

Board of Education Regular Meeting

Monday, July 17, 2017 7:00 PM

Media Center at Bennet Elementary School 50 Dogwood Street, Bennet, NE

50 Dogwood

Bennet, NE 68317

District Mission:

“Together we prepare our students to successfully meet the challenges of the future.”

Strategic Goal 1: District OR-1 Public Schools will provide the facilities needed to be competitive with other area schools in athletics and fine arts programs.

Strategic Goal 2: District OR-1 Public Schools will foster a unified community.

Strategic Goal 3: District OR-1 Public Schools will continuously implement (academic) programs and the curriculum needed to remain competitive with other area schools.

Attendance Taken at 7:20 PM.

Jaimi Calfee: Present

Doug Church: Present

Brandon Desh: Present

Lance Gee: Present

Clayton Maahs: Present

Susan Royal: Present

1. Call to Order and Pledge of Allegiance

Meeting called to order by Board of Education President Maahs at 7:20 p.m.

2. Announcement of the Open Meetings Act Posting

3. E-Meeting upgrade information for the BOE

Mr. Brown provided information about the new meeting interface from NASB.

4. Consent Agenda Motion to approve the consent agenda as presented Passed with a motion by Brandon Desh and a second by Doug Church.

Susan Royal: Nay, Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea

Board members had an opportunity to ask questions regarding claims and bills.

4.1. Approval of minutes of previous meetings

Official Board of Education minutes are available on the district web site at www.districtor1.org

4.2. Approval of Claims/Payment of Bills and Payroll

4.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

4.3.1. Presentation, discussion and or official action to ratify a teaching contract for Emily Buddenberg.

5. Public Comment

No members of the public offered comments.

5.1. PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 13-511, that the governing body will meet on the 17 day of July, at 7:00 o'clock p.m. at Bennet Elementary School for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to amending the budget which was originally adopted on the 12 day of September, 2016. Special Building Fund actual expenditures for the current fiscal year will exceed budgeted expenditures unless the current fiscal year budget of expenditures is revised. Special Building Fund totals are amended to reflect actual cost of construction. This amendment will not affect the original tax request for the 2016-2017 fiscal year. The originally adopted budget of expenditures cannot be reduced during the remainder of the current fiscal year to meet the need for additional money due to construction. The budget detail is available at the office of the Clerk during regular business hours.

The hearing was opened at 7:55 p.m.

The hearing was closed at 8:42.

5.2. In compliance with the provisions of State Statute Section 79-2,133, 134 the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 5416 Student Fees.

The hearing was opened at 7:55 p.m.

The hearing was closed at 8:42

5.3. In compliance with the provisions of State Statute Section 79-2,531 79-532, 79-533, the board of education provides this time for the purpose of hearing support, opposition, criticism, suggestions or observations regarding Policy 6400 Parental Involvement.

The hearing was opened at 7:55

The hearing was closed at 8:42.

6. Administrative Reports

6.1. Superintendent's Report

Superintendent Hanger provided information for members of the Board.

7. Discussion Items- Committee Reports

7.1. Bennet Elementary Open House

Mr. Hanger informed the board of the planned open house on August 10. Members of the Board will be in attendance and the meeting will be posted. The public will be invited to attend the event on August 10.

7.2. Building and Grounds

Superintendent Hanger reviewed project status of items resulting from the building committee recommendations and some additions. These include but are not limited to additional sidewalk installation at Bennet Elementary, new roofing and associated materials and the installation of new windows in the Bennet gym.

8. Action Items

8.1. Presentation, discussion and or official action to approve the 2017-2018 staff Handbooks.

Motion to approve handbooks as presented. Passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Lance Gee: Abstain, Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Board members reviewed the handbooks and changes. Several questions were asked and will be reviewed.

8.2. Presentation, discussion and or official action to review and revise Board of Education Policy 5416 Student Fees. Motion to approve the review and revision of Board of Education Policy 5416 Student Fees. Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

1. Student Fees Policy.

1. The administration presented a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2017-2018 school year.
2. A public hearing was held to discuss, consider, and receive input on a proposed Student Fee Policy. The public was given the opportunity to present information and opinions on the proposed Student Fee Policy.

Motion was made and seconded that the Student Fees Policy for the 2017-2018 school year, inclusive of Appendix "1," be adopted and that the two reading policy be suspended for purposes of this action.

8.3. Presentation, discussion and or official action to review Board of Education Policy 6400 Parental Involvement. Motion to reaffirm Board of Education Policy 6400 Parental Involvement. Passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

2. Parental Involvement Policy.

1. A public hearing was held to discuss, consider, and receive input on the Parental Involvement Policy. The public was given the opportunity to present information and opinions on the Parental Involvement Policy.
2. Motion was made and seconded that the Board's current Parental Involvement Policy be re-adopted without alteration.

8.4. Presentation, discussion and or official action to review Board of Education Policy 5415 Bullying Prevention. Motion to reaffirm Education Policy 5415 Bullying Prevention. Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Mr. Hanger thanked staff for their efforts in character education as an integral part of bullying prevention.

8.5. Presentation, discussion and or official action to approve amendment to 2016-2017 Special Building Fund Budget. Motion to approve amendment to the Special Building Fund budget as presented Passed with a motion by Doug Church and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Mr. Hanger explained the need to amend the Special Building Fund due to construction costs.

8.6. Presentation, discussion and or official action to approve the second reading of BOE Policy 3131 Procurement and 4028 Employee Fundraising. Motion to approve the second reading of BOE Policy 3131 Procurement and 4028 Employee Fundraising Passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Board members asked questions regarding procurement and Mr. Hanger has asked for clarification from the Perry firm.

- 8.7. Presentation, discussion or official action to establish option enrollment capacities pursuant to policy 5006. motion to ratify capacity limits as presented pursuant to policy 5006 Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Corrections to capacities were reviewed.

- 8.8. Presentation, discussion and or official action to adopt the parameters resolution authorizing the issuance of Series 2017 Lease Purchase Agreement. Motion to adopt the parameters resolution authorizing the issuance of Series 2017 Lease Purchase Agreement. Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

The Resolution was read and presented to the Board. Board members asked to review a five year term.

- 8.9. Presentation, discussion and or official action regarding disposition of the Pre-K building located on the Bennet Elementary Campus 50 Dogwood Bennet, NE. Motion to accept the proposed agreement with Thane Jensen and Nebraska Realty as presented Passed with a motion by Jaimi Calfee and a second by Doug Church.

Jaimi Calfee: Yea, Doug Church: Yea, Brandon Desh: Yea, Lance Gee: Yea, Clayton Maahs: Yea, Susan Royal: Yea

Superintendent Hanger presented information provided by Nebraska Realty. This included the means used to obtain a value on the Pre-K building based on construction costs, use and depreciation. Board members reviewed the contract with Nebraska Realty and had an opportunity to ask questions about the potential sale.

9. Board of Education Development

July 18, Open Meetings Law workshop at the Career Academy 8800 O street from 6:30-8:30 p.m.

Area Membership meeting in Nebraska City October 4, 4:30 p.m.

10. Topics for Next Month's Agenda

Budget review and rate of use for privately owned vehicles.

11. Adjournment

The meeting was duly adjourned at 9:38 p.m. July 17, 2017.

Chairperson

Superintendent

Board of Education Regular Meeting

June 12, 2017 7:00 PM

Media Center Bennet Elementary School 50 Dogwood Street, Bennet, NE

Attendance Taken at 7:03 PM:

Present Board Members:

Jaimi Calfee
Doug Church
Brandon Desh
Lance Gee
Clayton Maahs
Susan Steward

A. Call to Order and Pledge of Allegiance

Discussion:

Meeting called to order by Board of Education President Maahs at 7:00 p.m.

B. Announcement of the Open Meetings Act Posting

C. Consent Agenda

Motion Passed: Motion to approve the consent agenda as presented passed with a motion by Doug Church and a second by Brandon Desh.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	No

Discussion:

Board members asked questions regarding claims and NASB registrations, the Pre-K grant and REAP reimbursements.

C.1. Approval of minutes of previous meetings

Discussion:

Official Board of Education minutes are available on the district web site at www.districtor1.net

C.2. Approval of Claims/Payment of Bills and Payroll

C.3. Certificated/Classified Hire(s)/Reassignment(s)/Resignation(s)

C.3.a. Presentation, discussion and or official action to ratify a teaching contract for Lexus Kleeb.

C.4. Financial Report

D. Public Comment

Discussion:

Craig Bolz discussed LB 651 regarding reading efficiency and district OR-1 peanut allergy policy.

E. Administrative Reports

Superintendent Hanger and Mrs. Walter provided information for the Board of Education. Board members will be cross referencing the Annual BOE calendar with policy revisions in order to update accurately.

E.1. Superintendent's Report

E.2. High School Principal

E.3. Elementary Principal

F. Discussion Items- Committee Reports

F.1. Board of Education retreat

Discussion:

The Board agreed to set the July regular meeting date on July 17th with a special meeting for the annual BOE retreat to be held on Wednesday the 19th at 6:30 p.m. at NASB.

F.2. Building Committee Report

Motion Passed: Motion to approve the projects as presented including lighting in the Bennet Elementary classrooms and air conditioning in the Palmyra locker rooms passed with a motion by Brandon Desh and a second by Doug Church.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

The building committee reported summer projects for the Board. The Board accepted the committee report authorizing projects as presented including Bennet Elementary lighting and the installation of AC in the Palmyra locker rooms.

G. Action Items

G.1. Presentation, discussion and or official action to revise policies 1200, 4003, 3570, 5004, 5202, 5413, 5417, 5418, 6800, 8130, 9330.

Motion Passed: Motion to revise policies 1200, 4003, 3570, 5004, 5202, 5413, 5417, 5418, 6800, 8130, 9330 passed with a motion by Brandon Desh and a second by Jaimi Calfee.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

Wellness committee members reported information regarding the wellness policy changes as required by statute. The Board noted additional revisions to policy 8130.

G.2. Presentation, discussion and or official action to approve the First reading of BOE Policy 3131 Procurement.

Motion Passed: Motion to approve the First reading of BOE Policy 3131 Procurement passed with a motion by Jaimi Calfee and a second by Susan Steward.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

The Board reviewed the policy requirements of 3131 and information from the districts legal service.

G.3. Presentation, discussion and or official action to approve the First reading of BOE Policy 4028 Employee Fundraising.

Motion Passed: Motion to approve the First reading of BOE Policy 4028 Employee Fundraising passed with a motion by Doug Church and a second by Susan Steward.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

G.4. Presentation, discussion and or official action to approve the 2017-2018 Bennet Elementary and Bennet Pre-School Student Handbooks.

Motion Passed: Motion to Approve the Bennet Elementary and Bennet Pre-School Student Handbooks passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

Board members reviewed handbook changes and notes on some necessary changes due to statute.

G.5. Presentation, discussion and or official action to approve the 2017-2018 Palmyra Jr.-Sr. High School Student Handbook.

Motion Passed: Motion to Approve the Palmyra Jr.-Sr. High School Student Handbook passed with a motion by Jaimi Calfee and a second by Brandon Desh.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Abstain
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

Board members reviewed the secondary handbook noting some minor changes. The Board will review meal prices in the July meeting.

H. Closed Session

I. Board of Education Development

J. Topics for Next Month's Agenda

Discussion:

Policy review for parental involvement, bullying, student fees, student grade and program capacities.

K. Adjournment

Discussion:

The meeting was duly adjourned at 9:40 p.m. June 12, 2017.

Board of Education Special Meeting

June 12, 2017 6:30 PM

Media Center Bennet Elementary School 50 Dogwood Street, Bennet, NE

Attendance Taken at 6:32 PM:

Present Board Members:

Jaimi Calfee
Doug Church
Brandon Desh
Lance Gee
Clayton Maahs
Susan Steward

A. Call to Order

Discussion:

Meeting called to order by Board of Education President Maahs at 6:32 p.m.

B. Announcement of the Open Meetings Act Posting

C. Action Items

C.1. Presentation, discussion and or official action regarding building construction and design decisions and determinations, Owner's representative report.

Discussion:

Owner's representative Rayme Fauss updated the Board on the projects at Bennet and Palmyra. Board members had the opportunity to ask Rayme questions regarding the construction at both facilities. Final punch list items continue to be reviewed at Bennet. The work on final grading is also scheduled to be completed in the next few weeks. At Palmyra demolition continues along with placement of roofing structures for addition of the new gym and the commons area. Joists are being installed in the new entrance and that area can then be enclosed.

C.2. Presentation, discussion, and or official action with regard to the construction projects at Bennet Elementary and Palmyra Junior Senior High School buildings, including change orders, construction change directives and payment applications from contractors, and reports, information and recommendations by the Project Architect and Owner's Representative.

Motion Passed: Motion to accept payment applications from contractors as presented passed with a motion by Doug Church and a second by Brandon Desh.

Jaimi Calfee	Yes
Doug Church	Yes
Brandon Desh	Yes
Lance Gee	Yes
Clayton Maahs	Yes
Susan Steward	Yes

Discussion:

Claims for Rogge and Cheever Construction totaled \$476,020.60.

D. Closed Session

E. Next Regular Meeting

July 17, 2017 at Bennet Elementary School (6:30 p.m. special meeting and 7:00 p.m. regular meeting). The Board retreat is scheduled for July 19th at the NASB building beginning at 6:30 p.m.

F. Adjournment

Discussion:

The meeting was duly adjourned at 6:57 p.m. June 12, 2017.

AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: District OR-1 Public Schools 425 F Street Palmyra, NE 68418	PROJECT: Palmyra High School Addition 425 F Street Palmyra, NE 68418	APPLICATION NO: 10 PERIOD TO: 6/30/2017 CONTRACT FOR: General Construction	Distribution to: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: Cheever Construction 3425 No. 44th Street Lincoln, NE 68504	VIA ARCHITECT: The Clark Enersen Partners 1010 Lincoln Mall, Ste 200 Lincoln, NE 68508	CONTRACT DATE: 9/12/2016 PROJECT NOS: / /	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 7,273,686.00
2. NET CHANGE BY CHANGE ORDERS	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 7,273,686.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 3,313,323.00
5. RETAINAGE:	
a. $\frac{10}{100}$ % of Completed Work (Column D 1 & 2 on G703)	\$ 320,308.30
b. $\frac{10}{100}$ % of Stored Material (Column F on G703)	\$ 11,024.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 331,332.30
6. TOTAL EARNED LESS RETAINAGE	\$ 2,981,990.70 (Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 2,491,693.20 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE	\$ 490,297.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ 4,291,695.30 (Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Cheever Construction Company

By: [Signature] Date: 7/6/2017

State of: Nebraska

County of: Lancaster

Subscribed and sworn to before

me this 6th day of July 2017

Notary Public: [Signature]

My commission expires: 3/15/2021



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 490,297.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 7/7/17

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

Palmira High School Addition & Renovation

AIA Document G702, Application and Certificate for Payment, containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use column I on Contracts where variable retainage for line items may apply.

Application Number: 10
 Application Date: 6 Jul 17
 Construction Period to: 30 Jun 17
 Architect's Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored to Date (D+E+F)	H % (G/C)	I Balance to Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period					
1	General Conditions	390,277.00	142,510.00	21,206.00	0.00	163,716.00	41.95%	226,561.00	16,371.60
2	Performance & Payment Bond	43,820.00	43,820.00	0.00	0.00	43,820.00	100.00%	0.00	4,382.00
3	Owner Discovery Allowance	75,000.00	460.00	351.00	0.00	811.00	1.08%	74,189.00	81.10
3.01	Contingency Fund Adjustment #01	11,306.17	460.00	351.00	0.00	811.00	7.17%	10,495.17	81.10
3.02	Contingency Fund Adjustment #02	12,819.00	0.00	0.00	0.00	0.00	0.00%	12,819.00	0.00
3.03	Contingency Fund Adjustment #03	15,761.00	0.00	0.00	0.00	0.00	0.00%	15,761.00	0.00
	Contingency Fund Balance	35,113.83	0.00	0.00	0.00	0.00	0.00%	35,113.83	0.00
4	Selective Demolition	110,107.00	39,160.00	30,343.00	0.00	69,503.00	63.12%	40,604.00	6,950.30
5	Earthwork and Sitework	361,883.00	93,105.00	60,153.00	0.00	153,258.00	42.35%	208,625.00	15,325.80
6	Concrete Foundations	188,166.00	82,209.00	806.00	0.00	83,015.00	44.12%	105,151.00	8,301.50
7	Concrete Flatwork	345,985.00	100,249.00	785.00	0.00	101,034.00	29.20%	244,931.00	10,103.40
8	Precast Concrete	563,119.00	541,972.00	0.00	0.00	541,972.00	96.24%	21,147.00	54,197.20
9	Masonry	50,716.00	0.00	0.00	0.00	0.00	0.00%	50,715.00	0.00
10	Structural Steel	537,036.00	112,550.00	36,253.00	0.00	148,803.00	27.71%	388,235.00	14,880.30
11	Rough Carpentry	34,600.00	3,214.00	232.00	0.00	3,446.00	9.96%	31,154.00	344.60
12	Casework and Finish Carpentry	89,260.00	25,487.00	8,549.00	0.00	34,036.00	38.13%	55,224.00	3,403.60
13	Roofing	269,082.00	64,293.00	0.00	0.00	64,293.00	23.89%	204,789.00	6,429.30
14	Manufactured Wall Panels	155,674.00	8,384.00	0.00	0.00	8,384.00	5.39%	147,290.00	838.40
15	Waterproofing, Insulation and Joint Sealants	89,833.00	33,272.00	46.00	0.00	33,318.00	37.09%	56,515.00	3,318.00
16	Doors, Frames and Hardware	249,682.00	38,667.00	43,352.00	110,240.00	192,459.00	77.08%	57,223.00	19,245.90
17	Glass, Entrances and Storefronts	194,528.00	82,697.00	38,295.00	0.00	120,992.00	62.20%	73,536.00	12,099.20
18	Gypsum Wallboard System	416,568.00	78,567.00	3,736.00	0.00	82,293.00	20.04%	328,275.00	8,229.30
19	Acoustical Ceilings	69,797.00	0.00	0.00	0.00	0.00	0.00%	69,797.00	0.00
20	Flooring	412,191.00	152,455.00	0.00	0.00	152,455.00	36.99%	259,736.00	15,245.50
21	Painting and Wallcoverings	217,871.00	20,700.00	55,169.00	0.00	75,869.00	34.82%	142,002.00	7,586.90
22	Specialties	38,710.00	7,430.00	9,940.00	0.00	17,370.00	44.87%	21,340.00	1,737.00
23	Athletic Equipment and Scoreboard	51,400.00	0.00	0.00	0.00	0.00	0.00%	51,400.00	0.00
24	Theater and Stage Equipment	28,695.00	0.00	0.00	0.00	0.00	0.00%	28,695.00	0.00
25	Window Shades	10,247.00	0.00	0.00	0.00	0.00	0.00%	10,247.00	0.00
26	Wood Laboratory Casework	3,665.00	0.00	3,665.00	0.00	3,665.00	100.00%	0.00	366.50
27	Gymnasium Bleachers	150,414.00	0.00	0.00	0.00	0.00	0.00%	150,414.00	0.00
28	Fire Suppression	118,508.00	66,758.00	10,350.00	0.00	77,108.00	65.07%	41,400.00	7,710.80
29	Mechanical	1,036,000.00	509,244.00	50,715.00	0.00	559,959.00	54.05%	476,041.00	55,995.80
30	Electrical	976,871.00	521,155.00	60,589.00	0.00	581,744.00	59.59%	395,127.00	58,174.40
31									
32									
33									
34									
35									
36									
37									
38									
	Totals	7,273,686.00	2,768,548.00	434,535.00	110,240.00	3,313,323.00	45.56%	3,960,363.00	331,332.30

Balance Sheet
Period Ending: June 2017
Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	2,930,065.76	(103,998.77)	2,826,066.99
01 110	Receivable Account	0.00	0.00	0.00
	Current Assets Subtotal:	2,930,065.76	(103,998.77)	2,826,066.99
<u>Other Assets</u>				
01 390	Budgeted Revenue	5,639,044.00	0.00	5,639,044.00
01 392	Less: Revenue Received	(4,944,050.48)	(382,142.75)	(5,326,193.23)
	Other Assets Subtotal:	694,993.52	(382,142.75)	312,850.77
	Total Assets and Deferred Outflows of Resources:	3,625,059.28	(486,141.52)	3,138,917.76
<u>Current Liabilities</u>				
01 402	Accounts Payable	0.00	0.00	0.00
01 450	PAYROLL DEDUCTION PAYABLE	1,037.51	0.00	1,037.51
01 451	FICA PAYABLE	0.00	0.00	0.00
01 452	FIT PAYABLE	0.00	0.00	0.00
01 453	INSURANCE PAYABLE	758.12	0.00	758.12
01 454	RETIREMENT PAYABLE	0.00	0.00	0.00
01 455	SIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	1,795.63	0.00	1,795.63
<u>Other Liabilities</u>				
01 603	Encumbrance Commitments	0.00	0.00	0.00
01 690	Budgeted Expenditures	6,292,162.00	0.00	6,292,162.00
01 692	Less: Expenditures to Date	(4,438,070.68)	(486,141.52)	(4,924,212.20)
01 694	Less: Encumbrance Commitments	0.00	0.00	0.00
01 696	Less: Outstanding Accounts Pa	0.00	0.00	0.00
	Other Liabilities Subtotal:	1,854,091.32	(486,141.52)	1,367,949.80
<u>Fund Balance</u>				
01 704	Fund Balance - Regular Unspent	2,422,290.33	0.00	2,422,290.33
01 705	Budgeted Fund Balance	(653,118.00)	0.00	(653,118.00)
01 999	Suspense Account	0.00	0.00	0.00
	Fund Balance Subtotal:	1,769,172.33	0.00	1,769,172.33
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	3,625,059.28	(486,141.52)	3,138,917.76

Balance Sheet
 Period Ending: June 2017
 Monthly, Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 02 Depreciation				
<u>Current Assets</u>				
02 101	CASH	281,497.15	218.04	281,715.19
	Current Assets Subtotal:	<u>281,497.15</u>	<u>218.04</u>	<u>281,715.19</u>
<u>Other Assets</u>				
02 390	BUDGETED REVENUE	0.00	0.00	0.00
02 392	LESS: REVENUE RECEIVED	(307.14)	(218.04)	(525.18)
	Other Assets Subtotal:	<u>(307.14)</u>	<u>(218.04)</u>	<u>(525.18)</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>281,190.01</u></u>	<u><u>0.00</u></u>	<u><u>281,190.01</u></u>
<u>Current Liabilities</u>				
02 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
02 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
02 603	ENCUMBRANCES	0.00	0.00	0.00
02 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
02 692	LESS: EXPENDITURES TO DATE	(154,837.57)	0.00	(154,837.57)
02 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(154,837.57)</u>	<u>0.00</u>	<u>(154,837.57)</u>
<u>Fund Balance</u>				
02 704	FUND BALANCE	436,027.58	0.00	436,027.58
02 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>436,027.58</u>	<u>0.00</u>	<u>436,027.58</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>281,190.01</u></u>	<u><u>0.00</u></u>	<u><u>281,190.01</u></u>

Balance Sheet
Period Ending: June 2017
Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 Hot Lunch				
<u>Current Assets</u>				
06 101	CASH	83,203.71	(2,099.11)	81,104.60
	Current Assets Subtotal:	<u>83,203.71</u>	<u>(2,099.11)</u>	<u>81,104.60</u>
<u>Other Assets</u>				
06 390	BUDGETED REVENUE	0.00	0.00	0.00
06 392	LESS: REVENUE RECEIVED	(197,578.70)	(5,882.46)	(203,461.16)
	Other Assets Subtotal:	<u>(197,578.70)</u>	<u>(5,882.46)</u>	<u>(203,461.16)</u>
	Total Assets and Deferred Outflows of Resources:	<u>(114,374.99)</u>	<u>(7,981.57)</u>	<u>(122,356.56)</u>
<u>Current Liabilities</u>				
06 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
06 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
06 603	ENCUMBRANCES	0.00	0.00	0.00
06 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
06 692	LESS: EXPENDITURES TO DATE	(212,225.94)	(7,981.57)	(220,207.51)
06 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(212,225.94)</u>	<u>(7,981.57)</u>	<u>(220,207.51)</u>
<u>Fund Balance</u>				
06 704	FUND BALANCE	97,850.95	0.00	97,850.95
06 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>97,850.95</u>	<u>0.00</u>	<u>97,850.95</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u>(114,374.99)</u>	<u>(7,981.57)</u>	<u>(122,356.56)</u>

Balance Sheet
 Period Ending: June 2017
 Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 08 Special Building FUND				
<u>Current Assets</u>				
08 101	CASH	617,485.39	(19,712.53)	597,772.86
08 106	SAVINGS CERTIFICATES	50,000.00	0.00	50,000.00
	Current Assets Subtotal:	667,485.39	(19,712.53)	647,772.86
<u>Other Assets</u>				
08 390	BUDGETED REVENUE	0.00	0.00	0.00
08 392	LESS: REVENUE RECEIVED	(243,290.62)	(33,955.50)	(277,246.12)
	Other Assets Subtotal:	(243,290.62)	(33,955.50)	(277,246.12)
Total Assets and Deferred Outflows of Resources:		424,194.77	(53,668.03)	370,526.74
<u>Current Liabilities</u>				
08 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
08 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
08 603	ENCUMBRANCES	0.00	0.00	0.00
08 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
08 692	LESS: EXPENDITURES TO DATE	(160,675.97)	(53,668.03)	(214,344.00)
08 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	(160,675.97)	(53,668.03)	(214,344.00)
<u>Fund Balance</u>				
08 704	FUND BALANCE	584,870.74	0.00	584,870.74
08 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	584,870.74	0.00	584,870.74
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		424,194.77	(53,668.03)	370,526.74

Balance Sheet
 Period Ending: June 2017
 Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 03 Unemploymnet				
<u>Current Assets</u>				
03 101	CASH	18,429.37	22.31	18,451.68
03 106	SAVINGS CERTIFICATES	20,000.00	0.00	20,000.00
	Current Assets Subtotal:	38,429.37	22.31	38,451.68
<u>Other Assets</u>				
03 390	BUDGETED REVENUE	0.00	0.00	0.00
03 392	LESS: REVENUE RECEIVED	(55.47)	(22.31)	(77.78)
	Other Assets Subtotal:	(55.47)	(22.31)	(77.78)
	Total Assets and Deferred Outflows of Resources:	38,373.90	0.00	38,373.90
<u>Current Liabilities</u>				
03 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
03 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
03 603	ENCUMBRANCES	0.00	0.00	0.00
03 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
03 692	LESS: EXPENDITURES TO DATE	0.00	0.00	0.00
03 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
03 704	FUND BALANCE	38,373.90	0.00	38,373.90
03 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	38,373.90	0.00	38,373.90
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	38,373.90	0.00	38,373.90

Balance Sheet
 Period Ending: June 2017
 Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 07 Bond				
<u>Current Assets</u>				
07 101	CASH	428,025.00	(117,187.03)	310,837.97
	Current Assets Subtotal:	<u>428,025.00</u>	<u>(117,187.03)</u>	<u>310,837.97</u>
<u>Other Assets</u>				
07 390	BUDGETED REVENUE	0.00	0.00	0.00
07 392	LESS: REVENUE RECEIVED	(513,170.96)	(82,297.46)	(595,468.42)
	Other Assets Subtotal:	<u>(513,170.96)</u>	<u>(82,297.46)</u>	<u>(595,468.42)</u>
	Total Assets and Deferred Outflows of Resources:	<u><u>(85,145.96)</u></u>	<u><u>(199,484.49)</u></u>	<u><u>(284,630.45)</u></u>
<u>Current Liabilities</u>				
07 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
07 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
07 603	ENCUMBRANCES	0.00	0.00	0.00
07 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
07 692	LESS: EXPENDITURES TO DATE	(333,584.25)	(199,484.49)	(533,068.74)
07 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>(333,584.25)</u>	<u>(199,484.49)</u>	<u>(533,068.74)</u>
<u>Fund Balance</u>				
07 704	FUND BALANCE	248,438.29	0.00	248,438.29
07 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>248,438.29</u>	<u>0.00</u>	<u>248,438.29</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	<u><u>(85,145.96)</u></u>	<u><u>(199,484.49)</u></u>	<u><u>(284,630.45)</u></u>

Balance Sheet
Period Ending: June 2017
Monthly; Processing Month 06/2017

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 09 Construction				
<u>Current Assets</u>				
09 101	CASH	0.00	0.00	0.00
	Current Assets Subtotal:	0.00	0.00	0.00
<u>Other Assets</u>				
09 390	BUDGETED REVENUE	0.00	0.00	0.00
09 392	LESS: REVENUE RECEIVED	(2,060,864.90)	(485,592.23)	(2,546,457.13)
	Other Assets Subtotal:	(2,060,864.90)	(485,592.23)	(2,546,457.13)
Total Assets and Deferred Outflows of Resources:		(2,060,864.90)	(485,592.23)	(2,546,457.13)
<u>Current Liabilities</u>				
09 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
09 690	BUDGETED EXPENDITURES	0.00	0.00	0.00
09 692	LESS: EXPENDITURES TO DATE	(2,060,864.90)	(485,592.23)	(2,546,457.13)
	Other Liabilities Subtotal:	(2,060,864.90)	(485,592.23)	(2,546,457.13)
<u>Fund Balance</u>				
09 705	BUDGETED FUND BALANCE	0.00	0.00	0.00
	Fund Balance Subtotal:	0.00	0.00	0.00
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		(2,060,864.90)	(485,592.23)	(2,546,457.13)

SUPERINTENDENTS REPORT REGULAR BOARD MEETING

Date: July 17, 2017

TO: Palmyra District OR-1 BOE

From: Robert Hanger

Re: BOE meeting notes for June

Next Months regular meeting is scheduled for August 14, 2017 (in Bennet)

Possible agenda items include:

Construction, negotiations

A. Consent Agenda

Building Fund: Benesch \$68.00 testing services, Capitol City Electric \$249.00 repairs Bennet Elementary, Kidwell \$5449.13 security hardware to complete the Bennet project and begin Palmyra east and west entrances.

Construction Fund: Clark Enersen \$10,740.67 Cheever Construction \$490,297.50 Palmyra Project.

B. General Fund claims:

Amplify: \$4097.5 Annual DIBELS software testing renewal.

BEST: \$9680.59 Quarterly special education tuition.

Comfort Inn: \$399.80 lodging for the Career Education Conference.

DAKTECH: \$7269.00 Computer work stations.

DATASTOR: \$35.70 Pallet storage.

Dillon Remodel: \$890.00 Cabinet removal and installation of existing case work.

EbackPack: \$3732.50 Annual software renewal.

Ekstrum Auto Tech: \$1689.80 Bus 06 brake travel switch kit, bus 02 emergency hatch kit.

Hamilton: \$285.00 Repair heat pump water leak.

Industrial Cleaning: \$400.00 Bus undercarriage cleaning.

Intelepeer: \$509.00 Two months phone bills for the new phone.

Journey Ed: \$446.14 Software (newsletter) renewal.

Lancaster Health: \$205.00 annual waste permit for Bennet Elementary.

Nebraska Association of School Boards: \$155.00 Annual school law update.

Nebraska Sod and Irrigation: \$135.37 sprinkler repair at Bennet Elementary.

NRCSA: \$850.00 Annual membership dues.

Palmyra Activity Fund: \$1216.29 Elementary staff development, postage and summer school field trip.

Perry Law Firm: \$75.00 Student issue.

Phonak: \$7587.39 Special Education equipment for Palmyra High School.

Shepard Floors: \$950.00 Bennet gym floor refinishing.

Software Unlimited: \$5100.00 Annual accounting software renewal.

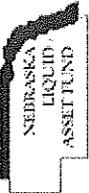
Southwest Auto: \$1535.37 Bus 10 repair brake rotor rings, rear brakes replace windshield fan, machine brake rotors.

Stutheit Implement: \$142.06 Mower repair.

SyncBAmazon: \$599.31 Elementary and secondary computer hardware and printer toner and USB cables.

Von Rentzel Moving and Storage: \$6296.60 Loading Palmyra vans and storage.

WeVideo: \$987.00 Chromebook software renewal.



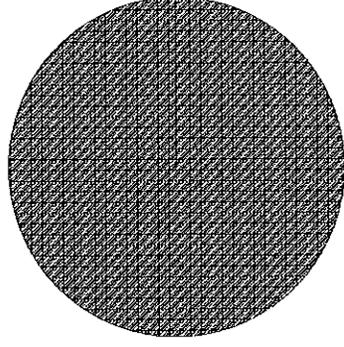
For the Month Ending June 30, 2017

Account Statement - Transaction Summary

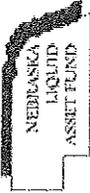
Palmyra-Bennet School District - Construction Fund - 9300657

NLAF	
Opening Market Value	5,644,675.50
Purchases	2,734.04
Redemptions	(485,592.23)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$5,161,817.31
Cash Dividends and Income	2,734.04

Asset Summary		
	June 30, 2017	May 31, 2017
NLAF	5,161,817.31	5,644,675.50
Total	\$5,161,817.31	\$5,644,675.50
Asset Allocation		



NLAF
100.00%



Account Statement

For the Month Ending June 30, 2017

Palmyra-Bennet School District - Construction Fund - 9300657

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Opening Balance					
06/15/17	06/15/17	Redemption - ACH Redemption	1.00	(485,592.23)	5,159,083.27
06/30/17	07/03/17	Accrual Income Div Reinvestment - Distributions	1.00	2,734.04	5,161,817.31
Closing Balance					5,161,817.31

	Month of June	Fiscal YTD September-June	
Opening Balance	5,644,675.50	9,677,773.46	Closing Balance
Purchases	2,734.04	17,763.16	Average Monthly Balance
Redemptions (Excl. Checks)	(485,592.23)	(4,533,719.31)	Monthly Distribution Yield
Check Disbursements	0.00	0.00	0.52%

Closing Balance	5,161,817.31	5,161,817.31
Cash Dividends and Income	2,734.04	17,763.16

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Posted - All; Processing Month 07/2017

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	1	Fund Number 01	GENERAL FUND	
	21916 - 2017	ABC TERMITE & PEST CONTROL	07/17/2017	90.00
01 2610 690 100		Elem Upkeep		90.00
Total	ABC TERMITE & PEST CONTROL			90.00
	PQ160323-79436Dibels	AMPLIFY EDUCATION, INC	07/17/2017	4,097.50
01 1110 460 100		Elem Comp Software		2,048.75
01 1222 460 100		Elem Computer Software		2,048.75
Total	AMPLIFY EDUCATION, INC			4,097.50
	6/6/2017-2016-17yr	BEST	07/17/2017	9,680.59
01 1222 310 313		Alternative Education		9,680.59
Total	BEST			9,680.59
	6/30/2017-17808	CASEY'S GENERAL STORES, INC	07/17/2017	901.69
01 2750 336 000		Gas & Oil		770.91
01 2610 410 100		Elem Supplies		112.28
01 2760 336 000		Gas & Oil		18.50
Total	CASEY'S GENERAL STORES, INC			901.69
	2715623	CenterPoint Energy Services Retail, LLC	07/17/2017	1,335.76
01 3540 321 100		utilities		380.37
01 2610 321 200		Fuel		184.09
01 2610 321 200		Fuel		771.30
Total	CenterPoint Energy Services Retail, LLC			1,335.76
	123:1658969 6/8/17KM	Comfort Inn	07/17/2017	399.80
01 1110 670 200		Sec Travel & Mileage		399.80
Total	Comfort Inn			399.80
	00143340-00	COMPANY CARE LINCCARE	07/17/2017	55.00
01 2750 690 000		Other Expense		55.00
Total	COMPANY CARE LINCCARE			55.00
	INV0330647	DakTech Inc.	07/17/2017	6,441.00
01 1110 560 100		Elem Computer Hardware		3,246.00
01 1222 560 100		Elem Computer Hardware		3,195.00
	INV0330670	DakTech Inc.	07/17/2017	828.00
01 1110 560 100		Elem Computer Hardware		828.00
Total	DakTech Inc.			7,269.00
	1066369 - May 2017	DAS State ACCTG-Central Finance	07/17/2017	238.96
01 2224 382 000		Internet Service		238.96
Total	DAS State ACCTG-Central Finance			238.96
	22405 - July 2017	DATASTOR, INC	07/17/2017	35.70
01 2310 690 000		Other Expense		35.70
Total	DATASTOR, INC			35.70
	RD6/26/2017	Dillon, Ryan	07/17/2017	890.00

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Posted - All; Processing Month 07/2017

User ID: KFH

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2620 310 100		Elem Repairmen		890.00
Total	Dillon, Ryan			890.00
	6999	EBACKPACK, INC	07/17/2017	3,732.50
01 1110 460 200		Sec Comp Software		3,732.50
Total	EBACKPACK, INC			3,732.50
	660501-5/30/2017	EDUCATIONAL SERVICE UNIT #4	07/17/2017	11,076.66
01 4404 318 100		contracted services		214.04
01 4404 314 100		Audiologist		181.69
01 4404 318 100		contracted services		1,984.50
01 4404 318 100		contracted services		183.36
01 1212 313 000		Sped Director (esu4)		963.20
01 1212 313 000		Sped Director (esu4)		963.20
01 1213 313 100		Elem Audiologist		337.41
01 4404 318 100		contracted services		6,056.92
01 1222 319 100		Contracted Service		192.34
	8460 - 660501 6/5/17	EDUCATIONAL SERVICE UNIT #4	07/17/2017	20.00
01 2212 310 100		Elem Staff Development		20.00
	8468	EDUCATIONAL SERVICE UNIT #4	07/17/2017	222.02
01 1222 319 100		Contracted Service		222.02
	8477-660501 6/20/17	EDUCATIONAL SERVICE UNIT #4	07/17/2017	290.00
01 2212 310 200		Sec Staff Development		40.00
01 2212 310 200		Sec Staff Development		40.00
01 2212 310 200		Sec Staff Development		40.00
01 2212 310 100		Elem Staff Development		40.00
01 2212 310 200		Sec Staff Development		40.00
01 2410 310 100		Elem Principal Development		40.00
01 1216 310 100		Professional development		40.00
01 2212 310 100		Elem Staff Development		10.00
Total	EDUCATIONAL SERVICE UNIT #4			11,608.68
	111-6/01/2017	EDUCATIONAL SERVICE UNIT #5	07/17/2017	100.00
01 2212 310 200		Sec Staff Development		100.00
Total	EDUCATIONAL SERVICE UNIT #5			100.00
	9371-6/28/17	EDUCATIONAL SERVICE UNIT #6	07/17/2017	456.38
01 2224 382 000		Internet Service		456.38
Total	EDUCATIONAL SERVICE UNIT #6			456.38
	14529, 14520 & 37	EKSTRUM AUTO TECH INC.	07/17/2017	1,689.80
01 1120 338 200		Car Repairs		25.50
01 2750 338 000		Bus Repairs		334.00
01 2750 338 000		Bus Repairs		1,330.30
Total	EKSTRUM AUTO TECH INC.			1,689.80
	JulyFees 2017	FIRST CONCORD BENEFITS	07/17/2017	100.00
01 2510 690 000		Other Expense		100.00
Total	FIRST CONCORD BENEFITS			100.00
	902838 - June 2017	FREMONT INDUSTRIES, INC	07/17/2017	334.75
01 2610 690 100		Elem Upkeep		334.75

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	FREMONT INDUSTRIES, INC			334.75
	0010189470 & 71	GENERAL FIRE AND SAFETY EQUIPMENT COMPANY	07/17/2017	355.45
01 3540 110 100		Sec Repairmen		212.95
01 2620 310 100		Elem Repairmen		142.50
Total	GENERAL FIRE AND SAFETY EQUIPMENT COMPANY			355.45
	August-Dec EB 2017	Growing Words Therapy LLC.	07/17/2017	2,945.70
01 4406 318 100		IDEA 3 and 4		2,945.70
	JuneEB2017	Growing Words Therapy LLC.	07/17/2017	786.78
01 4406 318 100		IDEA 3 and 4		786.78
Total	Growing Words Therapy LLC.			3,732.48
	24423	HAMILTON SERVICE CO	07/17/2017	285.00
01 2620 310 100		Elem Repairmen		285.00
Total	HAMILTON SERVICE CO			285.00
	3224311 & 2213105	HOME DEPOT CREDIT SERVICES	07/17/2017	97.92
01 2610 410 100		Elem Supplies		150.00
01 2610 410 100		Elem Supplies		(52.08)
Total	HOME DEPOT CREDIT SERVICES			97.92
	48091	Industriil Clean Inc.	07/17/2017	400.00
01 2750 690 000		Other Expense		400.00
Total	Industriil Clean Inc.			400.00
	statement#4 6/24/17	IntelePeer Cloud Communications	07/17/2017	509.00
01 2510 382 100		Elem Telephone		254.50
01 2510 382 200		Sec Telephone		254.50
Total	IntelePeer Cloud Communications			509.00
	10189853	JourneyEd.com, Inc.	07/17/2017	446.14
01 1110 460 200		Sec Comp Software		446.14
Total	JourneyEd.com, Inc.			446.14
	3111-6/12/17	Lincoln Disc & Nutrition Ctr.	07/17/2017	82.00
01 2750 690 000		Other Expense		82.00
Total	Lincoln Disc & Nutrition Ctr.			82.00
	HSPW00168 - 8/1/2017	LINCOLN-LANCASTER COUNTY HEALTH DEPT.	07/17/2017	205.00
01 2610 410 100		Elem Supplies		205.00
Total	LINCOLN-LANCASTER COUNTY HEALTH DEPT.			205.00
	May 1-31 2017 OTR-PL	Linke, Pamela	07/17/2017	1,232.46
01 1217 313 100		Occupational Therapy		598.50
01 1222 313 100		Pupil services pre diagnosis		633.96
Total	Linke, Pamela			1,232.46

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	5-invoices elem 2- hs	MENARDS	07/17/2017	1,121.46
01 2610 410 100		Elem Supplies		27.98
01 2610 410 100		Elem Supplies		193.70
01 2610 410 100		Elem Supplies		189.82
01 2610 410 100		Elem Supplies		318.92
01 2610 410 100		Elem Supplies		271.82
01 2610 410 200		Sec Supplies		55.29
01 2610 410 200		Sec Supplies		63.93
Total	MENARDS			1,121.46
	42325	NE ASSOCIATION OF SCHOOL BOARDS	07/17/2017	155.00
01 2410 310 200		Sec Principal Develop		155.00
Total	NE ASSOCIATION OF SCHOOL BOARDS			155.00
	50037 & 50036 6/9/17	NE COUNCIL OF SCHOOL ADMINISTRATORS	07/17/2017	869.00
01 2320 630 000		Dues & Fees		505.00
01 2212 310 200		Sec Staff Development		364.00
Total	NE COUNCIL OF SCHOOL ADMINISTRATORS			869.00
	0343490-IN	NEBRASKA AIR FILTER, INC	07/17/2017	269.63
01 2610 410 200		Sec Supplies		269.63
Total	NEBRASKA AIR FILTER, INC			269.63
	5/09-6/09-5 bills	NEBRASKA CITY UTILITIES	07/17/2017	8,036.20
01 2610 322 200		Sec Electricity		65.30
01 2610 322 200		Sec Electricity		73.37
01 2610 322 100		Elem Electricity		3,449.56
01 2610 322 200		Sec Electricity		4,272.92
01 3540 321 100		utilities		175.05
Total	NEBRASKA CITY UTILITIES			8,036.20
	P16890	Nebraska Sod Irrigation, Inc.	07/17/2017	135.37
01 2610 410 100		Elem Supplies		135.37
Total	Nebraska Sod Irrigation, Inc.			135.37
	760717	NETA Conference Registration	07/17/2017	139.00
01 2212 310 200		Sec Staff Development		139.00
Total	NETA Conference Registration			139.00
	2017-18 member dues	NRCSA	07/17/2017	850.00
01 2310 630 000		Dues & Fees		850.00
Total	NRCSA			850.00
	0540635001	OnlineStores	07/17/2017	117.35
01 2610 410 100		Elem Supplies		117.35
Total	OnlineStores			117.35
	683925314-01	ORIENTAL TRADING CO, INC	07/17/2017	465.47
01 6000 410 100		Elem Supplies -summer school		465.47
	684189976-01	ORIENTAL TRADING CO, INC	07/17/2017	81.92
01 6000 410 100		Elem Supplies -summer school		81.92

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total		ORIENTAL TRADING CO, INC		547.39
	inv5600836 2017-118	Oticon Inc.	07/17/2017	80.00
01 4410 562 100		Computer Hardware		80.00
Total		Oticon Inc.		80.00
	July 2017 bills	PALMYRA ACTIVITY FUND	07/17/2017	1,216.29
01 2212 310 100		Elem Staff Development		600.00
01 2510 341 100		Postage		416.29
01 6000 410 100		Elem Supplies -summer school		200.00
Total		PALMYRA ACTIVITY FUND		1,216.29
	# 1 & 26	Perry, Guthery, Hasse & Gessford, P.C., L.L.O.	07/17/2017	75.00
01 2310 317 000		Legal Services		75.00
Total		Perry, Guthery, Hasse & Gessford, P.C., L.L.O.		75.00
	5155788245 2017-117	PHONAK	07/17/2017	7,587.39
01 4410 410 100		Computer Supplies		7,587.39
Total		PHONAK		7,587.39
	3303943922	PITNEY BOWS GLOBAL FINANCIAL SERVICES LL	07/17/2017	162.66
01 2510 341 200		Sec Postage		162.66
Total		PITNEY BOWS GLOBAL FINANCIAL SERVICES LL		162.66
	7/1/2017	RECYCLING ENTERPRISES OF NE, INC.	07/17/2017	90.00
01 2610 690 200		Sec Upkeep		90.00
Total		RECYCLING ENTERPRISES OF NE, INC.		90.00
	99048906	RICOH USA, INC.	07/17/2017	780.10
01 1110 320 100		Copier elementary		390.05
01 1110 320 200		Copier Secondary		390.05
Total		RICOH USA, INC.		780.10
	6/26/2017	Shepard Floors	07/17/2017	950.00
01 2620 310 100		Sec Repairmen		950.00
Total		Shepard Floors		950.00
	1225-7/5/2017	Software Unlimitd, Inc.	07/17/2017	5,100.00
01 2510 319 000		Financial Accounting		5,100.00
Total		Software Unlimitd, Inc.		5,100.00
	146357	Southwest Auto	07/17/2017	1,535.37
01 2750 338 000		Bus Repairs		1,535.37
Total		Southwest Auto		1,535.37
	P996767	STUTHEIT IMPLEMENT CO	07/17/2017	142.06
01 2620 310 200		Sec Repairmen		142.06
Total		STUTHEIT IMPLEMENT CO		142.06
	405062589	Supplyworks	07/17/2017	100.34
01 2610 410 100		Elem Supplies		100.34

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Supplyworks			100.34
	SSJan-May2017mileage	Swartzendruber, Sarah	07/10/2017	417.96
01 1110 670 200		Sec Travel & Mileage		417.96
Total	Swartzendruber, Sarah			417.96
	6/29/2017-credit	SYNCB/AMAZON	07/17/2017	(19.99)
01 1110 460 200		Sec Comp Software		(19.99)
	604578781023659 2-May	SYNCB/AMAZON	07/17/2017	619.30
01 1110 560 100		Elem Computer Hardware		42.99
01 1110 560 100		Elem Computer Hardware		221.84
01 1110 560 200		Sec Computer Hardware		221.83
01 2320 690 000		Other Expense		111.67
01 2410 410 200		Sec Supplies		20.97
Total	SYNCB/AMAZON			599.31
	41113	TCA OUTDOOR POWER	07/17/2017	8.26
01 2610 410 200		Sec Supplies		8.26
Total	TCA OUTDOOR POWER			8.26
	42400	VILLAGE OF BENNET	07/17/2017	263.75
01 2610 323 100		Elem Water & Sewer		263.75
	42401	VILLAGE OF BENNET	07/17/2017	483.00
01 3540 321 100		utilities		483.00
Total	VILLAGE OF BENNET			746.75
	5/27-6/26/2017	VILLAGE OF PALMYRA	07/17/2017	343.85
01 2610 323 200		Sec Water & Sewer		24.00
01 2610 323 200		Sec Water & Sewer		24.00
01 2610 323 200		Sec Water & Sewer		42.75
01 2610 323 200		Sec Water & Sewer		49.25
01 2610 323 200		Sec Water & Sewer		203.85
Total	VILLAGE OF PALMYRA			343.85
	178935,179298,99,179	VOICE NEWS	07/17/2017	170.00
01 2310 350 000		Advertise/printing		6.73
01 2310 350 000		Advertise/printing		93.42
01 2310 350 000		Advertise/printing		36.19
01 2310 350 000		Advertise/printing		33.66
Total	VOICE NEWS			170.00
	1705-015	vonRentzell Van & Storage, Inc	07/17/2017	6,296.60
01 2620 318 200		Contracted Services		6,296.60
Total	vonRentzell Van & Storage, Inc			6,296.60
	LW6/8/17SEschool	Waiter, Linde	07/17/2017	49.10
01 6000 410 100		Elem Supplies -summer school		49.10
Total	Waiter, Linde			49.10
	1603970 7/1-9/30/17	WASTE CONNECTIONS OF NEBRASKA	07/17/2017	552.67

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 690 200		Sec Upkeep		552.67
Total	WASTE CONNECTIONS OF NEBRASKA			552.67
	5/10/17	WeViDeo	07/17/2017	987.00
01 1110 460 200		Sec Comp Software		987.00
Total	WeViDeo			987.00
	090478926-6/28/2017	WINDSTREAM	07/17/2017	305.32
01 2510 382 200		Sec Telephone		305.32
	090481120 - 6/28/2017	WINDSTREAM	07/17/2017	226.53
01 2510 382 100		Elem Telephone		226.53
Total	WINDSTREAM			531.85
Fund Number	01			91,124.52
Checking Account ID	1			91,124.52

July 2017 Bills \$91124.52

June 2017 Payroll \$384892.02

Total \$476016.54

Current Cash Balance Report

SELECTED Data

Date: 09/01/2016 thru 06/30/2017

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ACTIVITY ACCOUNT					
1 ATHLETIC	12,430.37	21,437.00	35,507.65	7,900.00	6,259.72
2 ANNUAL	7,180.46	245.00	3,587.38	0.00	3,838.08
3 MUSIC	428.27	1,401.00	525.00	0.00	1,304.27
4 ELEMENTARY UNIT	8,525.14	2,663.20	811.22	0.00	10,377.12
5 STUDENT COUNCIL	1,570.11	2,087.84	1,773.91	0.00	1,884.04
6 FFA	9,121.05	8,361.71	10,442.06	-200.00	6,840.70
7 High School UNIT	4,617.91	2,483.88	5,234.99	-30.00	1,836.80
8 P CLUB	1,032.28	0.00	0.00	0.00	1,032.28
9 FCCLA	2,192.47	1,262.80	1,694.27	200.00	1,961.00
10 MISC ACCOUNT	1,831.11	2,256.52	680.59	-0.90	3,406.14
11 Art Club	531.91	0.00	67.44	0.00	464.47
12 National Honor Society	168.59	0.00	692.94	529.50	5.15
13 Speech	24.33	0.00	0.00	0.00	24.33
14 1st Grade	2,361.44	0.00	0.00	0.00	2,361.44
15	0.00	0.00	0.00	0.00	0.00
16 Concessions	1,753.14	10,651.74	9,528.62	125.00	3,001.26
17 Basketball camps	2,579.00	4,403.91	4,615.43	0.00	2,367.48
18 Bonds	0.00	0.00	0.00	0.00	0.00
19 Interest	123.72	47.60	0.00	-1.00	170.32
20 Union Bank	0.00	0.00	0.00	0.00	0.00
21 Palmyra Sports Apparel	0.00	0.00	0.00	0.00	0.00
22 Fields Scholarship	4,863.80	0.00	0.00	0.00	4,863.80
23 Cross Country	1,386.35	1,529.35	2,436.18	0.00	479.52
24 Industrial Arts Shop	534.69	0.00	0.00	0.00	534.69
25 Library	5,348.13	0.00	1,870.95	0.00	3,477.18
26 PARTY Group	1,453.96	79.40	374.77	0.00	1,158.59
27	0.00	0.00	0.00	0.00	0.00
28 Musical/Drama	3,158.60	2,517.55	1,625.50	0.00	4,050.65
29 wrestling	81.78	0.00	-38.50	0.00	120.28
30 GENERAL FUND REIMBURSEMENT	-195.00	3,699.12	4,220.91	-499.50	-1,216.29
31 6th grade	597.64	1,677.74	1,679.33	0.00	596.05
32 Weights	5,714.74	13,603.18	12,466.69	-203.00	6,648.23
33 Volleyball Account	4,563.99	9,156.20	7,073.93	-52.00	6,594.26
34 Imprest Fund	2,000.00	0.00	0.00	0.00	2,000.00
35 Bennet Boosters	1,589.67	0.00	0.00	0.00	1,589.67
36 Cheerleading	5,965.40	8,511.91	12,962.15	0.00	1,515.16
37 Bennet Back-Pack Program	463.99	0.00	0.00	0.00	463.99
38 Student Planners	9.00	0.00	0.00	0.00	9.00
39 Family Passes for 2016-2017	7,685.00	615.00	0.00	-4,355.00	3,945.00
40 Student Fees	6,565.00	515.00	0.00	-3,670.00	3,410.00
41 Quiz Bowl	600.08	0.00	0.00	0.00	600.08
42 Jr. High Basketball	20.50	0.00	0.00	0.00	20.50
43	0.00	0.00	0.00	0.00	0.00
44 Spanish	-0.90	391.00	376.45	0.90	14.55
45	0.00	0.00	0.00	0.00	0.00
46 Class of 2016	282.52	0.00	0.00	0.00	282.52
47 National Breast Cancer Foundation	0.00	0.00	0.00	0.00	0.00
48 Class of 2018	0.00	3,017.20	1,575.09	0.00	1,442.11
49 Show Choir	102.36	877.15	847.27	0.00	132.24
50 Insurance l-Pads	15,975.00	2,278.08	1,622.00	0.00	16,631.08
51 Golf	441.67	0.00	65.04	0.00	376.63
52 Class of 2017	774.12	505.50	1,278.79	0.00	0.83
53 Class of 2019 j	0.00	0.00	850.00	0.00	-850.00

SELECTED Data

Current Cash Balance Report

Date: 09/01/2016 thru 06/30/2017

Arranged by:
Group ID and Activity Number

<u>Activity Number and Name</u>	<u>Beginning Cash</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Adjustments</u>	<u>Cash Balance</u>
A ACTIVITY ACCOUNT Totals:	126,453.39	106,275.58	126,448.05	-256.00	106,024.92
Report Totals:	126,453.39	106,275.58	126,448.05	-256.00	106,024.92

Fund: 01 GENERAL FUND						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes-other	0.00	0.00	0.00	0.00	0.00
01 1110	Local Property Taxes	4,755,409.00	228,769.23	4,145,798.70	87.18	609,610.30
01 1115	Carline Tax	0.00	0.00	0.00	0.00	0.00
01 1125	Motor Vehicle Tax	250,446.00	26,950.43	207,387.88	82.81	43,058.12
01 1200	Tuition	0.00	0.00	0.00	0.00	0.00
01 1210	Tuition Other Districts	0.00	0.00	880.00	0.00	(880.00)
01 1250	Summer Tuition	10,000.00	150.00	3,500.00	35.00	6,500.00
01 1270	Preschool Tuition & Fees	10,000.00	0.00	11,200.90	112.01	(1,200.90)
01 1270 0002	Preschool Tuition & Fees	0.00	0.00	275.00	0.00	(275.00)
01 1310	Transportation Other District	0.00	0.00	0.00	0.00	0.00
01 1410	Interest On Investments	0.00	119.48	941.13	0.00	(941.13)
01 1610	Local License Fees	0.00	0.00	800.00	0.00	(800.00)
01 1810	Community Services	20,000.00	134.86	26,285.23	131.43	(6,285.23)
01 1910	Rental Of School Facility	200.00	0.00	270.00	135.00	(70.00)
01 1990	Other Local Receipts	0.00	0.00	30.00	0.00	(30.00)
Subtotal: LOCAL RECIEPTS		5,046,055.00	256,124.00	4,397,368.84	87.14	648,686.16
01 2110	Co Fines & License Fees	20,000.00	2,044.13	36,527.12	182.64	(16,527.12)
01 2130	Other Local Receipts	0.00	0.00	358.42	0.00	(358.42)
01 2150 0002	SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00
01 2190	Sencap tuition	0.00	0.00	0.00	0.00	0.00
01 2200	Esu Receipts-other	0.00	0.00	0.00	0.00	0.00
01 2210	Esu Receipts	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: COUNTY AND ESU RECEIPTS		25,000.00	2,044.13	36,885.54	147.54	(11,885.54)
01 3100	State Appropriation	163,489.00	0.00	0.00	0.00	163,489.00
01 3110	State Aid	0.00	16,349.00	163,490.00	0.00	(163,490.00)
01 3120	Spec Ed/school Age	100,000.00	48,825.00	303,052.00	303.05	(203,052.00)
01 3125	Special ed Transportation	1,500.00	0.00	7,283.00	485.53	(5,783.00)
01 3130	Homestead Exemption	20,000.00	14,157.65	47,170.70	235.85	(27,170.70)
01 3131	Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3135	Pymts/high Abil Learners	3,500.00	0.00	5,282.00	150.91	(1,782.00)
01 3140	Drivers Education	0.00	0.00	4,500.00	0.00	(4,500.00)
01 3180	Pro-Rate Motor Vehicle	7,000.00	0.00	0.00	0.00	7,000.00
01 3200	State Apportionment	52,000.00	0.00	78,404.32	150.78	(26,404.32)
01 3300	In Lieu Of School Land Tax	0.00	0.00	0.00	0.00	0.00
01 3500	Quality Ed Incentive Grant	0.00	0.00	0.00	0.00	0.00
01 3512	District Education Incentive	0.00	0.00	0.00	0.00	0.00
01 3513	Mentor Grant	0.00	0.00	0.00	0.00	0.00
01 3540	State Early Childhood	35,000.00	1,523.00	1,523.00	4.35	33,477.00
01 3990	Other State Receipts	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: STATE RECEIPTS		407,489.00	80,854.65	610,705.02	149.87	(203,216.02)
01 4100	NCLB Title 1 Part A, Carry Over	0.00	0.00	0.00	0.00	0.00
01 4200	NCLB Title 1 Part A, Current Year	32,000.00	0.00	44,811.00	140.03	(12,811.00)
01 4201	NCLB consolidated	0.00	0.00	0.00	0.00	0.00
01 4300	NCLB Title V Part A (Innovation Edu	5,000.00	0.00	0.00	0.00	5,000.00
01 4310	Title II	0.00	0.00	8,289.00	0.00	(8,289.00)
01 4320	R.E.A.P. Rural Education Achievemen	0.00	0.00	0.00	0.00	0.00
01 4400	Title VI-B Pre-School Special Educa	0.00	0.00	0.00	0.00	0.00
01 4401	Title VI-B Programs	0.00	0.00	0.00	0.00	0.00
01 4402	Title VI-B Transportation	0.00	0.00	0.00	0.00	0.00
01 4403	Title VI-B Other	0.00	0.00	0.00	0.00	0.00
01 4404	IDEA Part B Base Allocation	0.00	0.00	8,229.00	0.00	(8,229.00)
01 4406	Idea base 3-5	0.00	0.00	3,887.00	0.00	(3,887.00)
01 4406 0002	IDEA BASE 3-5	0.00	0.00	0.00	0.00	0.00

Revenue Summary Report
Processing Month: 06/2017
Regular; Processing Month 06/2017

Fund: 01 GENERAL FUND						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 4410	IDEA Enrollment/Poverty	85,000.00	0.00	15,096.00	17.76	69,904.00
01 4425	Title VI-B Class Size Reduction	0.00	0.00	0.00	0.00	0.00
01 4450	Medicaid Reimbursement	7,500.00	0.00	0.00	0.00	7,500.00
01 4455	Medicaid Admin Activities Pub Schoo	10,000.00	1,239.52	9,106.81	91.07	893.19
01 4455 0002	MEDICAID ADMIN ACTIVITIES PUBLIC SC	0.00	0.00	0.00	0.00	0.00
01 4500	Star Grant	0.00	0.00	0.00	0.00	0.00
01 4580	Ed Jobs	0.00	0.00	0.00	0.00	0.00
01 4599	Fed State Fiscal Stabilization ARRA	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: Idea Part B Enrollment /Pover	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA idea	0.00	0.00	0.00	0.00	0.00
01 4630 0002	ARRA Aideaprespymt	0.00	0.00	0.00	0.00	0.00
01 4690	Other Federqal Non-Categorical Rece	0.00	0.00	0.00	0.00	0.00
01 4700	Federal Vocational Education	0.00	0.00	0.00	0.00	0.00
01 4750	School to Work	0.00	0.00	0.00	0.00	0.00
01 4810	ARRA TITLE 1	0.00	0.00	0.00	0.00	0.00
01 4900	Other Federal Receipts	0.00	0.00	0.00	0.00	0.00
01 4955	NCLB Title II Part A (teacher/princ	0.00	0.00	0.00	0.00	0.00
01 4960	NCLB Title IV Part A (Safe & Drug F	0.00	0.00	0.00	0.00	0.00
01 4965	Goals 2000	0.00	0.00	0.00	0.00	0.00
01 4975	Innovation in Education (Frameworks	0.00	0.00	0.00	0.00	0.00
01 4985	NCLB Title II Part D (Technology)	0.00	0.00	0.00	0.00	0.00
01 4990	R.E.A.P.	0.00	0.00	5,765.00	0.00	(5,765.00)
01 4992	REAP	20,000.00	34,799.59	78,757.59	393.79	(58,757.59)
01 4994	SCIP	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		159,500.00	36,039.11	173,941.40	109.05	(14,441.40)
01 5000	Non Revenue Receipts-other	0.00	0.00	46.24	0.00	(46.24)
01 5300	insurance adj.	0.00	0.00	3,287.00	0.00	(3,287.00)
01 5400	sale of assets	0.00	0.00	0.00	0.00	0.00
01 5400 0003	Sale of Property	0.00	0.00	200.00	0.00	(200.00)
01 5500	Transfers From Funds	0.00	7,080.86	90,989.43	0.00	(90,989.43)
01 5610	Art Class Receipts	0.00	0.00	0.00	0.00	0.00
01 5620	Industrial Arts Receipts	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non Revenue Receipts	1,000.00	0.00	3,093.29	309.33	(2,093.29)
Subtotal: NON-REVENUE RECEIPTS		1,000.00	7,080.86	97,615.96	9,761.60	(96,615.96)
01 8000 0002	Transfers	0.00	0.00	9,676.47	0.00	(9,676.47)
Subtotal: Transfers		0.00	0.00	9,676.47	0.00	(9,676.47)
01 9000	9000 non programmed	0.00	0.00	0.00	0.00	0.00
01 9000 0002	NON-PROGRAMMED EXPESNES	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		5,639,044.00	382,142.75	5,326,193.23	94.45	312,850.77

Expenditure Report by Function/Object - Summary

07/11/2017 10:15 AM

Regular; Processing Month 07/2017

User ID: KFH

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
4690 OTHER FED NON-CAT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700 FED VOC & APP TECH ED (CARL PERKINS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4730 PERKINS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4870 ARRA: ESEA TITLE I PART A IMPROV ACA	10,091.00	0.00	0.00	0.00	10,091.00	0.00	0.00	10,091.00
4955 ARRA ESEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4960 TITLE IV, PRT A NCLB -SAFE & DRUG FREE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4985 TITLE II, PART D NCLB TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4990 OTHER FED CATEGORICAL RECEIPTS	18,935.00	0.00	0.00	0.00	18,935.00	0.00	0.00	18,935.00
4991 FED CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4992 REAP	45,000.00	0.00	89,271.64	196.38	(44,271.64)	0.00	0.00	(44,271.64)
4994 SPED CONTINUOUS IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6000 SUMMER SCHOOL	0.00	795.49	924.52	0.00	(924.52)	0.00	0.00	(924.52)
8000 TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000 NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 GENERAL FUND	6,292,162.00	91,124.52	5,015,336.72	79.71	1,276,825.28	0.00	0.00	1,276,825.28

SUPERINTENDENTS REPORT

1. The Nebraska Department of Education has classified District OR-1 as Accredited for school year 2017-18.
2. Construction continues in Palmyra. Pictures below show progress.







3. Expenditure exclusions for fiscal 2017 have been filed with the Nebraska Department of Education. They include the Retirement Contribution exclusion. Exclusions are intended to be outside the \$1.05 levy limit.

4. Work at Bennet Elementary is in the punch list phase with items including but not limited to fencing around the chiller and the north HVAC unit, landscaping, final punch list work, roofing and painting, and the project to convert the classroom lights to LED as separate items.

5. Budget projections will reflect an increase that includes new staffing, current staff salary schedule movement and benefit price increases. This includes salary schedule movement, base salary increase, insurance cost increase and additional staffing. I will be meeting with you in a work session later this month to review this information. Since fiscal 2007 the district has averaged a 2.5 % expenditure increase without adding staffing. We will not receive our county valuation figures until August 20th. We are slightly behind the curve with regard to budgeting as our State Aid and Budget Authority were released later than normal due to legislative action.

6. New home construction continues to take place within the district. While this growth is most notable in Bennet and in the Timber Lake development it should be is also taking place in rural areas throughout the district including new lots available in Otoe county. Over time this will continue to add to the district's residential valuation noting that there are several developments planned for the near future continuing the growth trend. In certain parts of the district residential valuations have increased significantly.



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

June 5, 2017

ADMINISTRATOR
PALMYRA DISTRICT OR1
PO BOX 130
PALMYRA, NE 68418

Dear Administrator:

On June 2, 2017, the State Board of Education voted to classify your school system as Accredited for the period of July 1, 2017, through June 30, 2018. This action follows a recommendation of the State Accreditation Committee and is based upon records indicating that your school operated in compliance with the accreditation requirements in Rule 10 (*Regulations and Procedures for the Accreditation of Schools*) for the 2016-17 school year. This action confers upon your school system the legal right to fulfill provisions of the compulsory education law, to promote students, and, in public schools, to draw upon and expend tax funds.

We have appreciated the cooperation you have extended to us during the past year in the continued efforts to provide quality education to Nebraska students.

Sincerely,

A handwritten signature in cursive script that reads "Freida Lange".

FREIDA LANGE, Administrator
Accreditation and School Improvement

2017-2018
Classified Employees Handbook
Palmyra District OR-1

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Receipt of Handbook

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2017-2018 and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. The Jr.-Sr. High School (grades 7-12) is located in Palmyra and the Elementary School (grades PreK-6) is located in Bennet. Students attending the schools of District OR-1 come from the communities of Bennet, Cheney, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

Foreword

The student population has grown at a manageable rate to between 475 to slightly less than 510 students PK-12 over the last ten years. With the southeasterly expansion of the city of Lincoln, however, growth in the student population in the next few years appears is expected to continue at a steady rate. The recent expansion and remodeling of buildings at both Palmyra and Bennet have room for additional students, but the uncertainty of how much and how fast the student population is apt to grow in the near future has created an opportunity to plan for the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 School Mission Statement

The mission of District OR-1 is “Together, we prepare our students to successfully meet the challenges of the future.” Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State’s academic content standards and essential learning and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to satisfy this mission by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;

Foreword

- Implementation of a curriculum that meets the following:
 - Is based on state standards and such additional standards; as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life-long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and
 - Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Doug Church, Vice President	charlynnchurch@aol.com
Brandon Desh	deshfor1@gmail.com
Jaimi Calfee	moebabbs@aol.com
Lance Gee	l-jgee@hotmail.com
Clayton Maahs, President	cmaahs@windstream.net
Susan Steward	suestew@windstream.net

Section 5 Administrative Staff

Name	Position
Robert L. Hanger	Superintendent
David Bottrell	Secondary Principal

Foreword

Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Becky Hall	Elementary	1
Carrie Wusk	Elementary	1
Lisa Dowding	Elementary	1
Florene Schauer	Elementary	2
Gina Christensen	Elementary	2
Jillian Kepler	Elementary	3
Lexus Kleeb	Elementary	3
Sadie Struebing	Elementary	3
Nichole Ourada	Elementary	4
Stacy Sullivan	Elementary	4
Amanda Malone	Elementary	5
Thomas McChristian	Elementary	5
Sandra Murphy Robb	Instrumental Music	5-12
Lonnie Goodrich	Elementary	6
Mindy Wolfgang	Elementary	6
Andrew Conn	Business Education	7-12
Michael Chaffee	Counselor	7-12
Cassidy Buescher	English	7-12
Ryan Pollock	English	7-12
Rebecca Cunningham	Family & Consumer Science	7-12
Bradley Gabriel	Industrial Technology	7-12
Kim Jensen	Math	7-12
Tyler Maas	Math	7-12
Charlynn Church	Science	7-12
Jon Davenport	Science	7-12
Jeff Panko	Social Studies	7-12
Mark Kotik	Social Studies	7-12

Foreword

Rebecca Gill Renken	Spanish	7-12
Aaron Hoeft	Special Education	7-12
Jennifer Ferretti	Special Education	7-12
Michael Trausch	Special Education	7-12
Tatum Barbur	Special Education	7-12
Kenneth Malone	Vocational Agriculture	7-12
Brittany Draeger	Elementary	Pre-School
Erin Formanek	Elementary	Pre-School
Angela Nitzsche	Elementary	K
Rebecca Dvorak	Elementary	K
Beth McCreight	Vocal Music	K-12
Burke Brown	Business/Technology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	K-12
Jennifer Whyman	Special Education	K-12
Matt Smidt	Librarian/Media	K-12
Ron Wergin	Physical Education	K-12
Sarah Swartzendruber	Art	K-12
Taytum Barbur	Special Education	K-12
Tracy Pella	School Psychologist	K-12
Abigail Swartzendruber	Title I	K-6
Jacklyn Engelhardt	Special Education	K-6
Jennifer Hanger	Elementary	K-6
Jessica Hinrichsen	Special Education	K-6
John Miller	Physical Education	K-6
Elyse Moore	Speech Pathology	PreK-12
Jiree Wilson	Speech Pathology	PreK-12

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Deb Knorr-Daniel Kelley		Bus Driver
Clayton Maahs		Bus Driver

Foreword

Dallas Svoboda		Bus Driver
Vicki Hillman		Bus Driver
James Duff		Bus Driver
Karen Hatcher	District Office	Secretary
LaDona Lilley	District Office	Bookkeeper
TBA	Elementary	Food Service
TBA	Elementary	Food Service
Deb Boell	Elementary	Lunch Program Supervisor
Carol Nisley	Elementary	Para-educator
Kelli Jones	Elementary	Library Para-educator
Trevor Pope	Elementary	Para-educator
Deb Woods	Elementary	Para-educator
Jennifer Schmidt	Elementary	Para-educator
Laura Dawson	Elementary	Secretary
Sara Allen	Elementary/High School	Para-educator
Scott Willeford	Elementary	Head Custodian
Sandy Miller	Jr.-Sr. High School	Para-educator
Jane Powell	Jr.-Sr. High School	Secretary
Steven Meyer	Jr.-Sr. High School	Head Custodian
Jule Maahs	Jr.-Sr. High School	Lunchroom Supervisor
Lisa Phillips	Jr.-Sr. High School	Food Services Para
Jean Knoll	Jr.-Sr. High School	Food Service
Jodi Smith	Jr.-Sr. High School	Food Service
Kim Hartwick	Preschool	Para-educator
Denise Knutson	K-12	Para-educator
TBA	Preschool	Para-educator

For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 2017-2018 Calendar

August

- 7 Start of Fall Practice
- 9-11 Teacher In-service
- 14 Students First Day

September

- 4 No School - Labor Day
- 19 PTC's 2:00-8:00 Early Dismissal

October

- 13 End of 1st Quarter
- 16 Start 2nd Quarter
- 20 No School

November

- 13 Start Winter Practice
- 22-24 No School - Thanksgiving Break

December

- 22 End of 1st Semester
- 23-27 Moratorium on Games/Practice
- 22-31 Winter Vacation

January

- 1-2 Winter Vacation
- 3 Start of 3rd Quarter
- 15 Martin Luther King Day Teacher In-Service (No School)

February

- 5 Teacher In-Service (No School)
- 6 PTC's 2:00-8:00 Early Dismissal
- 26 Start of Spring Practice

March

- 2 No School
- 8 End of 3rd Quarter
- 9 No School Spring Break
- 12 Start 4th Quarter
- 30 No School - Spring Break

April

- 2 No School - Spring Break

May

- 12 Graduation
- 17 End of 2nd Semester-Early Dismissal
- 18 Teacher Work Day
- 5 Early Dismissals Elementary 1:10 High School 1:30:
October 19, December 21, March 8, 29, May 17.

Article 1 – School Calendar and Schedules

Section 2 Daily Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:37

Section 3 Shortened Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. 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. You should treat the absence like any other absence for legitimate causes

Article 1 – School Calendar and Schedules

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.

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Employment occurs when the employee signs the Employee’s Contract and the Board of Education approves such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks’ written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The termination of employment will be acted upon by the Board of Education at a regular or special meeting.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal’s office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Salary Payments. Salary is payable on a once per month basis when services are performed. Employees are paid on the 15th of the month, or the last preceding school day, if the 15th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, or upon fulfillment of the contract, employees may, at the option of the Board, be paid all salary due in one lump sum.

Article 2 – Employment, Compensation and Benefits

Section 6 Benefits

Classified staff employees are provided sick leave in proportion to their full-time equivalency. Year around classified staff employees are provided LTD and group life insurance at the employee's expense. The cost of LTD premiums will be added to the employee's income. All classified staff employees are eligible to participate in the district's section 125 plan. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights will be provided to you or will be made available upon request from the Superintendent's office.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 Payroll and Payroll Deductions

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement, if any.

Section 8 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the employee's immediate supervisor or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly payroll after sufficient support documentation is provided.

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Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose.

Section 9 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. Falsification of time cards is a serious offense.

Non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a

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complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District’s policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave form to the employee's supervisor. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or direct supervisor before 6:30 a.m. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or direct supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position to their supervisor and to request a meeting with the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The District will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Article 3 – Absences From Work

Section 2 Paid Leave - Sick and Personal Leaves

Employees are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with their employment contract and Board policy. During such paid leaves, employees continue to receive their salary and fringe benefits.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified staff employee who becomes ill and is unable to work is to contact the employee's immediate supervisor before 7:00 A.M. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the employee's immediate supervisor as to whether the classified staff employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified staff employee is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the district office at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave.

Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the employee's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Return from Leave

Upon return from leave, classified employees are to review information supplied by the substitute classified staff employee, if any, as to progress made in the classified staff employee's area of responsibility. The substitute should be contacted directly if the written information supplied is not adequate.

A classified staff employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the classified staff employee's physician or health care provider stating that the classified staff employee is physically able to return to duty. This statement is to be presented in person before the classified staff employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Article 3 – Absences From Work

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed. In the case of hourly employees the reduction will be made on an hourly basis. In the case of salaried employees the reduction will be made on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 Leaves of Absence

An employee may apply to the Board of Education for a leave of absence from the employee's duties. The Board of Education considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a “group health plan” will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or

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continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or

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local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster (Appendix “B”) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Robert L. Hanger, Superintendent, at 402-780-5327.

Section 8 Military and Family Military Leave

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

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

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

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

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

Article 3 – Absences From Work

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the District is not an opposing party in the legal matter.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the Principal or their supervisor.

Employees who leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours for an approved absence must check out with the Principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office or their supervisor and make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.
3. Requisition of Equipment and Supplies. Equipment, books and supplies that are needed for work duties should be requested through the Principal's office. No

Article 4 – Duties and Responsibilities

equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. E-mail. Employees may be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Employees should check for e-mail throughout the duty day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District’s e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communications regarding school business.
6. Record Keeping. Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your supervisor.
7. Employees Meetings. Employees’ meetings will be held as needed. **ALL** employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 5 Supervision of Students

Proper supervision of students is an important responsibility. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
 - Report to all duty assignments on time.
 - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
 - Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

Article 4 – Duties and Responsibilities

- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Article 4 – Duties and Responsibilities

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Office administration should be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Treat students fairly and consistently without consideration of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Staff shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes, or is required by law.

Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 6 Role of Para Educators

Para educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Para educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility

Article 4 – Duties and Responsibilities

for the students, with the Para educator in a supportive role. Para educators may assist the 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. Para educators are to work only on their assigned workdays and within their assigned workday. If a teacher requests a Para educator to work hours other than the assigned work hours or assigned workday, the administration should be contacted for approval.

Section 7 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; with the exception of students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission slips to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel are not to administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 8 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or

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6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for an employee. However, informing a Principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email. District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and

Article 4 – Duties and Responsibilities

consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

District OR-1 expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.

Article 5 – Personal and Professional Conduct

3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

Article 5 – Personal and Professional Conduct

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;

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4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of a contract or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.

Article 5 – Personal and Professional Conduct

- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student’s physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee’s problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee’s personal vehicle without express permission of the student’s parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student’s parent or school administrator.
- Inviting a student to the employee’s home without prior express permission of the student’s parent and school administrator.
- Going to the student’s home when the student’s parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

Employees who observe or become aware of a violation of the foregoing expectations by other employees are to report the matter to the Principal or the Superintendent.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

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Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

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2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employee must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next

Article 5 – Personal and Professional Conduct

higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties. Employees are not required to notify the District of outside employment except: (1) employees who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) employees who have a work-related injury in order to comply with workers' compensation requirements.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while employees are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment employee will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

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

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

Article 6 – Use of School Facilities and Equipment

The term “weapon” means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
9. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee's personal possession, as well as in an employee’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Article 6 – Use of School Facilities and Equipment

Section 4 Use of District Computer Network and Internet

Employees have access to the District’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District’s technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

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

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Incidental or de minimis personal use is not prohibited by this provision. This exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for

Article 6 – Use of School Facilities and Equipment

personal use; or sending an e-mail related to one’s own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - 1. Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2. Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
 - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4. Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7. Users shall not engage in any form of vandalism of the technology resources.
 - 8. Users shall follow the generally accepted rules of network etiquette. The Administrator or designees may further define such rules.

- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1. To access any material contrary to the District’s Internet Safety Policy; or to create or generate any such material.
 - 2. To engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3. To engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening

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or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. To promote or tolerate violations of student conduct rules.
 5. To engage in illegal activity, such as gambling.
 6. In a manner contrary to copyright laws.
 7. In a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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

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

Article 6 – Use of School Facilities and Equipment

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

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 6 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on District property, including checking in. Employees are not to bring their children to work with them in lieu of taking them to childcare.

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Section 9 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees must not use time for which the employee is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The District exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

The Board of Education has authorized the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Web Page

Bulletin boards and electronic media (web page) and other communication devices are maintained for the purposes of conveying information about the District's activities and programs and for

Article 6 – Use of School Facilities and Equipment

educational purposes related to such activities and programs. The District’s communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the District’s communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the District, or communications that promote activities not suitable for school-age children.

Any website links on the District’s web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the District. The District makes no representations or warranties of any kind with regard any such links.

Section 13 Copyright and Fair Use Policy

It is the District’s policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

Section 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Article 6 – Use of School Facilities and Equipment

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers' association. Employees can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers' association representative of the safety committee, (2) contact the President of the teachers' association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices for employees include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.
11. Do not engage in "horseplay." Such conduct is a common cause of injuries and is not consistent with job duties. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Article 6 – Use of School Facilities and Equipment

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Safe Driving

Employees 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. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid.

Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices and are responsible for any injury or accident. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. When transporting students or using a school vehicle, employees are not to use cell phones or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Accidents

Every accident which results in a personal injury must be reported to the Principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599
(800) 877-8339 (telecommunications device
for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000; TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, Palmyra, NE 68418, (402) 780-5327:

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent

Article 7 – State and Federal Programs

Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of District OR-1 is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission, access, or treatment with regard to its programs and activities or with regard to employment. The District and its staff shall comply with all applicable state and federal laws prohibiting discrimination.

Decisions with regard to employment, discharge, compensation, and terms and conditions of employment shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. There shall be no discrimination against an applicant or employee because of membership or activity in an employee organization or because of protected free speech activities.

Preventing Harassment and Discrimination

District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person’s protected status constitutes harassment when the conduct unreasonably interferes with the person’s work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person’s age.

Article 7 – State and Federal Programs

3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:
 - a. Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a

Article 7 – State and Federal Programs

disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Employees may have access to only those education records in which they have a legitimate educational interest, unless the parent has given written and dated consent for the access. An employee who violates this restriction shall be subject to disciplinary action up to and

Article 7 – State and Federal Programs

including termination. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**RECEIPT OF 2017-2018 CLASSIFIED EMPLOYEE HANDBOOK OF
DISTRICT OR-1**

This signed receipt acknowledges receipt of the 2017-2018 Classified Employee Handbook of District OR-1. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Employee's Signature

Return to:

Robert L. Hanger, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____
Employee's Signature _____ Date: _____

Return to:

Robert L. Hanger, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

2017-2018 TEACHER HANDBOOK PALMYRA DISTRICT OR-1

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Receipt of Teacher Handbook

District OR-1 Teacher Handbook 2017-2018 School Year

FOREWORD

Section 1 Intent of Handbook

Welcome to District OR-1. This handbook is intended to be used by teachers and other certificated staff to provide general information about District OR-1 and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the District OR-1 and the District OR-1 Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District.

This handbook will be in effect for the 2017-2018 and subsequent school years unless replaced by a later edition.

Section 2 Information About District OR-1

District OR-1 was formed in 1965 when the K-12 school districts of Bennet and Palmyra joined together to become one. The Jr.-Sr. High School (grades 7-12) is located in Palmyra and the Elementary School (grades PreK-6) is located in Bennet. Students attending the schools of District OR-1 come from the communities of Bennet, Cheney, Douglas, Palmyra, surrounding rural areas, and from districts that are contiguous to District OR-1 via the option enrollment program.

Due to the district's close proximity to the metropolitan areas of the state, the labor force is diversified and the majority of the residents commute to nearby larger communities to work. The

Foreword

majority of employment opportunities are in the areas of managerial, professional, technical, sales, and administrative support.

The student population has grown at a manageable rate to between 475 to slightly less than 510 students PK-12 over the last ten years. With the southeasterly expansion of the city of Lincoln, however, growth in the student population in the next few years appears is expected to continue at a steady rate. The recent expansion and remodeling of buildings at both Palmyra and Bennet have room for additional students, but the uncertainty of how much and how fast the student population is apt to grow in the near future has created an opportunity to plan for the future.

The total valuation of District OR-1 has increased an average of eight percent per year for the past ten years in spite of the fact that Lincoln continues to annex property affiliated with the district on the southeastern outskirts of Lincoln. Much of the valuation increase has come in the form of new residential properties. With a decline in the availability of building lots in Lincoln, a significant number of properties located within District OR-1 have recently been platted and made ready for development. It appears likely that the growth in valuation due to the development of residential properties will create a corresponding growth in student population.

Section 3 School Mission Statement

The mission of District OR-1 is “Together, we prepare our students to successfully meet the challenges of the future”. Our governing Principles are as follows:

- Model and reinforce a sense of self-respect and respect for others
- Provide equal opportunity for each student to develop his/her potential
- Seek and integrate educationally sound innovations into the curriculum
- Provide a safe learning environment

District OR-1 endeavors to provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to reach the following outcomes:

- Proficient in meeting the State’s academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;

Foreword

- Implementation of a curriculum that meets the following:
 - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education;
 - Is appropriate for the developmental level of the students;
 - Addresses diverse learning needs;
 - Instills a passion for learning and the importance of life-long learning;
 - Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information;
 - Develops expected work ethics, as well as group participation and leadership skills;
 - Incorporates character education and multicultural education, including respect for diversity;
 - Provides for application of technology in all learning areas;
 - Provides access to advanced courses; and
 - Is organized in a schedule that is functional and meets student needs in all curriculum areas.
- Providing a supportive learning environment which includes:
 - a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity;
 - learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and

Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

Section 4 Members of the Board of Education

Name	Contact Information
Doug Church, Vice President	charlynnchurch@aol.com
Brandon Desh	deshfor1@gmail.com
Jaimi Calfee	moebabbs@aol.com
Lance Gee	l-jgee@hotmail.com
Clayton Maahs, President	cmaahs@windstream.net
Susan Steward	suestew@windstream.net

Section 5 Administrative Staff

Name	Position
Robert L. Hanger	Superintendent

Foreword

David Bottrell	Secondary Principal
Linde Walter	Elementary Principal
Aaron Hoeft	Activities Director

Section 6 Certified Staff

Name	Department	Grades
Becky Hall	Elementary	1
Carrie Wusk	Elementary	1
Lisa Dowding	Elementary	1
Florene Schauer	Elementary	2
Gina Christensen	Elementary	2
Jillian Kepler	Elementary	3
Lexus Kleeb	Elementary	3
Sadie Struebing	Elementary	3
Nichole Ourada	Elementary	4
Stacy Sullivan	Elementary	4
Amanda Malone	Elementary	5
Thomas McChristian	Elementary	5
Sandra Murphy Robb	Instrumental Music	5-12
Lonnie Goodrich	Elementary	6
Mindy Wolfgang	Elementary	6
Andrew Conn	Business Education	7-12
Michael Chaffee	Counselor	7-12
Cassidy Buescher	English	7-12
Ryan Pollock	English	7-12
Rebecca Cunningham	Family & Consumer Science	7-12
Bradley Gabriel	Industrial Technology	7-12
Kim Jensen	Math	7-12
Tyler Maas	Math	7-12
Charlynn Church	Science	7-12
Jon Davenport	Science	7-12

Foreword

Jeff Panko	Social Studies	7-12
Mark Kotik	Social Studies	7-12
Rebecca Gill Renken	Spanish	7-12
Aaron Hoeft	Special Education	7-12
Jennifer Ferretti	Special Education	7-12
Michael Trausch	Special Education	7-12
Taytum Barbur	Special Education	7-12
Kenneth Malone	Vocational Agriculture	7-12
Brittany Draeger	Elementary	Pre-School
Erin Formanek	Elementary	Pre-School
Angela Nitzsche	Elementary	K
Rebecca Dvorak	Elementary	K
Beth McCreight	Vocal Music	K-12
Burke Brown	Business/Technology	K-12
Emily Buddenberg	Speech Language/Deaf Ed.	K-12
Jennifer Whyman	Special Education	K-12
Matt Smidt	Librarian/Media	K-12
Ron Wergin	Physical Education	K-12
Sarah Swartzendruber	Art	K-12
Tracy Pella	School Psychologist	K-12
Abigail Swartzendruber	Title I	K-6
Jacklyn Engelhardt	Special Education	K-6
Jennifer Hanger	Elementary	K-6
Jessica Hinrichsen	Special Education	K-6
John Miller	Physical Education	K-6
Elyse Moore	Speech Pathology	PreK-12
Jiree Wilson	Speech Pathology	PreK-12

Foreword

Section 7 Classified Staff

Name	Building	Position
Cathy Fick		Bus Driver
Deb Knorr-Daniel Kelley		Bus Driver
Clayton Maahs		Bus Driver
Dallas Svoboda		Bus Driver
Vicki Hillman		Bus Driver
James Duff		Bus Driver
Karen Hatcher	District Office	Secretary
LaDona Lilley	District Office	Bookkeeper
TBA	Elementary	Food Service
TBA	Elementary	Food Service
Deb Boell	Elementary	Lunch Program Supervisor
Carol Nisley	Elementary	Para-educator
Kelli Jones	Elementary	Library Para-educator
Trevor Pope	Elementary	Para-educator
Deb Woods	Elementary	Para-educator
Jennifer Schmidt	Elementary	Para-educator
Laura Dawson	Elementary	Secretary
Sara Allen	Elementary/High School	Para-educator
Scott Willeford	Elementary	Head Custodian
Sandy Miller	Jr.-Sr. High School	Para-educator
Jane Powell	Jr.-Sr. High School	Secretary
Steven Meyer	Jr.-Sr. High School	Head Custodian
Jule Maahs	Jr.-Sr. High School	Lunchroom Supervisor
Lisa Phillips	Jr.-Sr. High School	Food Services Para
Jean Knoll	Jr.-Sr. High School	Food Service
Jodi Smith	Jr.-Sr. High School	Food Service
Kim Hartwick	Preschool	Para-educator
Denise Knutson	K-12	Para-educator
TBA	Preschool	Para-educator

* For other staff contacts, please visit the school's webpage.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

District OR-1 2017-2018 Calendar

August

- 7 Start of Fall Practice
- 9-11 Teacher In-service
- 14 Students First Day

September

- 4 No School - Labor Day
- 19 PTC's 2:00-8:00 Early Dismissal

October

- 13 End of 1st Quarter
- 16 Start 2nd Quarter
- 20 No School

November

- 13 Start Winter Practice
- 22-24 No School - Thanksgiving Break

December

- 22 End of 1st Semester
- 23-27 Moratorium on Games/Practice
- 22-31 Winter Vacation

January

- 1-2 Winter Vacation
- 3 Start of 3rd Quarter
- 15 Martin Luther King Day Teacher In-Service (No School)

February

- 5 Teacher In-Service (No School)
- 6 PTC's 2:00-8:00 Early Dismissal
- 26 Start of Spring Practice

March

- 2 No School
- 8 End of 3rd Quarter
- 9 No School Spring Break
- 12 Start 4th Quarter
- 30 No School - Spring Break

April

- 2 No School - Spring Break

May

- 12 Graduation
- 17 End of 2nd Semester-Early Dismissal
- 18 Teacher Work Day
- 5 Early Dismissals Elementary 1:10 High School 1:30:
October 19, December 21, March 8, 29 May 17.

Article 1 - School Calendar and Schedules

Section 2 Daily Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 9:05
Period 2	9:08 – 9:58
Period 3	10:01 – 10:51
Period 4	10:54 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:51
Period 7	1:55 – 2:44
Period 8	2:47 – 3:37

Section 3 Shortened Schedule

Jr.-Sr. High School

First Bell	8:10
Period 1	8:15 – 8:48
Period 2	8:51 – 9:24
Period 3	9:27 – 9:59
Period 7	10:02 – 10:34
Period 8	10:37 – 11:09
Period 4	11:12 – 11:44
Period 5	11:47 – 12:58
Period 6	1:01 – 1:33

Section 4 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being required to come to school even in the event of a school closing.

Article 1 - School Calendar and Schedules

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. 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. You 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.

Emergency Conditions. District OR-1 has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 5 Contract Days

Teachers are contracted for 185 contract days for school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 6 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by District OR-1 when the teacher signs the Teacher’s Contract and the Board of Education approves such contract of employment. The teacher’s employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher’s employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher’s contract. If a teacher signifies acceptance of employment for the next school year the teacher may either be issued a new Teacher’s Contract or a “Contract Renewal Agreement.”

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-829.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher’s position and to diligently and faithfully perform the assigned duties to the best of the teacher’s professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such “extra duty” assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular

Article 2 – Employment, Compensation and Benefits

program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Article 2 – Employment, Compensation and Benefits

Section 6 Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at the agreed schedule placement on a per diem basis for such teacher's extended time.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the

Article 2 – Employment, Compensation and Benefits

Athletic Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 403(b) Salary Reduction Agreements

The District has suspended participation in investment programs under Internal Revenue Code Section 403(b).

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a “salary basis.” Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix “B” to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee's regular rate of pay for hours worked in excess of the 40 hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. (Teaching professionals are not subject to the “salaried basis” test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a “salaried basis” test for the

Article 2 – Employment, Compensation and Benefits

exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Paid Leaves

1. *Paid Leaves Available.* District OR-1 makes the following forms of paid leaves available to certificated employees: Sick Leave, Bereavement Leave and Personal Leave.
2. *Nature of Paid Leave.* Paid leave is available to employees when the following specific conditions are met: (1) the employee is currently employed by the District; (2) the paid leave day is taken on a day the employee would otherwise be expected to be at work; and (3) the employee has met the conditions that are applicable to the type of paid leave that has been requested.
3. *Leave Year.* The leave year for paid leaves is the District's fiscal year.
4. *Leave Days.* Paid leave days are provided based on the same number of hours the employee is scheduled to work on the day the leave is taken. For example, if an employee is scheduled to work 6 hours on a day that sick leave is used, the use of the sick leave on that day constitutes the use of 1 full sick day. Paid leave days may not be used in increments of less than one-half day unless otherwise specified or approved.
5. *Carry-over and Accumulation.* Unused sick leave may be carried over from one leave year to the next succeeding leave year to a maximum of 45 sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing leave year or years until the accumulated number of days is less than 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days. Employees who have accumulated sick leave days in excess of said maximum prior to the 2017-2018
6. school year will continue to have the excess days available for use, but will not be given any additional sick leave days until their unused days are less than the maximum of 45, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 45 days in a leave year.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator; e.g. one day missed = $\frac{1}{185}$ of total salary and fringe benefits.

Article 3 – Absences from Work

Section 3 Unpaid Leaves

District OR-1 complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee’s available paid leaves, the absence will be an unpaid leave. The employee’s salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee’s immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The school district may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee’s immediate supervisor.

Legal Reference:	§ 25-1640
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Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal difficulties, the district offers an Employee Assistance Program. This program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem. The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee. The “EAP” programs provide confidential, short-term counseling for staff, and their dependents at no cost in most cases. Staff and eligible family members may make an appointment by contacting the provider. Contact information is available in staff work rooms or upon request.

Article 3 – Absences from Work

Section 5 Family and Medical Leave Act

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Article 3 – Absences from Work

Eligibility Requirements. You are eligible if you have been employed with District OR-1 for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of District OR-1 within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or District OR-1 may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

Article 3 – Absences from Work

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Robert L. Hanger, Superintendent at (402) 780-5327.

Section 6 Military and Family Military Leave

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

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

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

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

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)
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Section 7 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee’s child.

Article 3 – Absences from Work

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Legal Reference:	§ 48-234
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Section 8 Subpoena to Testify Leave

An employee must promptly notify the employee’s immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the school district, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding, unless the employee’s involvement in the legal matter is solely due to actions taken in connection with the employee’s work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such period of time as will, when considering the employee’s non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee’s salary or wages on account of such absence. The employee’s supervisor may specify the hours during which the employee may be absent for voting leave.

Legal Reference:	§ 32-922
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Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight hours on site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom, bus duty and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day of eight hours. Elementary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Secondary school teachers are to be in the building by no later than 8:00 AM, to be in their classroom no later than 8:10 AM, and to remain on duty until 4:00 PM. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

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Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least three days of advance instruction. The plans must be in the plan book. Please keep the plan book, including lesson plans, class rosters, etc. in the top right hand drawer of the teacher's desk. If that is not possible, the plan book should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student in a class record book (sometimes referred to as the grade book). This class record book must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester.
2. The name and date of entry for each student who enrolls after the semester opens.
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester—dropouts or early withdrawals.
4. A complete record of the attendance of each student enrolled showing:
 - A. Days on which the student was tardy.
 - B. Days on which the student was absent, with a differentiation between excused and unexcused absences.
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record in the teacher's class record book shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Because the entries in the class record book constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to deliver the teachers' class

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record books to the Principal at the close of the school year for filing in the permanent records. Teachers who return to District OR-1 and who wish to refer to the previous year's class record book may request the return of the class record book. Such books shall again be brought to the office for permanent filing when the teacher is finished with them, or at the close of the current term.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Bulletin Boards
Each teacher shall be responsible for completing an appropriate bulletin board regarding curriculum related matters in their primary classroom. Bulletin boards are to be completely changed no less that twice during each school year.

2. Text Book and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

3. Use of Cell Phones
Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

4. Use of Teacher Aides
Teacher aides provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Teacher aides may be used to assist the 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 grades and recording grades. Teacher aides are to work only on their assigned work days and within their assigned work day. If the teacher desires the aide to work hours other than the assigned work hours or assigned work day, contact the administration for approval.

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5. Use of Student Aides
Student aides are to be directly supervised by the teacher 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 teacher 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 teacher without another adult present after the end of regular teacher duty hours.
6. Checking Out of Equipment
All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.
7. Requisition of Equipment and Supplies
Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.
8. E-mail
Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.
9. Teacher Mail Box
Each teacher will be assigned a mailbox located in the office or work room. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mail boxes are to be limited to communications regarding school business.
10. Teachers Meetings
Teachers' meetings will be held as deemed appropriate. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

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1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at District OR-1. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.

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- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and

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during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.

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10. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School district personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger; Sexually abused; or
5. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a

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child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessments

1. State Assessments.

District OR-1 has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

2. Achieving Valid Assessments.

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

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- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
- b. Teaching for Success on Assessments.

It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.

 - i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
 - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the exclusion of other formats.
- c. Conditions for Successful Assessments.
 - i. Communications. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with

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assessment administration directions in advance and communicate the rules to students accurately and clearly.

- ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
- iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
 - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student’s 504 Plan or IEP. This includes giving “hints,” giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students’ work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all “bubble” sheet assessments and completely erase mistaken answers and extra marks on “bubble” sheet assessments). Educators are not to change answers on a student’s assessment sheet or otherwise participate in the submission of false or misleading assessment results.

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Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

District OR-1 expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.

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- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. **Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.**
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

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- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Article 5 – Personal and Professional Conduct

A. Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of District OR-1;
 - ii. Would impact the employee’s ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - iii. Would impact the employee’s Commercial Driver’s License if the employee’s job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of District OR-1, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee’s position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

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

Article 5 – Personal and Professional Conduct

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

B. Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with District OR-1. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against a person for making the report.

C. Visitors to Employees

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on District OR-1' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by

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appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734
Date of Adoption:	

E. Complaints or Concerns of Employees

Employees are to inform District OR-1 of any complaints or concerns about the operations of District OR-1 using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of District OR-1 and a duty of all of the District’s employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All employee official communications must be accurate, demonstrate sound judgment, and promote District OR-1’ mission. Employees must ensure that all applicable laws and regulations are followed by District OR-1 and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee’s immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of District OR-1.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

District OR-1 will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee’s act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and classified staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Article 5 – Personal and Professional Conduct

STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of drugs or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner; and
- Being alone with individual students by closing a room door except when dealing with issues of health by appropriate personnel;
- Inviting or allowing students to visit the staff member's home;
- Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- Exchanging personal gifts (beyond the customary student teacher gifts); and/or
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school sponsored events or except as participants in organized community activities.

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Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or superintendent if they become aware of a situation that may constitute a violation of this policy.

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services and/or law enforcement in accordance with the Board's policy on Child Abuse Reporting.

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

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

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Section 8 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Section 9 Best Practices for Guiding Staff in Use of Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on a website. A large percentage of Internet traffic is centered around the use of social media. Social media includes but is not limited to: Facebook, MySpace, Ning, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing and email. District OR-1 Schools recognizes that many employees use social media in their daily interactions with family, friends and colleagues and the personal use of social media is a choice and right of the employee. While free speech affords general protection for individuals who want to participate in social media, courts have ruled that school districts can discipline employees if their speech, including online postings, disrupts school operations or causes harm to others. The lines between public and private, personal and professional are blurred in the digital world and by virtue of being a part of the District OR-1 community or by identifying yourself as an employee online, you are now connected to colleagues, students, parents and the greater school community. Whether or not you have a disclaimer or use a different user name, you will always be identified as working for and sometimes representing District OR-1 in what you do and say online. Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the district. Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful for the opinions of others in your posts or comments. You are responsible for the content you post. Consider the words used to tag content in a social bookmarking site. Consider the avatar you select. Do your tags, descriptions, and your image portray you in a professional manner? Your online content should reflect the same standards of professionalism, honesty, respect and consideration that you use in and expect in face-to-face communication, and that it reflects a professional image that does not disrupt school business or impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employees ability to serve as a role model for children

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The District OR-1' Board of Education is committed to providing a quality education for all District OR-1' students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is recommended that the teacher record at least two grades per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall record grades in the Daily Class Record. A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each

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student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales. Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

STUDENT EVALUATION SCALE: The grade scales to be used for reporting student progress in grades 7-12 are as follows:

A	94 - 100	Excellent
B	85 - 93	Good
C	77 - 84	Satisfactory
D	70 - 76	Needs Improvement
F	Below 70	No Credit
INC	Incomplete	No Credit

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

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Reduced Credit. Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades. A student transferring into District OR-1 at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

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.

Commendation Reports. In an attempt to improve relations between the school and home, staff are asked to contact parents with positive progress reports, regarding students who are doing exceptionally well in school as well as those who are performing poorly. Too frequently parents are contacted only when there is something negative to report.

Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a student planner where necessary as a communication tool. Certified staff who may need additional support in communicating with parents should contact their building principal or guidance counselor.

Reports to Parents. Grades and credit are assigned on a quarter (9 weeks) or semester basis (18 weeks). Reports are made available to parents at the close of each nine weeks during the school year; the reporting periods are referred to as first quarter, first semester, third quarter, and second semester.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire 18 weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the

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grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are made available to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Mid-Quarter Progress Reports To Parents. Mid-quarter progress reports are prepared at or near the middle of the fourth and the thirteenth weeks of each semester. These reports will be mailed to all parents.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, quarterly Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school current school year is as established by the adopted school calendar:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

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

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

Article 7 - Use of School Facilities and Equipment

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

1. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand club, metal knuckles, or throwing star;
6. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Article 7 - Use of School Facilities and Equipment

Section 4 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on line services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an

Article 7 - Use of School Facilities and Equipment

email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.

13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes

Article 7 - Use of School Facilities and Equipment

only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices ("storage devices") are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily

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available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;

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- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Section 14 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.

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8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers 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. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers 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. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

District OR-1 does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320
Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 Designation of Coordinators

Any person having inquiries concerning the District’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: District OR-1, 425 F Street, P.O. Box 130, Palmyra, Nebraska 68418, (402) 780-5327.

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Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

District OR-1 hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: District OR-1 is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, District OR-1 will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment. Sexual harassment may exist when:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of District OR-1. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

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Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education

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records in accordance with FERPA and Board policy. Further information about FERPA and the District’s policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

Federal law requires the District to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and family members and secondary students have the right to request that the school not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

At the beginning of each school year, upon the request of a parent, if the District receives Title I funding, the District will notify the parent of information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- (A) Whether the student’s teacher—
 - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - (iii) is teaching in the field of discipline of the certification of the teacher.
- (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Section 8 Student Privacy Protection

Federal law requires the District to protect the privacy of students. Further information about student privacy and the District’s policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
2. Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents and family members the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or the student’s parent;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has

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- close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. Instructional materials—permit parents and family members upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
 4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes.

Section 9 Parental and Family Involvement

General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental and family involvement in the education of their children. As a part of this policy, employees are expected to:

1. provide parents and family members timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
2. make textbooks, completed tests and other curriculum materials available for review by parents and family members upon request;
3. permit parents and family members access to their child’s records according to law and school policy;
4. encourage parents and family members to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
5. assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
6. permit parents and family members to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. notify parents and family members of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents and family members to opt-out of such surveys in accordance with District policy and law; and
8. encourage parents and family members to express their concerns, share their ideas

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and advocate for their child’s education.

Title I Parental and Family Involvement

The District has a separate policy established pursuant to federal law relating to parental and family involvement applicable to parents and family members of children enrolled in Title I programs. The policy requires that parents and family members of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents and family members play an integral role in assisting their child’s learning; (B) that parents and family members are encouraged to be actively involved in their child’s education at school; (C) that parents and family members are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in the parental and family involvement policy. Employees are expected to comply with the Title I parental and family involvement policy.

Section 10 Homeless Students

Federal law requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

**RECEIPT OF 2017-2018 TEACHER HANDBOOK
OF DISTRICT OR-1**

This signed receipt acknowledges receipt of the 2017-2018 Teacher Handbook of District OR-1. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Return to:

Robert L. Hanger, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of the District OR-1 community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, District OR-1 asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by District OR-1, and I understand and will abide by those district guidelines and conditions for the use of the facilities of District OR-1 and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold District OR-1, any of its employees, or any institution providing network access to District OR-1 responsible for the performance of the system or the content of any material accessed through it.

Employee's Name _____

Employee's Signature _____ Date: _____

Return to:

Robert L. Hanger, Superintendent
District OR-1
425 F Street
PO Box 130
Palmyra, NE 68418

Students

Student Fees Policy

The Board of Education of District OR-1 Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2016-2017 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2016-2017 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611 (transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: March 13, 2017

**Appendix "1" to 2016-2017 Student Fees Policy of
District OR-1 Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists
Field Trips	Transportation and admission costs of field trips	None--costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.

¹ This listing is a part of the current Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the current school year.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades K-6)--\$1.80 Lunch (Grades K-6)--\$2.45 Milk (Grades K-6)--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Before/After School Recreation per hour		\$2.65
Pre-school per hour		\$2.50
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment .for their personal use.

Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast (Grades 7-12)--\$2.05 Lunch (Grades 7-12)--\$2.55 Milk (Grades 7-12)--\$.35 Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	None—Any postsecondary education costs are to be paid directly by students to the college.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of \$60.00
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$35
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class: \$175 to \$275
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.
Technology Insurance	ChromeBooks	\$35.00 Student Electronic Device Coverage in the event loss or damages to the device.
Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$30.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.
2. Athletic Physicals	NSAA required athletic Physicals	Cost varies; payable directly to student's physician or clinic.

<p>3. Equipment and Attire</p>	<p>Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.</p>	<p>Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:</p> <table border="1" data-bbox="917 661 1399 1073"> <tr> <td>Basketball</td> <td>No additional</td> </tr> <tr> <td>Football</td> <td>Mouthpiece</td> </tr> <tr> <td>Golf</td> <td>Golf bag & clubs</td> </tr> <tr> <td>Speech</td> <td>Dress attire; copies of research</td> </tr> <tr> <td>Track</td> <td>No additional</td> </tr> <tr> <td>Volleyball</td> <td>Volleyball knee pads</td> </tr> <tr> <td>Wrestling</td> <td>Wrestling head gear</td> </tr> <tr> <td>Cheerleading and Flag Team Squads</td> <td>Shoes, approved uniforms (top & skirt; jacket), poms and other accessories</td> </tr> </table>	Basketball	No additional	Football	Mouthpiece	Golf	Golf bag & clubs	Speech	Dress attire; copies of research	Track	No additional	Volleyball	Volleyball knee pads	Wrestling	Wrestling head gear	Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Basketball	No additional																	
Football	Mouthpiece																	
Golf	Golf bag & clubs																	
Speech	Dress attire; copies of research																	
Track	No additional																	
Volleyball	Volleyball knee pads																	
Wrestling	Wrestling head gear																	
Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories																	
<p>4. Travel meals</p>	<p>Meals</p>	<p>Students are responsible for their own meals while traveling.</p>																
<p>5. Locker use</p>	<p>Padlock for locker</p>	<p>\$5.00 fee if damaged or not returned at the end of the year.</p>																
<p>6. Camps and clinics</p>	<p>Registration and other costs of camps or clinics</p>	<p>Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.</p>																
<p>7. Athletic Clubs</p>	<p>Letterman's club and other clubs supporting the athletic program</p>	<p>Currently no dues required. Annual dues not to exceed \$25.00 per club.</p>																

8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested. For Junior High Band Students a \$7.00 uniform cleaning fee is requested. For High School Vocal students a \$6.00 choir robe cleaning fee is requested.
Vocal Music Group	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$130.00
Clubs/Organizations		
Future Farmers (F-F-A)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
Future Career/Community Leaders (FCCLA)	State & national dues, meals and activities	Annual dues not to exceed \$50.00 per club.
National Honor Society	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Swing Choir	Attire	Students are responsible for purchasing outfits and accessories. Not to exceed \$150.00.
All Girls Swing Choir	Attire	Students are responsible for purchasing outfits and accessories.
Student Council	State & national dues, meals and activities	Currently no dues required. Annual dues not to exceed \$50.00 per club.
Dance Team	Uniforms	Uniforms range up to \$250.00. Camp attendance is optional.
Cheerleading	Uniforms	Uniforms range up to \$500.00. Camp attendance is optional.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$10.00 per event

<p>3. Class dues</p>		<p>Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$75.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.</p>
<p>4. Picture Packets</p>	<p>Optional - Pictures are still taken for use in school yearbook.</p>	<p>Students purchase packets as desired and pay directly to photo company.</p>
<p>5. Senior recognition assessment</p>	<p>Optional graduation Activities</p>	<p>Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.</p>
<p>6. Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 fee and will be responsible for meals. Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on</p>

		the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
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InstructionParental/Community Involvement in Schools

Otoe County School District 66-0501, a/k/a Palmyra District OR-1 Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Measure of Academic Progress (MAP) test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: March 13, 2017

StudentsAnti-Bullying Policy

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

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

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: March 13, 2017

NOTICE OF AMENDED BUDGET HEARING AND AMENDED BUDGET SUMMARY

State of Nebraska
 Budget Form - NBH-School District
 Statement of Publication

Palmyra District OR-1 (66-0501) in Otoe County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 13-511, that the governing body will meet on the 17 day of July 2017, at 7:00 o'clock p.m. at Bennet Elementary School for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to amending the budget which was originally adopted on the 12 day of September, 2016. Special Building Fund actual expenditures for the current fiscal year will exceed budgeted expenditures unless the current fiscal year budget of expenditures is revised. Special Building Fund Totals are amended to reflect actual cost of construction. This amendment will not affect the original tax request for the 2016-2017 fiscal year. The originally adopted budget of expenditures cannot be reduced during the remainder of the current fiscal year to meet the need for additional money due to construction. The budget detail is available at the office of the Clerk during regular business hours.

Clerk/Secretary

FUNDS	AMENDED BUDGET						Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement For Bonds
	Actual Disbursements & Transfers		Actual/Estimated Disbursements & Transfers		Budgeted Disbursements & Transfers				
	2014-2015 (1)	2015-2016 (2)	2015-2016 (2)	2016-2017 (3)	2016-2017 (3)	Necessary Cash Reserve (4)			
General	\$ 5,345,041.00	\$ 6,117,786.00	\$ 6,117,786.00	\$ 7,040,042.00	\$ 1,183,037.00	\$ 3,515,229.00	\$ 47,553.99	\$ 4,755,403.99	
Depreciation	\$ 72,774.00	\$ 65,000.00	\$ 65,000.00	\$ 476,116.00		\$ 476,116.00			
Employee Benefit	\$ -	\$ -	\$ -	\$ 38,328.00		\$ 38,328.00			
Contingency	\$ -	\$ -	\$ -	\$ -		\$ -			
Activities	\$ 153,991.00	\$ 160,000.00	\$ 160,000.00	\$ 275,320.00		\$ 275,320.00			
School Nutrition	\$ 188,500.00	\$ 228,800.00	\$ 228,800.00	\$ 309,905.00		\$ 309,905.00			
Bond	\$ 304,505.00	\$ 310,852.00	\$ 310,852.00	\$ 1,078,834.00	\$ 12,900.00	\$ 324,837.00	\$ 7,746.43	\$ 774,643.43	
Special Building	\$ 446,959.00	\$ 441,000.00	\$ 441,000.00	\$ 8,144,978.00		\$ 7,893,618.00	\$ 2,538.99	\$ 253,698.99	
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -		\$ -			
Cooperative	\$ -	\$ -	\$ -	\$ -		\$ -			
Student Fee	\$ 3,645.00	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00		\$ 4,500.00			
TOTALS	\$ 6,515,415.00	\$ 7,327,638.00	\$ 7,327,638.00	\$ 17,368,023.00	\$ 1,195,937.00	\$ 12,837,853.00	\$ 57,839.41	\$ 5,783,946.41	

\$ 774,643.43

Total Personal and Real Property Tax Requirement for ALL Other
 \$ 5,009,302.98

FUNDS	ORIGINAL BUDGET						Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement (7)
	Actual Disbursements & Transfers		Actual/Estimated Disbursements & Transfers		Budgeted Disbursements & Transfers				
	2014-2015 (1)	2015-2016 (2)	2015-2016 (2)	2016-2017 (3)	2016-2017 (3)	Necessary Cash Reserve (4)			
General	\$ 5,345,041.00	\$ 6,117,786.00	\$ 6,117,786.00	\$ 7,040,042.00	\$ 1,183,037.00	\$ 3,515,229.00	\$ 47,553.99	\$ 4,755,403.99	
Depreciation	\$ 72,774.00	\$ 65,000.00	\$ 65,000.00	\$ 476,116.00		\$ 476,116.00			
Employee Benefit	\$ -	\$ -	\$ -	\$ 38,328.00		\$ 38,328.00			
Contingency	\$ -	\$ -	\$ -	\$ -		\$ -			
Activities	\$ 153,991.00	\$ 160,000.00	\$ 160,000.00	\$ 275,320.00		\$ 275,320.00			
School Lunch	\$ 188,500.00	\$ 228,800.00	\$ 228,800.00	\$ 309,905.00		\$ 309,905.00			
Bond	\$ 304,505.00	\$ 310,852.00	\$ 310,852.00	\$ 1,078,834.00	\$ 12,900.00	\$ 324,837.00	\$ 7,746.43	\$ 774,643.43	
Special Building	\$ 446,959.00	\$ 441,000.00	\$ 441,000.00	\$ 544,978.00		\$ 293,618.00	\$ 2,538.99	\$ 253,698.99	
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -		\$ -			
Cooperative	\$ -	\$ -	\$ -	\$ -		\$ -			
Student Fee	\$ 3,645.00	\$ 4,200.00	\$ 4,200.00	\$ 4,500.00		\$ 4,500.00			
TOTALS	\$ 6,515,415.00	\$ 7,327,638.00	\$ 7,327,638.00	\$ 9,768,023.00	\$ 1,195,937.00	\$ 5,237,853.00	\$ 57,839.41	\$ 5,783,946.41	

\$ 774,643.43

Total Personal and Real Property Tax Requirement For ALL Other
 \$ 5,009,302.98

Business Operations

Procurement Plan – School Food Authorities

The following procurement policy statement shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. This statement is meant to provide guidance to our personnel and vendors on acceptable and/or required procurement practices. Our goal is to fully implement all required and recommended procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the State Agency.

Procurement Policy

The purchasing procedure to be followed shall be determined by the anticipated total annual expenditure on items related to the food service program:

- When the annual total for food service program related items is less than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the informal Small Purchase Procedure.
- When the annual total for food service program related items is greater than \$50,000 per year (per procurement event or in aggregate purchases) this organization will follow the Formal Competitive Solicitation Procedures.

Micro-Purchase Procedures

Micro-Purchases may be used for annual transactions under \$3,500 made with a vendor [2 CFR 200.320(a)].

Prices will be reviewed for reasonableness [2 CFR 200.320(a)].

Purchases will be spread equitably among all qualified sources [2 CFR 200.320(a)].

Small Purchase Procedures

For purchases made below the small purchase threshold, Small Purchase Procedures will be utilized to purchase necessary goods and services. When Small Purchase Procedures are used, this organization will take the following steps:

1. Contact a minimum of three potential vendors
2. Document each vendor's quoted price
3. Select the company that provides the lowest, most responsive, and responsible bid
4. Inform all bidding companies in writing of the final decision made by the sponsor
5. Write contract for meal service between the sponsor and the winning bidder.

Formal Competitive Solicitation Procedures

For purchases made in excess of the small purchase threshold, a Formal Competitive Solicitation will be conducted. When Formal Competitive Solicitation Procedures are used, this organization will take the following steps:

1. Prepare an Invitation for Bid (“IFB”) or Request for Proposal (“RFP”) document specifically addressing the items to be procured
 - a. Include detailed specifications

- b. Ensure price will be most heavily weighted
 2. Publicly announce and advertise the bid/proposal at least 21 calendar days prior to bid opening
 - a. Announcements will include the date, time and location in which bids will be opened
 3. Determine the most responsive and responsible bid/proposal by using the selection criteria set forth in the bid/proposal document
 - a. Responsible bidders will be those whose bid/proposal conform to all of the terms, conditions and requirements of the IFB/RFP
 4. Award the contract
 - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP
 - b. At least two weeks before program operations begin
 - c. If a protest is received, it must be handled in accordance with 7 CFR 210.21
 5. Retain all records pertaining to the formal competitive bid process for a period of five years plus the current year

(Note: If the bid threshold established in the sponsor's procurement policy statement is less than \$50,000, the smaller bid threshold will govern.)

This organization incorporates the following elements into the Procurement Policy Statement, as required by 2 CFR 200 and 7 CFR parts 210, 3016 and 3019.

- A. Competition: We shall demonstrate our goods and services are procured in an openly competitive manner. Competition will not be unreasonably restricted. [7 CFR 210.21(c)(1)] [2 CFR Part 200.319(a)(1-7)]
- B. Comparability: We recognize for true competition to take place, we must maintain reasonable product specifications to adequately describe the products to be purchased and the volume of planned purchases based upon pre-planned menu cycles. 2 CFR 200.319(a)(6)/7 CFR 3016.36(c)(3)(i)/7 CFR 3019.44(a)(3)(iv)]
- C. Documentation: We shall maintain for the current year and the preceding three years all menus, production records, invitations to bid, bid results, bid tabulations or any other significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)/7 CFR 3016.36(9)]
- D. Code of Conduct: This program shall be governed by the attached Code of Conduct and it shall apply to all personnel, employees, directors, agents, officers, volunteers or any person(s) acting in any capacity concerning the food service procurement program. [2 CFR 200.318(c)(1)/7 CFR 3016.36(3)(1-1 v)]
- E. Procurement Review Process: This procurement plan shall receive an internal program review on an annual basis by a staff person who is not associated with food service

procurement process. This review shall be summarized in written form and kept with the other required program documentation.

F. Contract Administration: Purchases shall be checked or verified by designated staff to assure that all goods and services are received and prices verified. All invoices and receipts shall be signed, dated, and maintained in the documentation file. [2 CFR Part 200.318(b)] [7 CFR Part 3016.36(b)(2)]

G. General Requirements:

- Small, minority and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
- A cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. [2 CFR 200.323(a)]
- Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]

H. Duties of Food Service Supervisor:

1. To work with staff and clients in developing acceptable menus for breakfast and lunch.
2. To compile market orders or requisitions for purchases which accurately reflect the total quantities of required foods to be ordered per (day, week or month).
3. To place and confirm orders with vendors, or make plans to purchase the required items.
4. To keep program menus up to date by testing and using new products and seeking feedback from staff and clients.
5. To send out bid quotation forms to vendors who have expressed an interest in doing business with the sponsor.
6. To make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service and price.
7. To work with vendors on a fair and equal basis.
8. To develop a list of acceptable brands. (Multiple brands per bid item when possible.)
9. To conduct an in-house procurement review once per year.

Date of Adoption: [Insert Date]

Personnel - All EmployeesEmployee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

An employee who receives permission to fundraise shall abide by the following requirements:

- a. The employee shall inform the Superintendent or Superintendent's designee of any content (including online messages or requests) that the employee intends to publish.
- b. The employee shall not violate any District policy, rule or law in any fundraising efforts and shall keep all student information confidential.
- c. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Date of Adoption: [Insert Date]

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

PALMYRA DISTRICT OR-1 PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	60	42	18
First	65	50	15
Second	60	36	24
Third	65	48	17
Fourth	60	41	19
Fifth	50	32	18
Sixth	50	38	12
Building Capacity, Elementary	410	287	123
Level I Elementary Special Education	30	28	2
Level II & III Elementary Special Education	5	6	0
Seventh	60	38	22
Eighth	60	28	32
Building Capacity, Middle School Attendance Center	120	66	54
Level I Middle School Special Education Program	12	8	4
Level II and III Middle School Special Education	2	4	0
Ninth	55	35	20
Tenth	55	26	29
Eleventh	55	37	18
Twelfth	55	29	26
Building Capacity, Sr. High School Attendance Center	220	107	113
Level I Sr. High School Special Education Program	17	15	2
Level II and III Sr. High School Special Education	4	6	0