutritional Services |                   |
| GENERAL PARTS, LLC        |    | HS DW REPAIR                |    |                             | 792.87            |
| LUNCHTIME SOLUTIONS, INC. |    | SACK MEALS                  |    |                             | 24,160.19         |
| Fund Number               | 06 |                             |    |                             | <u>24,953.06</u>  |
| Checking Account ID       | 6  |                             |    |                             | <u>24,953.06</u>  |

Board Meeting Mileage Sheet

7/1/2020

| DATE<br>PURCHASED | YEAR | TRADE NAME    | STYLE      | NUMBER     | BODY TYPE         | CAPACITY | VEHICLE ID#        | CYLINDERS | COST     | LICENSE # | MILEAGE |
|-------------------|------|---------------|------------|------------|-------------------|----------|--------------------|-----------|----------|-----------|---------|
| 11/18/2002        | 2001 | OLDSMOBILE    | VAN        | TAN        | SILJOUETTE        | 7        | 1GHDX23E41D221511  | 6         | 15700    | 53026     | 205116  |
| 10/26/2005        | 2005 | FORD          | VAN        | WHITE      | ECONOLINE         | 10       | 1FBNE31L95HA27728  | 6         | 17950    | 45007     | 166308  |
| 1/26/2006         | 2005 | CHRYSLER      | VAN        | GOLD       | TOWN&COUNTRY      | 7        | 2C4GP44R25R519767  | 6         | 18900    | 44957     | 200924  |
| 11/19/2007        | 2007 | FORD          | VAN        | WHITE      | ECONOLINE         | 10       | 1FBNE31L27DA62220  | 8         | 19549    | 53028     | 171319  |
| 1/4/2008          | 2007 | CHEVY         | VAN        | TAN        | ES UPLANDER       | 7        | GNDV23107D159355   | 6         | 15570    | 51495     | 158981  |
| 8/12/2008         | 2004 | CHEVY         | PICKUP     | SILVER     | HEAVY DUTY        | 6        | 1GCHK23G64F153924  | 8         | 14880    | 44965     | 196192  |
| 6/26/2018         | 2013 | FORD          | PICKUP     | RED        | F150              | 5        | 1FTFW1EF1DKF26059  | 8         | 21000    | 58436     | 108348  |
| 7/20/2009         | 2008 | CHEVY         | VAN        | WHITE      | UPLANDER LS       | 7        | GNDV23118D104608   | 6         | 15926    | 55997     | 149128  |
| 7/22/2009         | 2008 | CHEVY         | VAN        | RED        | UPLANDER LS       | 7        | GNDV23128D130117   | 6         | 15926    | 51678     | 173648  |
| 8/17/2009         | 2001 | CHEVY         | VAN        | WHITE      | EXPRESS           | 2        | 1GCHG35R111152386  | 6         | 9014     | 51494     | 94455   |
| 9/23/2009         | 2009 | FORD          | VAN        | WHITE      | ECONOLINE         | 10       | 1FBNE31LX9DA54328  | 6         | 22249    | 53021     | 61347   |
| 7/29/2011         | 2000 | FORD          | VAN        | WHITE      | ECONOLINE         | 2        | 1FTRE1422YHB91542  | 6         | 5480     | 55989     | 155486  |
| 8/10/2011         | 1997 | INTERNATIONAL | SPED BUS   | 29         | INTERNATIONAL     | 13       | HVBDABK3VH477428   | 8         | 4224     | 56538     | 144289  |
| 8/10/2011         | 1997 | INTERNATIONAL | SPED BUS   | 30         | INTERNATIONAL     | 13       | HVBDABK1VH477427   | 8         | 4224     | 56537     | 156237  |
| 11/16/2011        | 2011 | DODGE VAN     | VAN        | SILVER     | GRAND CARAVAN     | 5        | 2D4RN3DG5BR626494  | 6         | 17500    | 56539     | 107546  |
| 11/16/2012        | 2011 | DODGE VAN     | VAN        | SILVER     | GRAND CARAVAN     | 5        | 2D4RN3DG9BR628362  | 6         | 17500    | 56540     | 159051  |
| 5/30/2012         | 1992 | FORD          | PICKUP     | GREEN      | CONVTNL F250      | 3        | 1FTEF25H4LA18103   | 8         | 1800     | 51677     | 131565  |
| NOV 2013          | 2013 | CHEVY         | CAR        | SILVER     | IMPALA LT         | 5        | 2G1WGS32D1131794   | 6         | totalled | 57646     | 50887   |
| Dec 2013          | 1982 | Chevy         | PLOW TRUCK | GOLD/BROWN | PICK-UP           | 3        | 1GCGK24MOCJ161836  | 8         | 3000     | 57651     | 150943  |
| 5/1/2016          | 2003 | Ford E450     | SPED BUS   | 13         | FORD E450/CUTAWAY | 13       | 1FDWEW45F83HB65697 | 8         |          | 57655     | 161796  |

Out of commission no longer able to drive

Totaled/wrecked

Sold at auction

Nebraska City Public Schools  
June 2020  
Summary Financial Report

**General Fund**

The General Fund finances all facets of services rendered by the school district including payroll, benefits, equipment, supplies, insurance, building occupancy, contracted services, and other daily functions and operations of the district. The tax levy for this fund is restricted to \$1.05 plus qualified exclusions. The proposed General Fund levy for 2019-20 is \$1.062473.

|                 |                     |
|-----------------|---------------------|
| Balance Forward | 841,512.46          |
| Revenue         | 1,541,164.53        |
| Expenses        | <u>1,371,679.66</u> |
| Balance         | 1,010,997.33        |

**Building Fund**

The Building Fund is used to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund. The tax levy for this fund falls under the \$1.05 levy limit and is further restricted to \$0.14 with local board approval or \$0.175 following a vote of the people for a term not to exceed ten years. The proposed Building Fund levy for 2019-20 is \$0.000000.

|                 |             |
|-----------------|-------------|
| Balance Forward | 69,692.12   |
| Revenue         | .36         |
| Expenses        | <u>0.00</u> |
| Balance         | 69,692.48   |

**QCPUF Fund**

A Qualified Capital Purpose Undertaking Fund (QCPUF) may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in school district buildings, modifications for life safety code violations, life safety hazards, and mold abatement and prevention projects for existing facilities only. General Fund expenditures for the purpose of this fund are not allowable. Effective April 19, 2016, the tax levy for this fund is restricted to \$0.03. The tax levy for QCPUF projects in place prior to April 19, 2016, remains at \$0.052. The levy may exceed the \$0.03 levy limit if valuation has decreased from the last year bonds were issued and the bond principal and interest obligation cannot be met. Tax levies cannot exceed ten years for each project. The proposed QCPUF levy for 2019-20 is \$0.030662.

|                 |             |
|-----------------|-------------|
| Balance Forward | 187,026.74  |
| Revenue         | 22,529.10   |
| Expenses        | <u>0.00</u> |
| Balance         | 209,555.84  |

**Cooperative Fund**

The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between one or more public agencies. All school districts, including the school district acting as the fiscal agent, shall show the payment for services to the cooperative in their General Fund. Nebraska City Public Schools utilized the Cooperative Fund to receipt and disburse funds received Technology Bonds. Those funds are no longer available to be accessed or used.

|                 |             |
|-----------------|-------------|
| Balance Forward | 128,877.96  |
| Revenue         | 15.85       |
| Expenses        | <u>0.00</u> |
| Balance         | 128,893.81  |

### **Depreciation Fund**

The purpose of the Depreciation Fund is to facilitate the eventual purchase of costly items by spreading replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to make the purchase. To allocate monies from the General Fund, a school district will transfer funds as an expense from the General Fund, and the Depreciation Fund will show the transfer as revenue from the General Fund. The school district must divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The Depreciation Fund is a component of the General Fund.

|                 |             |
|-----------------|-------------|
| Balance Forward | 198,524.42  |
| Expenses        | <u>0.00</u> |
| Balance         | 198,524.42  |

### **School Nutrition Fund**

The School Nutrition Fund (formerly School Lunch Fund) is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The School Nutrition Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

|                 |                  |
|-----------------|------------------|
| Balance Forward | 216,975.90       |
| Revenue         | 28,232.20        |
| Expenses        | <u>24,953.06</u> |
| Balance         | 220,255.04       |

### **Payroll Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from the General Fund on a monthly basis to cover monthly payroll, benefits, and associated expenses.

|                 |                     |
|-----------------|---------------------|
| Balance Forward | 25,741.88           |
| Revenue         | 1,182,998.05        |
| Expenses        | <u>1,182,460.31</u> |
| Balance         | 26,279.62           |

**Section 125 Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from individual employees' monthly salary/wages to cover monthly employee-elected deductions for childcare and healthcare expenses.

|                 |                 |
|-----------------|-----------------|
| Balance Forward | 39,624.95       |
| Revenue         | 8,296.62        |
| Expenses        | <u>8,255.74</u> |
| Balance         | 39,665.83       |

**Meyer Memorial Fund**

An internal account created for exclusive use by Nebraska City Public Schools. This fund, established by donations from the Meyer family, is used to fund scholarships.

|                 |             |
|-----------------|-------------|
| Balance Forward | 230,229.04  |
| Revenue         | 67.61       |
| Expenses        | <u>0.00</u> |
| Balance         | 230,296.65  |

|            |                                        |               |              |               |               |               | 19-20                 | 18-19          |
|------------|----------------------------------------|---------------|--------------|---------------|---------------|---------------|-----------------------|----------------|
|            | GENERAL FUND MONTHLY FINANCIAL REPORT  |               | REC'D MONTH  | REC'D THRU:   | REC'D THRU    |               | % OF BUDGET TO        | % OF BUDGET TO |
|            | RECEIPTS:                              | BUDGETED      | JUNE         | 6/30/2020     | 6/30/2019     | DIFFERENCE    | BE RECEIVED           | BE RECEIVED    |
|            | LOCAL PROPERTY TAXES                   | 9,204,590.00  | 504,379.44   | 8,863,062.15  | 8,895,722.19  | -32,660.04    | 3.71%                 |                |
|            | CARLINE TAX                            | 12,500.00     | 5,683.56     | 8,776.24      | 12,878.98     | -4,102.74     | 29.79%                |                |
|            | IN LIEU OF TAX, 5% GROSS               | 5,600.00      |              | 5,919.92      | 5,871.89      | 48.03         |                       |                |
|            | MOTOR VEHICLE TAX                      | 785,000.00    | 53,427.68    | 625,102.79    | 627,100.83    | -1,998.04     | 20.37%                |                |
|            | TUITION FROM OTHER DISTRICTS-SPED      | 36,000.00     |              | 44,444.50     | 24,220.00     | 20,224.50     | -23.46%               |                |
|            | LOCAL LICENSE FEES, CITY               | 9,200.00      |              | 1,635.92      | 8,740.00      | -7,104.08     | 82.22%                |                |
|            | RENTAL OF SCHOOL FACILITIES            |               |              | 2,100.00      |               | 2,100.00      |                       |                |
|            | OTHER LOCAL REVENUE                    | 27,150.00     |              | 38,136.13     |               | 38,136.13     | -40.46%               |                |
|            | COUNTY FINES & LICENSE FEES            | 127,250.00    | 7,249.15     | 106,751.85    | 102,854.34    | 3,897.51      | 16.11%                |                |
|            | PSC and SCC Receipts                   |               |              | 4,003.20      | 1,070.00      | 2,933.20      |                       |                |
|            | ESU RECEIPTS                           |               |              | 564.05        |               | 564.05        |                       |                |
|            | OTHER COUNTY SOURCES                   |               |              |               | 584.16        | -584.16       |                       |                |
|            | STATE AID                              | 4,152,637.00  | 415,261.00   | 4,152,637.00  | 3,498,063.00  | 654,574.00    | 0.00%                 |                |
|            | SPECIAL EDUCATION PROGRAM              | 1,150,000.00  | 130,322.00   | 1,115,110.00  | 1,046,161.00  | 68,949.00     | 3.03%                 |                |
|            | SPECIAL EDUCATION TRANSP.              | 25,000.00     |              | 26,817.00     | 24,911.00     | 1,906.00      | -7.27%                |                |
|            | HOMESTEAD EXEMPTION                    | 272,000.00    | 47,845.06    | 190,266.93    | 182,601.73    | 7,665.20      | 30.05%                |                |
|            | RELIEF TO PROPERTY TAXPAYERS           | 485,000.00    |              | 538,752.74    | 491,297.81    | 47,454.93     | -11.08%               |                |
|            | PERSONAL PROPERTY TAX CREDIT           |               |              | 24,596.03     |               | 24,596.03     |                       |                |
|            | HIGH ABILITY LEARNERS                  | 10,100.00     |              | 9,951.00      | 10,363.00     | -412.00       | 1.48%                 |                |
|            | RULE 4 TEXTBOOK LOAN                   | 6,850.00      |              | 20,098.32     | 7,343.00      | 12,755.32     | -193.41%              |                |
|            | PRO-RATE MOTOR VEHICLE                 | 26,300.00     |              | 21,867.35     | 17,290.82     | 4,576.53      | 16.85%                |                |
|            | STATE APPORTIONMENT                    | 228,500.00    |              | 239,258.76    | 205,348.55    | 33,910.21     | -4.71%                |                |
|            | IN LIEU OF SCHOOL LAND TAX             | 10,000.00     |              | 1,566.02      | 1,738.33      | -172.31       | 84.34%                |                |
|            | DISTANCE EDUCATION INCENTIVE PAYMENTS  |               |              |               |               | 0.00          |                       |                |
| 19,222.00  | STATE EARLY CHILDHOOD                  | 66,011.00     |              | 75,461.00     | 64,755.00     | 10,706.00     | -14.32%               |                |
| 55,350.00  | TITLE I                                | 322,763.00    | 27,675.00    | 333,518.00    | 225,940.00    | 107,578.00    | -3.33%                |                |
|            | TITLE I, PART A NCLB IMPROV BASIC PRGM |               |              |               | 14,668.00     | -14,668.00    |                       |                |
| 50.00      | TITLE II PART A                        | 73,920.00     |              | 23,174.00     | 2,950.00      | 20,224.00     | 68.65%                |                |
|            | IDEA BASE                              |               |              |               |               | 0.00          |                       |                |
|            | IDEA PRESCHOOL BASE                    | 7,658.00      | 7,555.00     | 8,011.00      |               | 8,011.00      | -4.61%                |                |
| 125,349.00 | IDEA ENROLL/POVERTY                    | 308,831.00    | 265,086.00   | 321,177.00    | 211,568.00    | 109,609.00    | -4.00%                |                |
| 17,069.00  | IDEA NON PUBLIC                        | 40,691.00     | 24,985.00    | 41,300.00     | 7,656.00      | 33,644.00     | -1.50%                |                |
|            | MEDICAID IN PUBLIC SCHOOLS             |               |              |               |               | 0.00          |                       |                |
|            | MAAPS RECEIPTS                         | 28,000.00     | 10,821.90    | 39,844.02     | 29,562.23     | 10,281.79     | -42.30%               |                |
|            | N-SPDG GRANT                           |               |              | 4,068.68      |               | 4,068.68      |                       |                |
| 36,082.00  | TITLE IV, PART B, NCLB 21ST CENTURY    | 206,000.00    | 40,170.00    | 184,545.00    | 149,651.48    | 34,893.52     | 10.42%                |                |
|            | LONG TERM LOAN-LOC                     | 1,500,000.00  |              | 700,000.00    | 2,150,000.00  | -1,450,000.00 |                       |                |
|            | TAX ANTICIPATION NOTES                 | 2,550,000.00  |              |               |               |               |                       |                |
|            | SALE OF PROPERTY                       |               |              | 8,963.00      |               | 8,963.00      |                       |                |
|            | TRANSFERS FROM FUNDS                   |               |              |               |               | 0.00          |                       |                |
|            | OTHER NON-REVENUE RECEIPTS             |               |              | 1,204.67      | 7,688.54      | -6,483.87     |                       |                |
|            | TOTAL WITHOUT INTERCOMPANY RECEIPTS    | 21,677,551.00 | 1,540,460.79 | 17,782,684.27 | 18,028,599.88 | -245,915.61   | 6.20%                 | 9.68%          |
|            | NON PROGRAM RECEIPTS                   |               |              | 25,000.00     | 754,000.00    |               | Does not include TANS |                |
|            | GRAND TOTAL                            | 21,677,551.00 | 1,540,460.79 | 17,807,684.27 | 18,782,599.88 |               |                       |                |
| 253,122.00 |                                        |               |              |               |               |               |                       |                |

|      |                                     |               | DISB. MONTH  | DISB. THRU:   | DISB. THRU:   |                       | 19-20                      | 18-19                      |
|------|-------------------------------------|---------------|--------------|---------------|---------------|-----------------------|----------------------------|----------------------------|
|      |                                     |               | JUNE         | 6/30/2020     | 6/30/2019     | DIFFERENCE            | % OF BUDGET TO<br>BE SPENT | % OF BUDGET TO<br>BE SPENT |
|      | <b>DISBURSEMENTS:</b>               |               |              |               |               |                       |                            |                            |
| 1100 | INSTRUCTION                         | 6,270,768.00  | 502,628.56   | 5,247,725.33  | 5,081,381.67  | 166,343.66            | 16.31%                     |                            |
| 1115 | CAREER ACADEMY                      | 192,535.00    | 15,183.98    | 158,155.48    | 156,889.30    | 1,266.18              | 17.86%                     |                            |
| 1150 | ELL                                 | 295,645.00    | 23,993.45    | 244,836.97    | 245,222.70    | -385.73               | 17.19%                     |                            |
| 1160 | POVERTY                             | 1,386,250.00  | 106,415.52   | 1,082,637.69  | 1,129,651.37  | -47,013.68            | 21.90%                     |                            |
| 1190 | PRESCHOOL LOCAL FUNDS               | 149,925.00    | 8,354.30     | 120,399.00    | 100,494.58    | 19,904.42             | 19.69%                     |                            |
| 1200 | SPECIAL EDUCATION                   | 2,580,220.00  | 209,472.74   | 2,063,108.38  | 1,926,435.91  | 136,672.47            | 20.04%                     |                            |
| 1300 | DRIVER'S ED/SUMMER SCHOOL           | 20,455.00     | 0.00         | 0.00          | 66.50         | -66.50                | 100.00%                    |                            |
| 2120 | GUIDANCE                            | 250,550.00    | 20,056.18    | 204,903.44    | 196,413.61    | 8,489.83              | 18.22%                     |                            |
| 2130 | HEALTH/NURSE                        | 88,425.00     | 6,913.29     | 71,541.74     | 68,089.40     | 3,452.34              | 19.09%                     |                            |
| 2140 | PSYCHOLOGY                          | 200,620.00    | 15,624.46    | 158,863.32    | 162,921.74    | -4,058.42             | 20.81%                     |                            |
| 2150 | SPEECH/AUDIOLOGY                    | 191,425.00    | 13,020.41    | 158,814.49    | 123,370.12    | 35,444.37             | 17.04%                     |                            |
| 2160 | OCCUPATIONAL THERAPY                | 43,235.00     | 2,829.82     | 29,030.10     | 88,676.46     | -59,646.36            | 32.86%                     |                            |
| 2170 | PHYSICAL THERAPY                    | 32,900.00     | 0.00         | 13,573.17     | 15,729.71     | -2,156.54             | 58.74%                     |                            |
| 2180 | VISION                              | 49,900.00     | 0.00         | 26,666.66     | 0.00          | 26,666.66             | 46.56%                     |                            |
| 2212 | CURRICULUM DIRECTOR                 | 60,575.00     | 4,889.73     | 49,801.46     | 49,634.72     | 166.74                | 17.79%                     |                            |
| 2214 | STANDARDS DIRECTOR                  | 60,125.00     | 4,889.72     | 49,386.93     | 49,692.11     | -305.18               | 17.86%                     |                            |
| 2220 | LIBRARY                             | 349,895.00    | 28,914.20    | 287,782.87    | 277,234.44    | 10,548.43             | 17.75%                     |                            |
| 2290 | EARLY RETIREMENT                    | 131,000.00    |              | 130,701.00    | 117,685.80    | 13,015.20             | 0.23%                      |                            |
| 2310 | SCHOOL BOARD                        | 167,020.00    | 11,497.25    | 74,617.47     | 90,936.37     | -16,318.90            | 55.32%                     |                            |
| 2320 | SUPERINTENDENT                      | 273,475.00    | 22,068.72    | 227,404.84    | 247,902.57    | -20,497.73            | 16.85%                     |                            |
| 2410 | PRINCIPALS                          | 958,175.00    | 76,683.73    | 765,991.87    | 739,049.71    | 26,942.16             | 20.06%                     |                            |
| 2510 | BUSINESS OFFICE                     | 304,000.00    | 19,426.15    | 267,025.76    | 169,242.85    | 97,782.91             | 12.16%                     |                            |
| 2520 | VEHICLE ACQUISITION                 | 0.00          | 0.00         | 0.00          | 0.00          | 0.00                  |                            |                            |
| 2580 | TECHNOLOGY                          | 224,050.00    | 7,547.97     | 101,526.00    | 200,534.42    | -99,008.42            | 54.69%                     |                            |
| 2610 | PLANT OPERATION                     | 1,054,800.00  | 96,265.33    | 856,020.12    | 958,399.82    | -102,379.70           | 18.85%                     |                            |
| 2620 | MAINTENANCE                         | 662,725.00    | 33,889.60    | 492,602.40    | 587,606.27    | -95,003.87            | 25.67%                     |                            |
| 2700 | PUPIL TRANSPORTATION                | 323,229.00    | 13,652.78    | 202,933.80    | 233,566.64    | -30,632.84            | 37.22%                     |                            |
| 2900 | OTHER SUPPORT SERVICES              | 152,858.00    | 1,486.64     | 64,517.54     | 76,056.59     | -11,539.05            | 57.79%                     |                            |
| 3500 | TEXTBOOK LOAN                       | 10,000.00     | 14,190.86    | 19,167.88     | 0.00          | 19,167.88             | -91.68%                    |                            |
| 3535 | HIGH ABILITY LEARNERS               | 97,635.00     | 7,722.70     | 80,146.78     | 76,482.13     | 3,664.65              | 17.91%                     |                            |
| 3540 | STATE EARLY CHILDHOOD               | 104,691.00    | 10,645.31    | 82,810.25     | 102,231.93    | -19,421.68            | 20.90%                     |                            |
| 5000 | DEBT SERVICES                       | 6,610,500.00  | 23,065.87    | 3,053,886.10  | 2,758,536.54  | 295,349.56            | 53.80%                     |                            |
| 6200 | TITLE I                             | 473,620.00    | 38,541.95    | 389,321.30    | 397,067.68    | -7,746.38             | 17.80%                     |                            |
| 6310 | TITLE II PART A                     | 72,325.00     | 50.00        | 17,548.78     | 1,213.92      | 16,334.86             | 75.74%                     |                            |
| 6406 | IDEA PART B PRESCHOOL               | 7,658.00      | 0.00         | 7,657.48      | 7,456.00      | 201.48                | 0.01%                      |                            |
| 6408 | IDEA BASE/ENROLLMENT/POVERTY        | 318,760.00    | 17,250.13    | 301,732.31    | 309,755.78    | -8,023.47             | 5.34%                      |                            |
| 6412 | NON-PUBLIC SPED                     | 40,600.00     | 2,115.01     | 38,221.84     | 41,901.45     | -3,679.61             | 5.86%                      |                            |
| 6690 | N-SPDG GRANT-PBIS                   | 9,000.00      | 47.32        | 4,573.78      | 1,380.75      | 3,193.03              | 49.18%                     |                            |
| 6968 | TITLE IV, PART B, NCLB 21ST CENTURY | 211,230.00    | 11,642.24    | 185,480.53    | 205,461.02    | -19,980.49            | 12.19%                     |                            |
|      | SUBTOTAL                            | 24,430,799.00 | 1,370,975.92 | 17,331,114.86 | 16,994,372.58 | 336,742.28            | 18.62%                     | 16.88%                     |
|      | TRANSFER TO FUND                    |               |              |               |               | Does NOT include TANS |                            |                            |
|      | NON-PROGRAM CHARGES                 |               | 0.00         | 25,000.00     | 1,149,000.00  |                       |                            |                            |
|      | TOTAL DISBURSEMENTS:                | 24,430,799.00 | 1,370,975.92 | 17,356,114.86 | 18,143,372.58 |                       |                            |                            |

|  |                                                |                 |  |  |  |  |  |
|--|------------------------------------------------|-----------------|--|--|--|--|--|
|  |                                                |                 |  |  |  |  |  |
|  | Balance on hand District Treasury 8-31-19      | -1,710,880.07   |  |  |  |  |  |
|  | Receipts through: 6-30-2020                    | 17,782,684.27   |  |  |  |  |  |
|  | TOTAL BALANCE & RECEIPTS                       | 16,071,804.20   |  |  |  |  |  |
|  |                                                |                 |  |  |  |  |  |
|  | Outstanding warrants 8-31-19                   | 174,692.01      |  |  |  |  |  |
|  | Warrants issued through: 6-30-2020             | 17,331,114.86   |  |  |  |  |  |
|  | TOTAL WARRANTS                                 | 17,505,806.87   |  |  |  |  |  |
|  | BALANCE                                        | -1,434,002.67   |  |  |  |  |  |
|  |                                                |                 |  |  |  |  |  |
|  | Balance in District Treasury                   | -1,274,943.35 * |  |  |  |  |  |
|  | Outstanding warrants                           | 159,059.32      |  |  |  |  |  |
|  | BALANCE                                        | -1,434,002.67   |  |  |  |  |  |
|  |                                                |                 |  |  |  |  |  |
|  |                                                |                 |  |  |  |  |  |
|  | *BALANCE DOES NOT INCLUDE \$2,445,000.00 TANS, |                 |  |  |  |  |  |

# **NEBRASKA CITY PUBLIC SCHOOLS**



# **Certified Staff Handbook**

**2020-2021**

Updated July 2020

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## **INTRODUCTION**

This handbook provides information to certified persons 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.

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**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Fritch in writing at 1700 14<sup>th</sup> Avenue, Nebraska City, NE 68410 or by telephone at (402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

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 District Central Office within twenty four hours.~~ If a staff member is injured at work, the staff member must notify the EMC Insurance On Call Nurse at 1-844-322-4668 as soon as possible.

### **Activity Accounts and Fundraising**

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

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

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

### **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**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available online on the district's website or in hardcopy in the main administrative office. These manuals will be updated as the board adopts new policies or revises existing policies. In particular, the 4000 series deals with policies that affect personnel. By signing the handbook receipt, you acknowledge that you have been provided access to the policies. Any questions regarding the policies or their application toward you should be addressed to your building principal, supervisor, or the superintendent.

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

### **Complaint Procedure**

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.

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](mailto: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 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) business 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 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.

**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 Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on 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 Business Office 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 an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Mark Fritch at 402-873-6033, rex.pfeil@nebcityps.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Fritch at 402-873-6033, rex.pfeil@nebcityps.org in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Rex Pfeil at 402-873-6033, rex.pfeil@nebcityps.org or in person at school. Employees 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 or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members are to contact the district office to request to drive a school vehicle and to complete procedures authorizing such. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

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

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

### **Dress Code**

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

~~**Certified staff, paraeducators and office staff** should generally dress in business casual attire that reflects their status as a professional educator.~~

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators and office staff should generally dress in business casual attire that is clean and professional.

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

~~Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:~~

- ~~• For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot, unless the shirt can be deemed professional by other standards.~~
- ~~• Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.~~
- ~~• Shorts, except when teaching physical education class or at athletic or other activity practices.~~
- ~~• Blue jeans, except at athletic or other activity practices.~~

- ~~Any clothing, which is immodest and may distract other employees or students in the learning environment.~~

Certified staff, paraeducators and office staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, when attending workshops, conferences, or inservice days, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without collars, except when the shirt has a logo which identifies the school and/or the school's mascot, and unless the shirt can be deemed professional by other standards.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Jeans of any color except at athletic or other activity practices.
- Hats or sunglasses except when worn outside for sun protection.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any clothing that is excessively revealing, tight fitting, or immodest and may distract other employees or students in the learning environment.

Jeans of any color may be worn on the last working Friday of the month, which is considered a "dress down" day. The superintendent may also authorize jeans to be worn on other additional designated days to celebrate achievements, recognize special events, or promote school spirit. Such days may only be designated and authorized by the superintendent.

~~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.~~

~~The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on the last working Friday of the month, which is considered a "dress down" day.~~

~~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. The superintendent 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", school celebrations, special events, 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, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.~~

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

### **Expenses**

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

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

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

available.

### **Family and Medical Leave (FMLA)**

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 in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

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 e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **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 other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and

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

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. Maintenance requests should be submitted through School Dude.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria at the daily Board approved rate. The lunch price includes one carton of milk. Extra cartons may be purchased at the daily Board approved rate. 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.

### **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.

### **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 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 Six (6) professional growth credits in a six-year period from approved college credit or workshops/activities (as defined in the negotiated agreement) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. A maximum of one professional growth credit in a six-year period is allowed for coaching clinics.

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

### **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. Requisitions must be submitted online through the purchase order requisition process. Orders should not be placed until the requisition has been approved and a purchase order 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.

### **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 Board Policy 4060 for information on 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 the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

### **Social Media 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 Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 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 of 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. — Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. 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.

### **2. — Threat Assessment Team**

The threat assessment team (team) shall consist of the Superintendent, building principal(s) and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

### **3. — Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further

action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and 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.

#### 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and 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 if that individual is a minor.

## 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, building principal(s), guidance counselor, school psychologist, information technology personnel, 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**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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.

## **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.

### **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 a visitor's badge supplied by the building office

## **Wage and Salary Payments**

### **2020-21 PAYROLL DATES:**

| <u>Date Paid</u>  | <u>Time Period</u>    |
|-------------------|-----------------------|
| September 1 ..... | 7/6/2020 – 8/9/2020   |
| October 1.....    | 8/10/2020 – 9/6/2020  |
| November 2 .....  | 9/7/2020 – 10/4/2020  |
| December 1 .....  | 10/5/2020 – 11/8/2020 |
| January 4.....    | 11/9/2020 – 12/6/2020 |
| February 1 .....  | 12/2021 – 1/3/2021    |
| March 1 .....     | 1/4/2021 – 2/7/2021   |
| April 1 .....     | 2/8/2021 – 3/7/2021   |
| May 3.....        | 3/8/2021 – 4/4/2021   |
| June 1 .....      | 4/5/2021 – 5/2/2021   |
| July 1 .....      | 5/3/2021 – 6/6/2021   |
| August 2 .....    | 6/7/2021 – 7/4/2021   |

Staff members are paid on the 1st business day of each month. ~~unless that day is a weekend or a holiday.~~ If the 1st business day of the month falls on a weekend or holiday, the deposit will be the next business day after the 1st of the month. The district ~~provides~~ makes all wage or salary payments (paychecks) via electronic direct deposit ~~of paychecks~~ to designated financial institutions. Staff who wish to ~~activate or~~ modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, 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 inclement weather or for any other reason, it will be announced on **School Messenger** the school alert messaging system, B103, and various TV stations.

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 Nebraska City Education Association. This handbook sets forth the process for using that leave:

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal and the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. An electronic leave request must be submitted upon return.

At the beginning of each school year, each teacher shall be credited with 10 days paid sick leave allowance. The unused portion of such allowance shall be accumulated from year to year with a 60-day limitation. Upon request, the Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit. Sick leave is to be used when teacher absence is caused by illness or physical disability of the teacher. Staff are required to use all of their accrued Sick Leave, in addition to their Personal Leave Days concurrently with any qualifying FMLA leave. No discrimination will be shown towards parents in terms of promotion or tenure due to taking leave as provided within (updated 2018-2019)

If teachers have sick leave days left at the end of the year from the current year credit of ten (10) days paid sick leave, they will receive a stipend in the July payroll based on:

- 0-2 sick days used in a school year – Stipend of \$500
- 3-5 sick days used in a school year – Stipend of \$250
- or more sick days used in a school year – No stipend

#### **2. Personal Leave**

Personal leave shall consist of two (2) days per year per teacher. The leave shall be non-accumulative. The leave may be taken for any reason, PROVIDED the teacher notifies the building principal one week in advance, EXCEPT non-emergency personal leave shall not be granted immediately preceding or following vacation period, including the opening and closing days of the school year; nor may personal leave be taken for days designated for parent-teacher conferences. For personal leave to be granted after April 1, a teacher must give a reason for the use of a personal day. That day may or may not be granted based upon the availability of substitutes, other activities that

are going on in the buildings and the district that day, and must have the final approval of the building and/or district administration. An emergency personal leave may be granted at any time, if the leave is of an emergency nature, at the discretion of the building principal and/or superintendent. If the personal leave is not granted, the denial will be explained in writing to the requesting teacher. All non-emergency requests made less than one week in advance may be granted at the option of the building principal. Requests will be honored on a first come basis. Staff members, who do not use their Personal Leave Days during the school year, will be reimbursed \$50 for the first unused day and \$100 for the second unused day. This reimbursement will be included in their July check. Staff members may carry forward one (1) paid day to next year. The 3rd day that is carried forward will need to be used in that school year, if not, it will be reimbursed \$50.

### **3. Professional Leave**

A leave of two (2) days shall be granted upon request by a teacher to attend events or observe programs which may help a teacher in the performance of his/her classroom or extra duty responsibility. This shall include, but not be limited to, clinics, workshops, conferences, and any other meetings or events deemed beneficial to their Assignment. Leave days may also be used by Head Varsity Coaches and Assistant Varsity Coaches to attend State High School Meets in their particular coaching area. Transportation to State High School Meets will be provided for coaches that take teams to the meets based on available transportation.

The tuition, travel, and meal expenses associated with the clinic, workshop, conference, or other event deemed beneficial to the teacher's assignment will be paid by the teacher (other than transportation to State High School Meets, if transportation is available). The expense of such leave is the responsibility of the teacher, with the exception of the paid substitute.

Certified staff members who wish to take professional leave must submit an electronic leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

### **4. District Wide Professional Day**

One (1) additional day of professional leave will be organized by the District.

## **5. 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, safety and security information);
- 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.)

Certified staff members may not make arrangements for their own substitute.

## **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. Direct Deposit information,
- c. Citizenship form,
- d. Background check,
- e. withholding form W-4, and
- f. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first payday 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 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 may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

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 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 nurse or building principal. Certified staff

should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

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

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

### **Collection of Student Money**

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

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Nebraska City 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.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

### **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 during a night activity. Certified staff must contact the principal before displaying student work at an evening 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 Student Assistance Teams 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.

### **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 extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. 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)
  - 3) hold up a White Card (extra students 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.

### **Examinations**

Semester examinations will be given at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

### **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.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

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

### **Instructional Materials**

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

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

## **Media Center**

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

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

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

## **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive

role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

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 have a parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

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

### **Planning Time**

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time 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/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

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

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

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

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the Technology Coordinator.

### **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. This book must be turned into the principal at the end of each school year.

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 Thursday and 7:30 a.m. and 3:45 p.m. on Fridays. 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.

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 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 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 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 nurse 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

### Members of the Board of Education:

|                       |                |
|-----------------------|----------------|
| Kent Blum.....        | President      |
| Lisa Chaney.....      | Vice-President |
| Carol Crook.....      | Member         |
| Jeff Frieleds.....    | Member         |
| Stacie Higgins.....   | Member         |
| Stephen Luther.....   | Member         |
| Jim Nemec.....        | Member         |
| Nick Schmitz.....     | Member         |
| Teri Stukenholtz..... | Member         |

### Administrative Staff:

|                    |                                                |
|--------------------|------------------------------------------------|
| Mark Fritch.....   | Superintendent                                 |
| Jason Hippen.....  | Director of Student Services                   |
| Craig Taylor.....  | Director of Curriculum and Assessment          |
| Brian Hoover.....  | High School Principal                          |
| Matt Koehler.....  | School Assistant Principal/Activities Director |
| Ethan Pellatz..... | Middle School Principal                        |
| Kaleb Walker.....  | Middle School – Dean of Students               |
| Scot Davis.....    | Hayward Elementary Principal                   |
| Brent Gaswick..... | Northside Elementary Principal                 |

### Central Office Staff:

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| Brenda Wieckhorst..... | Bookkeeper                                            |
| Terry Hopkins.....     | Activities Bookkeeper                                 |
| Carla Zaroban.....     | Superintendent’s Administrative Assistant             |
| Ree Shirley.....       | Director of Student Services Administrative Assistant |
| Kathy O’Connell.....   | Registrar                                             |
| Erin Johnson.....      | Business Clerk                                        |

# NEBRASKA CITY PUBLIC SCHOOLS 2020-2021 CALENDAR

APPROVED 3-9-2020

|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Aug 7: New Teacher inservice<br/>Aug 10, 11, 12: Teacher Inservice<br/>Aug 13: Grades K-12 School Begins</p>                                                                | <b>August 2020</b>    |    |    |    |    |    |    | <b>January 2021</b>  |    |    |    |    |    |    | <p>Jan 1: Christmas Break<br/>(No School)<br/>Jan 4: Teacher Inservice<br/>(No School Grades K-12)<br/>Jan 5: School Resumes</p>                                                                                                      |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    | 1  |                      |    |    |    |    | 1  | 2  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 2                     | 3  | 4  | 5  | 6  | 7  | 8  | 3                    | 4  | 5  | 6  | 7  | 8  | 9  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 9                     | 10 | 11 | 12 | 13 | 14 | 15 | 10                   | 11 | 12 | 13 | 14 | 15 | 16 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 16                    | 17 | 18 | 19 | 20 | 21 | 22 | 17                   | 18 | 19 | 20 | 21 | 22 | 23 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 23                    | 24 | 25 | 26 | 27 | 28 | 29 | 24                   | 25 | 26 | 27 | 28 | 29 | 30 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 30                    | 31 |    |    |    |    |    | 31                   |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Sept 7: Labor Day - No School<br/>Sept 14: Teacher Inservice<br/>(No School Grades K-12)<br/>Sept 30: K-12 P/T Conferences<br/>(Early Dismissal)</p>                        | <b>September 2020</b> |    |    |    |    |    |    | <b>February 2021</b> |    |    |    |    |    |    | <p>Feb 12: Teacher Inservice<br/>(No School Grades K-12)</p>                                                                                                                                                                          |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    | 1  | 2  | 3  | 4  | 5  |                      | 1  | 2  | 3  | 4  | 5  | 6  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 6                     | 7  | 8  | 9  | 10 | 11 | 12 | 7                    | 8  | 9  | 10 | 11 | 12 | 13 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 14                   | 15 | 16 | 17 | 18 | 19 | 20 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 20                    | 21 | 22 | 23 | 24 | 25 | 26 | 21                   | 22 | 23 | 24 | 25 | 26 | 27 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 27                    | 28 | 29 | 30 |    |    |    | 28                   |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Oct 1: K-12 P/T Conferences<br/>(No School Grades K-12)<br/>Oct 2: No School<br/>Oct 16: End of First Quarter<br/>Oct 19: Teacher Inservice<br/>(No School Grades K-12)</p> | <b>October 2020</b>   |    |    |    |    |    |    | <b>March 2021</b>    |    |    |    |    |    |    | <p>Mar 11: End of 3rd Quarter<br/>Mar 12: Teacher Inservice<br/>(No School Grades K-12)<br/>Mar 17: K-12 P/T Conferences<br/>(Early Dismissal)<br/>Mar 18: K-12 P/T Conferences<br/>(No School Grades K-12)<br/>Mar 19: No School</p> |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    | 1  | 2  | 3  |                      | 1  | 2  | 3  | 4  | 5  | 6  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 4                     | 5  | 6  | 7  | 8  | 9  | 10 | 7                    | 8  | 9  | 10 | 11 | 12 | 13 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 11                    | 12 | 13 | 14 | 15 | 16 | 17 | 14                   | 15 | 16 | 17 | 18 | 19 | 20 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 18                    | 19 | 20 | 21 | 22 | 23 | 24 | 21                   | 22 | 23 | 24 | 25 | 26 | 27 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 25                    | 26 | 27 | 28 | 29 | 30 | 31 | 28                   | 29 | 30 | 31 |    |    |    |                                                                                                                                                                                                                                       |
| <p>Nov 25 - 27: Thanksgiving Break<br/>(No School)</p>                                                                                                                         | <b>November 2020</b>  |    |    |    |    |    |    | <b>April 2021</b>    |    |    |    |    |    |    | <p>Apr 2: Spring Break<br/>(No School)<br/>Apr 5: Spring Break<br/>(No School)</p>                                                                                                                                                    |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 1                     | 2  | 3  | 4  | 5  | 6  | 7  |                      |    |    |    | 1  | 2  | 3  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 8                     | 9  | 10 | 11 | 12 | 13 | 14 | 4                    | 5  | 6  | 7  | 8  | 9  | 10 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 15                    | 16 | 17 | 18 | 19 | 20 | 21 | 11                   | 12 | 13 | 14 | 15 | 16 | 17 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 22                    | 23 | 24 | 25 | 26 | 27 | 28 | 18                   | 19 | 20 | 21 | 22 | 23 | 24 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 29                    | 30 |    |    |    |    |    | 25                   | 26 | 27 | 28 | 29 | 30 |    |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | <b>December 2020</b>  |    |    |    |    |    |    | <b>May 2021</b>      |    |    |    |    |    |    | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    | 1  | 2  | 3  | 4  | 5  |                      |    |    |    |    |    | 1  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 6                     | 7  | 8  | 9  | 10 | 11 | 12 | 2                    | 3  | 4  | 5  | 6  | 7  | 8  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 9                    | 10 | 11 | 12 | 13 | 14 | 15 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 20                    | 21 | 22 | 23 | 24 | 25 | 26 | 16                   | 17 | 18 | 19 | 20 | 21 | 22 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 27                    | 28 | 29 | 30 | 31 |    |    | 23                   | 24 | 25 | 26 | 27 | 28 | 29 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    | 30                   | 31 |    |    |    |    |    |                                                                                                                                                                                                                                       |



**Student Days**  
1st Quarter: 43      3rd Quarter: 47  
2nd Quarter: 41      4th Quarter: 45  
1st Semester: 84      2nd Semester: 92  
School Year: 176

**School Times**  
Northside: 8:10am to 3:20pm  
Hayward: 8:15am to 3:25pm  
Middle School: 8:05am to 3:32pm  
High School: 8:00am to 3:40pm

*It's a GREAT day to be a PIONEER!*

## **COVID-19 STATEMENT**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the Superintendent or Board of Education at any time, consistent with applicable law and board policy.

All staff shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Nebraska City Public Schools Certified 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

# **NEBRASKA CITY PUBLIC SCHOOLS**



# **Classified Staff Handbook**

**2020-2021**

Updated July 2020

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## **INTRODUCTION**

This handbook provides information to certified persons 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.

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**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Fritch in writing at 1700 14<sup>th</sup> Avenue, Nebraska City, NE 68410 or by telephone at (402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

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 District Central Office within twenty four hours.~~ If a staff member is injured at work, the staff member must notify the EMC Insurance On Call Nurse at 1-844-322-4668 as soon as possible.

### **Activity Accounts and Fundraising**

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

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

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

### **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**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available online on the district's website or in hardcopy in the main administrative office. These manuals will be updated as the board adopts new policies or revises existing policies. In particular, the 4000 series deals with policies that affect personnel. By signing the handbook receipt, you acknowledge that you have been provided access to the policies. Any questions regarding the policies or their application toward you should be addressed to your building principal, supervisor, or the superintendent.

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

## **Complaint Procedure**

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.

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](mailto: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 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) business 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 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.

**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 Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on 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 Business Office 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 an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Mark Fritch at 402-873-6033, [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Fritch at 402-873-6033, [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Rex Pfeil at 402-873-6033, [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) or in person at school. Employees 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 or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members are to contact the district office to request to drive a school vehicle and to complete procedures authorizing such. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

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

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

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

### **Dress Code**

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

~~Certified staff, paraeducators and office staff~~ should generally dress in business casual attire that reflects their status as a professional educator.

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators and office staff should generally dress in business casual attire that is clean and professional.

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

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot, unless the shirt can be deemed professional by other standards.

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing, which is immodest and may distract other employees or students in the learning environment.

Certified staff, paraeducators and office staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, when attending workshops, conferences, or inservice days, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without collars, except when the shirt has a logo which identifies the school and/or the school's mascot, and unless the shirt can be deemed professional by other standards.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Jeans of any color except at athletic or other activity practices.
- Hats or sunglasses except when worn outside for sun protection.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any clothing that is excessively revealing, tight fitting, or immodest and may distract other employees or students in the learning environment.

Jeans of any color may be worn on the last working Friday of the month, which is considered a "dress down" day. The superintendent may also authorize jeans to be worn on other additional designated days to celebrate achievements, recognize special events, or promote school spirit. Such days may only be designated and authorized by the superintendent.

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.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color may not be worn except on the last working Friday of the month, which is considered a "dress down" day.

**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. The superintendent 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", school celebrations, special events, 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, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

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

### **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees

are processed on an expense report form that is available ~~from each building secretary.~~ at Central Office. Appropriate receipts must be attached.

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

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

### **Family and Medical Leave (FMLA)**

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 in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

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 e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **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 other than regular school hours and are responsible for setting the security system after hours.

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

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. Maintenance requests should be submitted through School Dude.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria at the daily Board approved rate. The lunch price includes one carton of milk. Extra cartons may be purchased at the daily Board approved rate. 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.

### **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.

### **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 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 Six (6) professional growth credits in a six-year period from approved college credit or workshops/activities (as defined in the negotiated agreement) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. A maximum of one professional growth credit in a six-year period is allowed for coaching clinics.

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

### **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. Requisitions must be submitted online through the purchase order requisition process. Orders should not be placed until the requisition has been approved and a purchase order 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.

### **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 Board Policy 4060 for information on 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 the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

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

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

### **Social Media 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 Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and

school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 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 of 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. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report any threatening statements or behavior to a member of the administration. 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.

## 2. Threat Assessment Team

The threat assessment team (team) shall consist of the Superintendent, building principal(s) and local law enforcement. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

## 3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking, or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and 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.

## 4. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and 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 if that individual is a minor.

## 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, building principal(s), guidance counselor, school psychologist, information technology personnel, 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**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

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.

## **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.

## **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 a visitor's badge supplied by the building office

## **Wage and Salary Payments**

### **2020-21 PAYROLL DATES:**

| <u>Date Paid</u>  | <u>Time Period</u>    |
|-------------------|-----------------------|
| September 1 ..... | 7/6/2020 – 8/9/2020   |
| October 1.....    | 8/10/2020 – 9/6/2020  |
| November 2 .....  | 9/7/2020 - 10/4/2020  |
| December 1 .....  | 10/5/2020 – 11/8/2020 |
| January 4.....    | 11/9/2020 – 12/6/2020 |
| February 1 .....  | 12/2021 – 1/3/2021    |
| March 1 .....     | 1/4/2021 – 2/7/2021   |
| April 1 .....     | 2/8/2021 – 3/7/2021   |
| May 3.....        | 3/8/2021 – 4/4/2021   |
| June 1 .....      | 4/5/2021 – 5/2/2021   |
| July 1 .....      | 5/3/2021 – 6/6/2021   |
| August 2 .....    | 6/7/2021 – 7/4/2021   |

Staff members are paid on the 1st business day of each month. ~~unless that day is a weekend or a holiday.~~ If the 1st business day of the month falls on a weekend or holiday, the deposit will be the next business day after the 1st of the month. The district ~~provides~~ makes all wage or salary payments

(paychecks) via electronic direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, 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 inclement weather or for any other reason, it will be announced on School Messenger the school alert messaging system, B103, and various TV stations.

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 CLASSIFIED STAFF**

### **At-Will Employment**

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

### **Bereavement Leave**

Up to three (3) days of paid leave per occurrence shall be granted each employee in the event of death of an employee's spouse, child, parent, grandparent, brother, sister, uncles, aunts, nephews, nieces or in-law.

Additional leave, if necessary, shall be taken from sick leave.

Up to one day of paid leave per school year will be granted in a case where it is deemed necessary to attend a funeral of a non-relative by the employee and approved by the Administration.

### **Holidays**

1. Twelve (12) Month Classified Employees:

New Years Day; Good Friday; Memorial Day; July 4<sup>th</sup>; Labor Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day

One additional paid holiday (floating holiday) upon approval of his/her supervisor to add to any one of the above stated holidays, except Labor Day. Floating holidays cannot be accumulated from year to year.

2. Eleven (11) Month Classified Employees:

New Years Day; Memorial Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving Day, and Christmas Day

3. Ten (10) Month Classified Employees:

New Years Day; Memorial Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day

4. Nine (9) Month Classified Employees:

New Years Day; Labor Day; Thanksgiving Day; and Christmas Day

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

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

### **Personal Leave**

All twelve-month employees receive two (2) personal days each July. Personal days cannot be accumulated from year to year. Personal leave is available to the employee only during the regular period of employment.

For nine, ten, and eleven month classified employees, two (2) days of personal leave per school year may be taken from existing sick leave. If the days are not used as personal leave, they will remain in effect as sick leave days.

Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Personal days must be used before leave without pay is granted. The employee must notify the substitute coordinator at least five (5) days in advance of the planned personal leave absence.

### **Retirement Deduction**

Any classified staff member working 20 hours a week or above shall be subject to the School Employees Retirement Act mandatory payroll deduction, as administered by the Nebraska Public Employees Retirement System.

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Custodians/Maintenance staff** should report to work.

### **Sick Leave**

Classified employees will receive ten (10) days of sick leave **per year, accumulative to sixty (60) days**. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone must notify the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. In addition, the employee must submit an electronic sick leave request as soon as possible. **Sick leave does accumulate from year to year.** Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

### **Vacation**

All full-time, classified personnel shall be entitled to paid vacation as defined:

1. After completing one (1) year of full-time service, the employee shall receive ten (10) eight-hour days.
2. After completing the tenth year of full-time service, the employee shall receive fifteen (15) eight-hour days.
3. After completing the twentieth year of full-time service, the employee shall receive twenty (20) eight-hour days.

Vacation must be requested at least two weeks prior to the date(s) requested.

**Vacation time is not cumulative from year to year. You cannot carry-over vacation days from one year to the next. Vacation days run from your anniversary month to anniversary month.**

Example: Hired November 2010, you will receive 10 vacation days on November 2011, they must be used before November 2012.

All vacation schedules are subject to supervisory approval and must be taken no later than one year following eligibility. Scheduled vacation not taken due to a district emergency will be allowed for rescheduling beyond

the one-year limitation.

NOTE: If at all possible, vacations should only be scheduled when school is not in session.

Full-time employees hired prior to 2003, vacation days are renewed on July 1. Full-time employees hired after 2003, vacation days are renewed on their anniversary month.

Vacation days must be used before leave without pay is granted.

## STAFF DIRECTORY

### Members of the Board of Education:

|                       |                |
|-----------------------|----------------|
| Kent Blum.....        | President      |
| Lisa Chaney.....      | Vice-President |
| Carol Crook.....      | Member         |
| Jeff Frieleds.....    | Member         |
| Stacie Higgins.....   | Member         |
| Stephen Luther.....   | Member         |
| Jim Nemec.....        | Member         |
| Nick Schmitz.....     | Member         |
| Teri Stukenholtz..... | Member         |

### Administrative Staff:

|                    |                                                |
|--------------------|------------------------------------------------|
| Mark Fritch.....   | Superintendent                                 |
| Jason Hippen.....  | Director of Student Services                   |
| Craig Taylor.....  | Director of Curriculum and Assessment          |
| Brian Hoover.....  | High School Principal                          |
| Matt Koehler.....  | School Assistant Principal/Activities Director |
| Ethan Pellatz..... | Middle School Principal                        |
| Kaleb Walker.....  | Middle School – Dean of Students               |
| Scot Davis.....    | Hayward Elementary Principal                   |
| Brent Gaswick..... | Northside Elementary Principal                 |

### Central Office Staff:

|                        |                                                       |
|------------------------|-------------------------------------------------------|
| Brenda Wieckhorst..... | Bookkeeper                                            |
| Terry Hopkins.....     | Activities Bookkeeper                                 |
| Carla Zaroban.....     | Superintendent’s Administrative Assistant             |
| Ree Shirley.....       | Director of Student Services Administrative Assistant |
| Kathy O’Connell.....   | Registrar                                             |
| Erin Johnson.....      | Business Clerk                                        |

# NEBRASKA CITY PUBLIC SCHOOLS 2020-2021 CALENDAR

APPROVED 3-9-2020

|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Aug 7: New Teacher inservice<br/>Aug 10, 11, 12: Teacher Inservice<br/>Aug 13: Grades K-12 School Begins</p>                                                                | <b>August 2020</b>    |    |    |    |    |    |    | <b>January 2021</b>  |    |    |    |    |    |    | <p>Jan 1: Christmas Break<br/>(No School)<br/>Jan 4: Teacher Inservice<br/>(No School Grades K-12)<br/>Jan 5: School Resumes</p>                                                                                                      |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    | 1  |                      |    |    |    |    | 1  | 2  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 2                     | 3  | 4  | 5  | 6  | 7  | 8  | 3                    | 4  | 5  | 6  | 7  | 8  | 9  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 9                     | 10 | 11 | 12 | 13 | 14 | 15 | 10                   | 11 | 12 | 13 | 14 | 15 | 16 |                                                                                                                                                                                                                                       |
| <p>Sept 7: Labor Day - No School<br/>Sept 14: Teacher Inservice<br/>(No School Grades K-12)<br/>Sept 30: K-12 P/T Conferences<br/>(Early Dismissal)</p>                        | 16                    | 17 | 18 | 19 | 20 | 21 | 22 | 17                   | 18 | 19 | 20 | 21 | 22 | 23 | <p>Feb 12: Teacher Inservice<br/>(No School Grades K-12)</p>                                                                                                                                                                          |
|                                                                                                                                                                                | 23                    | 24 | 25 | 26 | 27 | 28 | 29 | 24                   | 25 | 26 | 27 | 28 | 29 | 30 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 30                    | 31 |    |    |    |    |    | 31                   |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Oct 1: K-12 P/T Conferences<br/>(No School Grades K-12)<br/>Oct 2: No School<br/>Oct 16: End of First Quarter<br/>Oct 19: Teacher Inservice<br/>(No School Grades K-12)</p> | <b>September 2020</b> |    |    |    |    |    |    | <b>February 2021</b> |    |    |    |    |    |    | <p>Mar 11: End of 3rd Quarter<br/>Mar 12: Teacher Inservice<br/>(No School Grades K-12)<br/>Mar 17: K-12 P/T Conferences<br/>(Early Dismissal)<br/>Mar 18: K-12 P/T Conferences<br/>(No School Grades K-12)<br/>Mar 19: No School</p> |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    | 1  | 2  | 3  | 4  | 5  |                      | 1  | 2  | 3  | 4  | 5  | 6  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 6                     | 7  | 8  | 9  | 10 | 11 | 12 | 7                    | 8  | 9  | 10 | 11 | 12 | 13 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 14                   | 15 | 16 | 17 | 18 | 19 | 20 |                                                                                                                                                                                                                                       |
| <p>Nov 25 - 27: Thanksgiving Break<br/>(No School)</p>                                                                                                                         | 20                    | 21 | 22 | 23 | 24 | 25 | 26 | 21                   | 22 | 23 | 24 | 25 | 26 | 27 | <p>Apr 2: Spring Break<br/>(No School)<br/>Apr 5: Spring Break<br/>(No School)</p>                                                                                                                                                    |
|                                                                                                                                                                                | 27                    | 28 | 29 | 30 |    |    |    | 28                   |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | <b>October 2020</b>   |    |    |    |    |    |    | <b>March 2021</b>    |    |    |    |    |    |    | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    | 1  | 2  | 3  |                      | 1  | 2  | 3  | 4  | 5  | 6  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 4                     | 5  | 6  | 7  | 8  | 9  | 10 | 7                    | 8  | 9  | 10 | 11 | 12 | 13 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 11                    | 12 | 13 | 14 | 15 | 16 | 17 | 14                   | 15 | 16 | 17 | 18 | 19 | 20 |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | 18                    | 19 | 20 | 21 | 22 | 23 | 24 | 21                   | 22 | 23 | 24 | 25 | 26 | 27 | <p>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                                              |
|                                                                                                                                                                                | 25                    | 26 | 27 | 28 | 29 | 30 | 31 | 28                   | 29 | 30 | 31 |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | <b>November 2020</b>  |    |    |    |    |    |    | <b>April 2021</b>    |    |    |    |    |    |    | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 1                     | 2  | 3  | 4  | 5  | 6  | 7  |                      |    |    |    | 1  | 2  | 3  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 8                     | 9  | 10 | 11 | 12 | 13 | 14 | 4                    | 5  | 6  | 7  | 8  | 9  | 10 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 15                    | 16 | 17 | 18 | 19 | 20 | 21 | 11                   | 12 | 13 | 14 | 15 | 16 | 17 |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | 22                    | 23 | 24 | 25 | 26 | 27 | 28 | 18                   | 19 | 20 | 21 | 22 | 23 | 24 | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | 29                    | 30 |    |    |    |    |    | 25                   | 26 | 27 | 28 | 29 | 30 |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | <b>December 2020</b>  |    |    |    |    |    |    | <b>May 2021</b>      |    |    |    |    |    |    | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | Su                    | M  | T  | W  | Th | F  | Sa | Su                   | M  | T  | W  | Th | F  | Sa |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    | 1  | 2  | 3  | 4  | 5  |                      |    |    |    |    | 1  |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 6                     | 7  | 8  | 9  | 10 | 11 | 12 | 2                    | 3  | 4  | 5  | 6  | 7  | 8  |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                | 13                    | 14 | 15 | 16 | 17 | 18 | 19 | 9                    | 10 | 11 | 12 | 13 | 14 | 15 |                                                                                                                                                                                                                                       |
| <p>Dec 18: End of 2nd Quarter<br/>and 1st Semester<br/>Dec 21 - 31: Christmas Break<br/>(No School)</p>                                                                        | 20                    | 21 | 22 | 23 | 24 | 25 | 26 | 16                   | 17 | 18 | 19 | 20 | 21 | 22 | <p>May 9: Graduation<br/>May 20: POSSIBLE End of 4th Quarter<br/>and 2nd Semester/Last Day of School<br/>(Early Dismissal)</p>                                                                                                        |
|                                                                                                                                                                                | 27                    | 28 | 29 | 30 | 31 |    |    | 23                   | 24 | 25 | 26 | 27 | 28 | 29 |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    | 30                   | 31 |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |
|                                                                                                                                                                                |                       |    |    |    |    |    |    |                      |    |    |    |    |    |    |                                                                                                                                                                                                                                       |



**Student Days**  
1st Quarter: 43      3rd Quarter: 47  
2nd Quarter: 41      4th Quarter: 45  
1st Semester: 84      2nd Semester: 92  
School Year: 176

**School Times**  
Northside: 8:10am to 3:20pm  
Hayward: 8:15am to 3:25pm  
Middle School: 8:05am to 3:32pm  
High School: 8:00am to 3:40pm

*It's a GREAT day to be a PIONEER!*

## **COVID-19 STATEMENT**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the Superintendent or Board of Education at any time, consistent with applicable law and board policy.

All staff shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Nebraska City Public Schools Classified 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.

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Signature

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Date