

GIPS BOE Regular Meeting  
Thursday, July 10, 2025 5:33 PM  
Kneale Administration Building - Board Room

1. CALL TO ORDER  
**Speaker(s):** Board President
2. ROLL CALL  
**Speaker(s):** Mrs. Angela Dibbert
3. CONSENT AGENDA  
**Speaker(s):** Board President
  - 3.1. Minutes from the previous month's meeting
  - 3.2. Acceptance of Agendas From Standing Committees
  - 3.3. Claims as submitted
  - 3.4. Bid Proposals as submitted
  - 3.5. Staff Adjustments as submitted
  - 3.6. Policy
    - 3.6.1. 6312 STAFF WAGE INFORMATION
    - 3.6.2. 6325 CERTIFIED STAFF MILITARY SERVICE LEAVE AND CREDIT FOR EXPERIENCE
    - 3.6.3. 6328 CLASSIFIED STAFF BEREAVEMENT LEAVE
    - 3.6.4. 6329 CLASSIFIED STAFF PERSONAL ILLNESS LEAVE
    - 3.6.5. 6330 CLASSIFIED STAFF VACATIONS, HOLIDAYS, AND FLOATING HOLIDAY LEAVE
  - 3.7. Treasurer's Report as submitted
  - 3.8. Change Orders as Documented
  - 3.9. Approval of Agenda as submitted
4. REQUESTS TO ADDRESS THE BOARD  
**Speaker(s):** Board President
5. INFORMATION ITEMS
  - 5.1. CEP (Community Eligibility Provisions) results for the 2024-2025 school year  
**Speaker(s):** Mr. Virgil Harden and Mr. Oscar Garcia
  - 5.2. Staff Handbooks  
**Speaker(s):** Dr. Carrie Kolar
  - 5.3. Staff Training Requirements  
**Speaker(s):** Dr. Carrie Kolar
  - 5.4. 2025-2026 Student Handbook  
**Speaker(s):** Dr. Summer Stephens
  - 5.5. Policy
    - 5.5.1. 1310 NONDISCRIMINATION  
**Speaker(s):** Mr. Matt Fisher
    - 5.5.2. 1311 BULLYING AND HARASSMENT  
**Speaker(s):** Mr. Matt Fisher
    - 5.5.3. 4417 CAPITAL ASSET MANAGEMENT  
**Speaker(s):** Mr. Matt Fisher

5.5.4. 4441 PROCUREMENT POLICY - SCHOOL FOOD AUTHORITIES

**Speaker(s):** Mr. Matt Fisher

5.5.5. 5321 SAFE DRIVING RECORD STANDARD FOR DRIVERS

**Speaker(s):** Mr. Matt Fisher

5.5.6. 5330 FOSTER CARE STUDENT TRANSPORTATION

**Speaker(s):** Mr. Matt Fisher

5.5.7. 6215 BULLYING AND HARASSMENT (Staff)

**Speaker(s):** Mr. Matt Fisher

5.5.8. 6233 DRUG FREE SCHOOL AND COMMUNITY (Staff)

**Speaker(s):** Mr. Matt Fisher

5.5.9. 7460 PROGRAMS FOR GIFTED LEARNERS

**Speaker(s):** Mr. Matt Fisher

5.5.10. 8220 ADMISSION OF RESIDENT STUDENTS

**Speaker(s):** Mr. Matt Fisher

5.5.11. 8340 PART TIME ENROLLMENT

**Speaker(s):** Mr. Matt Fisher

5.5.12. 8450 STUDENT DISCIPLINE

**Speaker(s):** Mr. Matt Fisher

5.5.13. 8452 BEHAVIORAL INTERVENTION & CLASSROOM  
MANAGEMENT

**Speaker(s):** Mr. Matt Fisher

5.5.14. 8650 PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

**Speaker(s):** Mr. Matt Fisher

5.5.15. 9110 PARENTAL ACCESS TO EDUCATIONAL PRACTICES

**Speaker(s):** Mr. Matt Fisher

## 6. ACTION ITEMS

6.1. Extra Standard

**Speaker(s):** Dr. Carrie Kolar

**Goals:** Obj 1.3 Every student learns in a safe and resourced environment , Obj 3.2  
Community partnerships that increase supports to students and families

6.2. Staff Handbooks

**Speaker(s):** Dr. Carrie Kolar

6.3. Staff Training Requirements

**Speaker(s):** Dr. Carrie Kolar

6.4. 2025-2026 Student Handbook

**Speaker(s):** Dr. Summer Stephens

6.5. 6461 REDUCTION IN FORCE

**Speaker(s):** Mr. Matt Fisher

6.6. 8430 STUDENT APPEARANCE DRESS CODE AND GROOMING

**Speaker(s):** Mr. Matt Fisher

6.7. 8511 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS FOR  
STUDENTS

**Speaker(s):** Mr. Matt Fisher

6.8. 9110 PARENTAL ACCESS TO EDUCATIONAL PRACTICES

**Speaker(s):** Matt Fisher

7. REPORTS

7.1. Grand Island Public Schools Foundation Report

**Speaker(s):** Mrs. Lisa Albers

7.2. Superintendent Report

**Speaker(s):** Mr. Matt Fisher

8. NOTIFICATION OF UPCOMING BOARD MEETINGS

9. ADJOURNMENT

## AFFIDAVIT OF PUBLICATION

**Grand Island Independent**  
**422 West 1s St, Grand Island, NE 68801**  
**(308) 382-1000**

State of New Jersey, County of Burlington, ss:

I, Rachel Cozart, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Grand Island Independent, a newspaper printed and published in Grand Island, in Hall County, Nebraska, and of general circulation in Hall County, Nebraska, that said newspaper has a bonafied circulation of more than 500 copies of each issue, has been published at Grand Island, Nebraska, for more than 52 weeks successively prior to the first publication of the annexed printed notice, and is a legal newspaper under the statutes of the State of Nebraska; that the annexed printed notice was published on the dates listed below.

**Publication Dates:**

- Jul 1, 2025

**Notice ID:** TSqQG6o1Mo7jKc8Ygo55

**Notice Name:** GIPS Hearing/Reg. BOE Mtg.-July 10, 2025

**Publication Fee:** \$10.40

*Rachel Cozart*

\_\_\_\_\_  
Agent

**VERIFICATION**

State of New Jersey  
County of Burlington

Signed or attested before me on this: 07/03/2025

*Liza Ortiz*

\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.

**NOTICE OF PUBLIC HEARING  
AND REGULAR BOARD MEETING  
HALL COUNTY SCHOOL DISTRICT  
2 GRAND ISLAND, NEBRASKA**

Notice is hereby given that a public hearing of the Board of Education of Hall County School District 2, Grand Island Public Schools, Grand Island, Nebraska, will be held on Thursday, July 10, 2025, at 5:30 p.m., the purpose of reviewing Policy 8820 Student Fees and Policy 9110 Parental Access to Education (immediately following the public hearing will be the Board of Education meeting) at the Kneale Administration Building, 123 S Webb Road, Grand Island, Nebraska, where the meeting will be open to the public. An agenda for such a meeting, kept continuously current, is available for inspection at the Office of the Superintendent or on the GIPS Website.

Dr. Summer E. Stephens, Board Secretary  
July 1, 2025  
COL-NE-13001687 ZNEZ

## **Regular Meeting of the Grand Island Public Schools Board of Education**

The regular meeting of the Board of Education of Grand Island in the County of Hall in the State of Nebraska was convened and called to order by President Hank McFarland in open and public session on Thursday, June 12, 2025 at 5:30 p.m. at the Kneale Administration Building - Board Room, 123 S Webb Rd, Grand Island, NE 68802, the usual meeting place of said Board. Notice of the meeting was given in advance thereof by publication in the *Grand Island Independent*, the School District's designated method of giving notice. Notice of the meeting was also given in advance to all members of the Board of Education. All proceedings hereafter shown were recorded while the convened meeting was open to the attendance of the public.

### **ROLL CALL:**

Attendance Taken at 5:30 p.m.

Lisa Albers:	Present
Carlos Barcenat:	Present
Donna Douglass:	Present
Eric Garcia-Mendez:	Present
Tracy Goodman:	Absent
Joshua Hawley:	Present
Hank McFarland:	Present
Josh Sikes:	Present
Amanda Wilson:	Present

### **AGENDA**

#### **1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

#### **2. ROLL CALL**

Mrs. Goodman gave prior notice of her absence.

#### **3. CONSENT AGENDA**

##### **3.1. Minutes from the previous month's meeting**

##### **3.2. Acceptance of Agendas From Standing Committees**

###### **Finance and Facilities Committee**

Next Meeting Date: July 1, 2025 at 7:30 a.m.

###### **Leading for Learning Committee**

Next Meeting Date: July 8, 2025 at 3:00 p.m.

###### **Personnel Committee**

Next Meeting Date: June 27, 2025 at 8:15 a.m.

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

Next Meeting Date: July 7, 2025 at 4:30 p.m.

###### **Public Relations and Partnership Development Committee**

Next Meeting Date: July 9, 2025 at 8:00 a.m.

###### **Governance Committee**

Next Meeting Date: July 2, 2025 at 12:00 p.m.

###### **GNSA/Legislative Committee**

Next Meeting Date: None

### **3.3. Claims as submitted**

### **3.4. Bid Proposals as submitted**

### **3.5. Staff Adjustments as submitted**

### **3.6. MOU, Agreements, and Contracts Renewals**

#### **3.6.1. ESU 9 Extended School Year**

#### **3.6.2. Food Bank of the Heartland Agreement FY 25-26**

#### **3.6.3. CHI St. Francis MOU Project Search FY 25-26**

#### **3.6.4. Solution Tree Contract**

#### **3.6.5. Head Start GIPS MOU**

#### **3.6.6. Ombudsman GIPS Renewal 1 Year 2025-2026**

#### **3.6.7. SourceWell GIPS Contract**

### **3.7. Treasurer's Report as submitted**

### **3.8. Change Orders as Documented**

### **3.9. Approval of Agenda as submitted**

Approve the agenda as submitted. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

## **4. SPECIAL RECOGNITION**

### **4.1. Celia McCoy - Two-Time State Gold Medal Winner for GISH Girls Track 2025**

Mr. Ladwig recognized Ms. Celia McCoy as a two-time Gold Medal Winner for GISH Girls Track.

### **4.2. State Champion GISH Unified Girls Track & Field Team**

Mr. Ladwig and Ms. Hill recognized Aurora Karr, Wendy Kolar, Sophia Mora, and Bailey Senff as the State Champion GISH Unified Girls Track & Field Team.

## **5. REQUESTS TO ADDRESS THE BOARD**

None.

## **6. INFORMATION ITEMS**

### **6.1. Extra Standard**

Dr. Kolar presented the Extra Standard schedule as recommended by the committee for 2025-2026.

### **6.2. Policy**

#### **6.2.1. 6312 STAFF WAGE INFORMATION**

Mr. Fisher presented policy 6325 Staff Wage Information.

### **6.2.2. 6325 CERTIFIED STAFF MILITARY SERVICE LEAVE AND CREDIT FOR EXPERIENCE**

Mr. Fisher presented policy 6325 Certified Staff Military Service Leave and Credit for Experience.

### **6.2.3. 6328 CLASSIFIED STAFF BEREAVEMENT LEAVE**

Mr. Fisher presented policy 6328 Classified Staff Bereavement Leave.

### **6.2.4. 6329 CLASSIFIED STAFF PERSONAL ILLNESS LEAVE**

Mr. Fisher presented policy 6329 Classified Staff Personal Illness Leave.

### **6.2.5. 6330 CLASSIFIED STAFF VACATIONS, HOLIDAYS, AND FLOATING HOLIDAY LEAVE**

Mr. Fisher presented policy 6330 Classified Staff Vacations, Holidays, and Floating Holiday Leave.

### **6.2.6. 6461 REDUCTION IN FORCE**

Mr. Fisher presented policy 6461 Reduction in Force.

### **6.2.7. 8430 STUDENT APPEARANCE**

Mr. Fisher presented policy 8430 Student Appearance.

## **7. ACTION ITEMS**

### **7.1. 6253 WORKPLACE PRIVACY ACT**

Approve policy 6253 Workplace Privacy Act as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

### **7.2. 6260 CERTIFIED STAFF RECORDS**

Approve policy 6260 Certified Staff Records as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

### **7.3. 6281 ELEMENTARY CERTIFIED STAFF PREPARATION TIME**

Approve policy 6281 Elementary Certified Staff Preparation Time as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

### **7.4. 6290 NON-SCHOOL EMPLOYMENT BY CERTIFIED STAFF**

Approve policy 6290 Non-School Employment by Certified Staff as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

### **7.5. 6310 CERTIFIED STAFF SALARY SCHEDULE**

Approve policy 6310 Certified Staff Salary Schedule as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

#### **7.6. 6311 CLASSIFIED STAFF COMPENSATION**

Approve policy 6311 Classified Staff Compensation as presented. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

#### **7.7. 8511 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS FOR STUDENTS**

Motion to table policy 8511 Physical Examinations and Immunizations for Students to a later date. Passed with a motion by Joshua Hawley and a second by Lisa Albers.

Lisa Albers: Yea, Carlos Barcenas: Yea, Donna Douglass: Yea, Eric Garcia-Mendez: Yea, Joshua Hawley: Yea, Hank McFarland: Yea, Josh Sikes: Yea, Amanda Wilson: Yea

### **8. REPORTS**

#### **8.1. Grand Island Public Schools Foundation Report**

Mrs. Albers reported for the GIPS Foundation.

#### **8.2. Superintendent Report**

Mr. Fisher presented the superintendent report.

### **9. NOTIFICATION OF UPCOMING BOARD MEETINGS**

Regular Board of Education Meeting - Thursday, July 10, 2025.

### **10. ADJOURNMENT**

All business having been completed, the meeting was adjourned at 6:39 p.m.

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Angela A. Dibbert, Recording Secretary

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Dr. Summer E. Stephens, Secretary to the Board

# Kneale Administration Building



TO: Facilities & Finance Committee Members  
From: Mr. Petsch, Mrs. Ryan, & Mr. Harden  
RE: **Meeting Tuesday, July 1, 2025 @ 7:30 AM via Zoom**

Virgil D. Harden, MBA, SFO  
Chief Financial Officer  
123 S Webb Rd  
PO Box 4904  
Grand Island, NE 68802-4904

Phone (308) 385-5900 x 201144  
Fax: (308) 385-5949  
Email: [vharden@gips.org](mailto:vharden@gips.org)  
Web: [gips.org](http://gips.org)

## NEW BUSINESS:

1. Activity Fund Claims List - Virg
2. Community Redevelopment Authority & Regional Planning - Virg
3. Request for Proposals
  - o Transportation Bids - Dan
  - o Bread Bid – Oscar
  - o Milk Bid – Oscar
  - o Combi Ovens – Oscar
4. Nutrition Services Update – Oscar Garcia
5. Information Technology Update – Cory Gearhart
6. Review of Depreciation, Special Building, and General Fund, and Payroll – Virg
7. Federal Programs Financial Report – Virg
8. MOU, LOA, Contracts, Leases, Etc. – Dr. Stephens
  - o JAG Nebraska + School MOU FY 25-26
  - o Heartland Health Center - GIPS MOU FY 25-26
  - o Road to Awesome
9. Project List Update - Dan
10. Change Orders – Dan
  - o Wasmer Roof
  - o IP Video #3
11. Open Agenda Items as Necessary – F&F Team

NEXT MEETING: **Tuesday, August 5, 2025, at 7:30 A.M.**

*Dan, Gabby, & Virg review agenda items for BOE meeting.*



BOE Policy Committee Meeting – July 7, 2025 – 4:30pm – Mr. Fisher’s Office

1. **Review Notes from June 10, 2025 – 1.1.**
2. **Review Agenda for changes or additions – 2.1.**
3. **NEXT MEETING:**  
**Monday, August 11 – 4:30pm – Mr. Fisher’s Office**
4. **Policy as Information @ July 10, 2025, BoE Meeting**

1310 NONDISCRIMINATION: [Proposed Policy 1310](#)

1311 BULLYING AND HARASSMENT: [Proposed Policy 1311](#)

4417 CAPITAL ASSET MANAGEMENT: [Proposed Policy 4417](#)

4441 PROCUREMENT POLICY – SCHOOL FOOD AUTHORITIES: [Proposed Policy 4441](#)

5321 SAFE DRIVING RECORD STANDARD FOR DRIVERS: [Proposed Policy 5321](#)

5330 FOSTER CARE STUDENT TRANSPORTATION: [Proposed Policy 5330](#)

6215 BULLYING AND HARASSMENT (Staff): [Proposed Policy 6215](#)

6233 DRUG FREE SCHOOL AND COMMUNITY (Staff): [Proposed Policy 6233](#)

7460 PROGRAMS FOR GIFTED LEARNERS: [Proposed Policy 7460](#)

8220 ADMISSION OF RESIDENT STUDENTS: [Proposed Policy 8220](#)

8340 PART TIME ENROLLMENT: [Proposed Policy 8340](#)

8450 STUDENT DISCIPLINE: [Proposed Policy 8450](#)

8452 BEHAVIORAL INTERVENTION & CLASSROOM MANAGEMENT: [Proposed Policy 8452](#)

8650 PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES: [Proposed Policy 8650](#)

9110 PARENTAL ACCESS TO EDUCATIONAL PRACTICES: [Proposed Policy 9110](#)

5. **Policy on Final Read in Consent @ July 10, 2025, BoE Meeting**

**Proposed changes to Student Handbook!**



*Every Student, Every Day, A Success!*

6312 WAGE INFORMATION: [Proposed Policy 6312](#)

6325 CERTIFIED STAFF MILITARY SERVICE LEAVE AND CREDIT FOR EXPERIENCE:  
[Proposed Policy 6325](#)

6328 CLASSIFIED STAFF BEREAVEMENT LEAVE: [Proposed Policy 6328](#)

6329 CLASSIFIED STAFF PERSONAL ILLNESS LEAVE: [Proposed Policy 6329](#)

6330 CLASSIFIED STAFF VACATIONS, HOLIDAYS, AND FLOATING HOLIDAY LEAVE:  
[Proposed Policy 6330](#)

**6. Policy on Final Read as Action @ July 10, 2025, BoE Meeting**

6461 REDUCTION IN FORCE: [Proposed Policy 6461](#)

8430 STUDENT APPEARANCE: [Proposed Policy 8430](#)

8511 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS FOR STUDENTS:  
[Proposed Policy 8511](#)

**7. Policy for review:**

8463 USE OF SECURITY CAMERAS - [District Use of Security Cameras](#)

**8. Policy Questions and Discussion:**

**9. Moved to Board Governance Committee:**

**10. Working on:**

## Public Relations and Partnership Development Committee

### Agenda

Wednesday, July 9th, 2025

8:00 - 9:30 a.m. via [ZOOM](#)

### AGENDA:

- Beat on the Street - *Group*
- 2025-26 GIPS Communication Plan - *Mitch*
  - Perception & Communication Satisfaction Data
- New Programs & Projects for 2025-26
  - GIPS Community Academy
  - GIPS Wellness Committee Focus
  - GRID Updates
  - Student “In the Field” Reels
- Communication Analytics - *Kelli Mayhew*
  - New Collateral
  - Notable Media Coverage
  - Timely Communications

**Next Meeting: August 13th, 2025**

*Students who thrive.*



To: Leading for Learning BOE Committee

From: Dr. Toni Palmer/Dr. Stephens

RE: Meeting: July 8, 2025, Virtual

3:00-4:00

New Business:

- Handbook Changes-Dr. Stephens
- [School Improvement common themes](#)
  - Teachers use the Professional Learning Community Process to engage in standards based planning and data driven decisions to improve student results
  - Implementation of Evidence-Based Practices-primarily student use of academic language (reading, writing and speaking) and opportunities to respond (active student engagement and participation)
  - Systematic and consistent implementation of Tier 1 universal positive supports across all environments-emphasizing proactive and explicit instruction
  - Integrated systems for supporting student well-being and behavior. This includes a reliance on data, interventions, protocols, and comprehensive approach to attendance
- Overview of Summer and Beginning of the Year Events-Dr. Palmer
  - July 15th-Secondary Summit
  - [Back to School Professional Learning Days](#)
  - PL focus into the school year

Next Meeting: August 12th @ 4:00 Zoom

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101045	Cash-Wa Distributing	Food-Milk	\$5,350.13
101046	EMS Linq Inc	Data Services	\$432.00
101047	Hiland Dairy Food-Milks Company LLC	Food-Milk	\$351.87
101048	Mid-Nebraska Disposal Inc	Utility	\$483.70
101049	Midwest Restaurant Supply LLC	Repairs	\$289.45
101050	US Food-Milks - Grand Island	Food-Milk	\$2,760.77
101051	First Bankcard Center/Visa	Supplies	\$162.75
101052	First Bankcard Center/Visa	Emp Training	\$2,626.30
101053	First Bankcard Center/Visa	Advertising	\$129.82
101054	First Bankcard Center/Visa	supplies	\$223.44
101055	First Bankcard Center/Visa	Supplies	\$27.44
101056	First Bankcard Center/Visa	Technology Supplies	\$3,149.23
101057	Almquist Maltzahn Galloway & Luth	Professional Services	\$807.00
101058	Big Apple Fun Center	Supplies	\$19.00
101059	Blick Art Materials	Supplies	\$253.21
101060	Bomgaars Supply Inc	Supplies	\$309.97
101061	Border States Industries Inc	Supplies	\$9,644.12
101062	Bryn Carriker	Mileage	\$8.68
101063	Capital Business Systems Inc	Technical Services	\$318.00
101064	Carlos Felipe Vargas Castano	Mileage	\$58.24
101065	Carrot-Top	Warehouse	\$365.97
101066	CDW Government	Telecommunications	\$897.78
101067	City of Grand Island - Solid Waste	Utility	\$61.13
101068	Clinton Cunningham	Supplies	\$8.38
101069	Column Software PBC	Advertising	\$342.40
101070	Communications Engineering	Purchased Services	\$4,919.10
101071	Copycat Instant Printing	Supplies	\$91.78
101072	Culligan of Grand Island	Supplies	\$81.00
101073	Cummins Central Power	Technical Services	\$1,737.48
101074	Curriculum Associates	Supplies	\$2,574.00
101075	Drapery Den	Supplies	\$366.00
101076	Eakes Office Solutions	Supplies	\$36,745.81
101077	Eberl Plumbing & Drain	Technical Services	\$2,150.00
101078	Emily Armstrong	Mileage	\$148.61
101079	Erica L Contreras	Mileage	\$22.68
101080	Essential Personnel Inc	Cleaning Services	\$503.92
101081	Finalsite	Software	\$42,423.00
101082	Follett Content Solutions LLC	Books	\$3,034.07
101083	Grand Island Utilities Dept	Electricity	\$20,755.63
101084	Gustave A Larson Company	Supplies	\$8,937.16
101085	hand2mind Inc	Supplies	\$71.36
101086	Hansen Well Service & Drilling	Supplies	\$918.00
101087	Holiday Express	Misc	\$5,370.00
101088	Imagination City Childrens Museum Inc	Prof. Ed Services	\$800.00
101089	Jennifer Hahn	Mileage	\$100.87
101090	Karisa Dubbs	Mileage	\$77.07
101091	Kelli Arens	Mileage	\$24.50
101092	Lauren Grecsek	Mileage	\$85.89

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101093	Lynn Bender	Mileage	\$22.47
101094	Megan Haugh	Mileage	\$100.73
101095	Meredith Davis	Mileage	\$147.77
101096	Michelle Dorszynski	Mileage	\$19.11
101097	NAPA Auto Parts	Supplies	\$121.65
101098	Rosemary Gomez	Mileage	\$107.87
101099	Ruth Abigail Hormachea	Mileage	\$80.64
101100	Sarah Dramse	Mileage	\$80.71
101102	Stacie Faber	Mileage	\$113.26
101103	Terry Hastings	Mileage	\$63.07
101104	Tyler Technologies Inc	Professional Services	\$2,610.00
101105	Wex Bank	Fuels	\$1,931.79
101106	Wex Bank	Fuels	\$1,518.10
101107	Wex Bank	Fuels	\$3,322.73
101108	Wex Bank	Fuels	\$1,027.80
101109	Winsupply of Grand Island	Supplies	\$3,129.42
101110	Amazon Cap Services Inc	Supplies	\$18,183.67
101111	Angie Nasr	Emp Training	\$33.60
101112	Blake Sonnenfeld	Misc	\$25.45
101113	Century Link	Telecommunications	\$386.09
101114	Clearly Communications	Telecommunications	\$1,058.24
101115	Danita M Stanton	Mileage	\$57.12
101116	Jenny Lynn Rother	Mileage	\$141.33
101117	Josh Summers	Mileage	\$40.32
101118	Julie M Markvicka	Mileage	\$26.32
101119	Marty Markvicka	Mileage	\$55.23
101120	Mechanical Sales Inc	Supplies	\$11,324.41
101121	Menards	Supplies	\$2,968.29
101122	Mid-Nebraska Disposal Inc	Utility	\$9,352.10
101123	Midwest Alarm Services	Technical Services	\$579.05
101124	Mosley Consulting LLC	Professional Services	\$2,500.00
101125	NATM	Dues	\$60.00
101126	Nebraska Council of School Administrator	Dues	\$2,055.00
101127	Nebraska Council of School Administrator	Emp Training	\$190.00
101128	Nebraska Council of School Administrator	Emp Training	\$4,500.00
101129	Nebraska Council of School Administrator	Dues	\$435.00
101130	Nebraska School Nurses Association	Emp Training	\$1,425.00
101131	Nora Kathleen Sheridan	Mileage	\$11.20
101132	O Reilly Auto Parts	Supplies	\$18.98
101133	Perry Guthery Haase & Gessford PC	Legal Services	\$2,587.40
101134	Providence Health Center Institute LLC	Supplies	\$440.00
101135	Rasmussen Mechanical Services	Technical Services	\$620.00
101136	Really Good Stuff Inc	Supplies	\$349.83
101137	Rentokil North America Inc	Technical Services	\$1,406.33
101138	Safety-Kleen Corporation	Technical Services	\$1,677.13
101139	Sapp Bros Inc	Supplies	\$2,152.26
101140	School Specialty Inc	Supplies	\$122.80
101141	Sherwin Williams Company	Supplies	\$314.20

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101142	Smarty Symbols LLC	Software	\$267.00
101143	Soliant Health LLC	Prof. Ed Services	\$12,381.92
101144	Stuhr Museum Of The Prairie Pioneer	Dues	\$686.00
101145	Unite Private Networks LLC	Telecommunications	\$625.08
101146	US Postal Service (Quadient POC)	Postage	\$4,000.00
101147	Vivian Mendoza Johnson	Mileage	\$65.87
101148	Jaqueline Osborne	Mileage	\$7.98
101149	Jaqueline Osborne	Mileage	\$19.46
101150	First Bankcard Center/Visa	Supplies	\$481.00
101151	First Bankcard Center/Visa	Supplies	\$50.49
101152	First Bankcard Center/Visa	Supplies	\$4.99
101153	First Bankcard Center/Visa	Dues	\$1,810.20
101154	First Bankcard Center/Visa	Software	\$2,300.73
101155	First Bankcard Center/Visa	Postage	\$10.72
101156	First Bankcard Center/Visa	Software	\$438.00
101157	First Bankcard Center/Visa	Emp Training	\$150.10
101158	First Bankcard Center/Visa	Dues	\$435.00
101159	First Bankcard Center/Visa	Supplies	\$2,831.76
101160	First Bankcard Center/Visa	Supplies	\$131.72
101161	First Bankcard Center/Visa	Software	\$99.00
101162	First Bankcard Center/Visa	Supplies	\$238.53
101163	First Bankcard Center/Visa	Dues	\$163.50
101164	First Bankcard Center/Visa	Emp Training	\$10,637.00
101165	First Bankcard Center/Visa	Supplies	\$257.29
101166	First Bankcard Center/Visa	Supplies	\$96.80
101167	First Bankcard Center/Visa	Software	\$112.74
101168	Cash-Wa Distributing	Food-Milk	\$2,820.13
101169	Central Nebraska Refrigeration	Repairs	\$1,145.40
101170	Hiland Dairy Food-Milks Company LLC	Food-Milk - Milk	\$2,810.36
101171	Host Coffee	Supplies	\$167.48
101172	HyVee	Food-Milk	\$54.19
101173	Kimberly Clegg	Travel	\$374.00
101174	Nicole Enck	Travel	\$374.00
101175	Sams Club MC/SYNCB	Supplies	\$46.89
101176	US Food-Milks - Grand Island	Food-Milk	\$1,190.40
101177	Amazon Cap Services Inc	Supplies	\$21,352.37
101178	DAS State Accounting - Central Finance	Telecommunications	\$292.87
101179	Jennifer Ritter	Supplies	\$88.71
101180	Marks Plumbing Parts	Supplies	\$296.73
101181	Matheson Tri Gas Inc	Supplies	\$208.32
101182	Menards	Supplies	\$663.66
101183	Mid-Nebraska Disposal Inc	Utility	\$180.00
101184	MSC Industrial Supply Co Inc	Supplies	\$3,607.46
101185	Nebraska Council of School Administrator	Emp Training	\$200.00
101186	Nebraska Fire Sprinkler Corp	Dues	\$970.00
101187	Nebraska Truck Center Inc	Repairs	\$240.33
101188	O Neill Transportation & Equipment LLC	Technical Services	\$13,500.00
101189	O Reilly Auto Parts	Repairs	\$18.32

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101190	Office Depot	Supplies	\$22.30
101191	Oriental Trading Company	Supplies	\$26.59
101192	Pamela Stubblefield	Mileage	\$10.92
101193	Paper Tiger Shredding Inc	Utility	\$340.00
101194	Reams Sprinkler Supply Co	Supplies	\$327.60
101195	Region 4 Education Service Ctr	Supplies	\$102.00
101196	Rentokil North America Inc	Technical Services	\$1,036.75
101197	Riverside Insights	Software	\$12,587.50
101198	School Health Corporation	Supplies	\$82.61
101199	Super Saver	Supplies	\$539.45
101200	Vivian Mendoza Johnson	Mileage	\$66.43
101201	Ace Hardware	Supplies	\$275.53
101202	Alegent Health Education Department	Supplies	\$650.00
101203	Amanda Bennett	Mileage	\$15.89
101204	American Red Cross	Emp Training	\$480.00
101205	American School Counselor Assn	Dues	\$129.00
101206	Apple Computer Inc	Technology Supplies	\$855.90
101207	Awards Plus	Supplies	\$88.50
101208	B & H Photo-Video Inc	Technology Supplies	\$250.28
101209	Bibiana Luevano	Mileage	\$45.08
101210	Blick Art Materials	Supplies	\$428.25
101211	Border States Industries Inc	Supplies	\$78.88
101212	Builders Warehouse	Supplies	\$77.98
101213	Capital Business Systems Inc	Technical Services	\$18,666.08
101214	Catherine Breuer	Mileage	\$82.74
101215	Christa Barker	Mileage	\$175.58
101216	Christina M Vrooman	Mileage	\$94.99
101217	Dayana Calcines Batista	Mileage	\$85.12
101218	Department of Health and Human Services	Dues	\$18.00
101219	Department of Health and Human Services	Dues	\$18.00
101220	Department of Health and Human Services	Dues	\$18.00
101221	Department of Health and Human Services	Dues	\$18.00
101222	Department of Health and Human Services	Dues	\$18.00
101223	Department of Health and Human Services	Dues	\$18.00
101224	Department of Health and Human Services	Dues	\$18.00
101225	Department of Health and Human Services	Dues	\$18.00
101226	Department of Health and Human Services	Dues	\$18.00
101227	Department of Health and Human Services	Dues	\$18.00
101228	Department of Health and Human Services	Dues	\$18.00
101229	Diana L Johnson	Mileage	\$26.11
101230	Grand Island Utilities Dept	Electricity	\$126,568.63
101231	Interstate All Battery Center	Repairs	\$281.55
101232	Island Indoor Climate	Technical Services	\$122.00
101233	Island Sprinkler Supply	Supplies	\$562.94
101234	Jamie Bisbee	Mileage	\$35.98
101235	JoAnn Jaros	Supplies	\$29.70
101236	Johnson Hardware	Purchased Services	\$13,831.00
101237	Joseph Blake West	Mileage	\$52.50

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101238	Karma L Lewandowski	Mileage	\$62.79
101239	Kassandra West	Mileage	\$54.39
101240	Kendall Hunt Publishing Company	Books	\$2,349.00
101241	Kristen Laurent	Technical Services	\$388.68
101242	Kylee-Joe Thompson	Mileage	\$166.46
101243	Lakeshore Learning Materials	Supplies	\$538.42
101244	Sara Yount	Mileage	\$32.55
101245	Stephanie Riak Akuei	Mileage	\$29.40
101246	T C Ceilings Inc	Supplies	\$495.36
101247	The Home Depot Pro	Warehouse	\$5,236.10
101248	Therese Hulme	Mileage	\$34.72
101249	TK Elevator Corporation	Technical Services	\$9,545.86
101250	TNT Sales	Supplies	\$189.98
101251	Tom Dinsdale Chevrolet Cadillac	Repairs	\$38.41
101252	Toni Birch	Emp Training	\$934.52
101253	Trausch Dynamics	Supplies	\$112.39
101254	UniFirst Corporation	Technical Services	\$908.84
101255	University of Nebraska at Kearney	Misc	\$175.00
101256	Vari Sales Corporation	Supplies	\$1,197.00
101257	Victor Outdoor Advertising	Advertising	\$1,350.00
101258	Village Cleaners	Technical Services	\$293.42
101259	West Music Co	Supplies	\$30.52
101260	Windy City Wire	Supplies	\$293.96
101261	United States Treasury	Misc	\$141.68
101262	Culligan of Grand Island	Supplies	\$653.20
101263	Hiland Dairy Food-Milks Company LLC	Food-Milk	\$1,890.11
101264	Pan-O-Gold Baking	Food- Bread	\$385.30
101265	Super Saver Five Points	Food-Milk	\$137.00
101266	University of Nebraska State Museum	Dues	\$330.00
101267	Amanda Smith	Mileage	\$20.65
101268	Amazon Cap Services Inc	Supplies	\$21,187.03
101269	Andrew Monson	Technical Services	\$6,768.75
101270	Anneris Shafer	Mileage	\$26.04
101271	Brooke E Summers	Professional Services	\$100.00
101272	Century Link	Telecommunications	\$852.43
101273	Claudia Demko Reno	Mileage	\$25.83
101274	Dan Petsch	Mileage	\$106.68
101275	Danita M Stanton	Professional Services	\$100.00
101276	Evan Meyer	Mileage	\$72.90
101277	Heath B Meier	Mileage	\$145.80
101278	Josh Summers	Professional Services	\$100.00
101279	Julie McCoy	Mileage	\$308.77
101280	Julie Schnitzler	Professional Services	\$100.00
101281	Makerbot Industries, LLC	Supplies	\$349.00
101282	Markerboard People	Supplies	\$670.00
101283	Marks Plumbing Parts	Supplies	\$51.33
101284	Menards	Supplies	\$1,333.54
101285	Midwest Alarm Services	Technical Services	\$240.00

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101286	Motion Industries Inc	Supplies	\$241.69
101287	Nebraska Council of School Administrator	Emp Training	\$382.00
101288	Nebraska Fire Sprinkler Corp	Technical Services	\$167.00
101289	Nebraska State Fair	Supplies	\$225.00
101290	Northland Chemical Corp	Warehouse	\$1,278.38
101291	Pearson Clinical Assessment	Software	\$28,714.25
101292	Platte Valley Communications	Supplies	\$1,175.78
101293	Really Good Stuff Inc	Supplies	\$3,396.33
101294	Rentokil North America Inc	Technical Services	\$892.85
101295	Riekes Equipment Company	Supplies	\$2,093.57
101296	School Outfitters	Supplies	\$23,404.16
101297	SchoolPosters.com LLC	Supplies	\$2,522.75
101298	Sherwin Williams Company	Supplies	\$1,525.16
101299	State Glass Inc	Supplies	\$3,257.85
101300	Stelling Brass & Winds	Supplies	\$972.00
101301	Super Saver Five Points	Supplies	\$811.02
101302	Border States Industries Inc	Supplies	\$115.21
101303	Capstone	Software	\$3,398.00
101304	Carolina Biological Supply	Supplies	\$547.50
101305	CDW Government	Technology Supplies	\$42,097.76
101306	City of Grand Island - Solid Waste	Utility	\$333.99
101307	Cline Williams Wright Johnson	Legal Services	\$4,800.00
101308	Construction Rental	Supplies	\$168.00
101309	Copycat Instant Printing	Printing & Binding	\$2,512.02
101310	Cornerstone Counseling PC	Technical Services	\$885.00
101311	Crescent Electric Supply	Supplies	\$236.84
101312	Culligan of Grand Island	Supplies	\$62.20
101313	Demco	Supplies	\$550.43
101314	Devin Wolcott	Mileage	\$10.92
101315	E & D Equipment Solutions LLC	Supplies	\$875.00
101316	Eakes Office Solutions	Supplies	\$1,677.65
101317	Edgerton Education Foundation	Prof. Ed Services	\$2,110.00
101318	Educational Service Unit 10	Emp Training	\$95.00
101319	Flinn Scientific	Supplies	\$1,044.82
101320	Follett Content Solutions LLC	Books	\$691.27
101321	Gopher Sport	Supplies	\$798.62
101322	Grand Island Independent	Communications	\$17.60
101323	Grand Island Utilities Dept	Electricity	\$26,857.48
101324	Great Minds PBC	Supplies	\$15,491.53
101325	Gustave A Larson Company	Supplies	\$2,672.58
101326	hand2mind Inc	Supplies	\$50.96
101327	Holiday Express	Student Trans	\$37,075.00
101328	Interstate All Battery Center	Supplies	\$56.12
101329	Jason McDonald	Emp Training	\$270.79
101330	Jennifer Hahn	Mileage	\$73.29
101331	Karisa Dubbs	Mileage	\$62.58
101332	Karma L Lewandowski	Emp Training	\$27.86
101333	Kristin Watson	Mileage	\$33.39

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101334	Lynnette Gibson	Emp Training	\$207.20
101335	Megan L Jaixen	Prof. Ed Services	\$10,464.91
101336	NAPA Auto Parts	Supplies	\$299.96
101337	Sarah Wolf	Mileage	\$18.20
101338	The Violin Shop in Lincoln Inc	Supplies	\$562.75
101339	Verizon Wireless	Telecommunications	\$1,627.88
101340	Wabi Sabi Behavioral Health Center LLC	Professional Services	\$1,354.00
101341	Winsupply of Grand Island	Supplies	\$5,390.59
101342	Yandas Music	Supplies	\$846.63
101343	Cash-Wa Distributing	Food-Milk	\$2,443.80
101344	Denise Bone	Mileage	\$65.31
101345	Gabino Saldivar Gomez	Mileage	\$67.41
101346	Hiland Dairy Food-Milks Company LLC	Foos - Milk	\$1,222.96
101347	Kimberly Clegg	Mileage	\$16.87
101348	Midwest Restaurant Supply LLC	Repairs	\$155.95
101349	National Food-Milk Group Inc	Food-Milk	\$16,093.00
101350	Nicole Enck	Mileage	\$19.81
101351	Pan-O-Gold Baking	Food-Bread	\$83.70
101352	Raynor Garage Doors of Central Nebraska	Repairs	\$123.00
101353	Reid Beilby	Travel	\$482.15
101354	Amazon Cap Services Inc	Supplies	\$15,228.22
101355	Cassandra Jo Stara	Technical Services	\$557.81
101356	Danny Oberg	Rent	\$3,400.00
101357	Grand Island Public Schools Activity Fun	Misc	\$32.50
101358	Matheson Tri Gas Inc	Supplies	\$60.71
101359	Melinda Sturgill	Mileage	\$24.57
101360	Menards	Supplies	\$320.27
101361	Midwest Alarm Services	Technical Services	\$3,625.00
101362	Mosyle Corporation	Software	\$1,200.00
101363	MRL Crane & Equipment Rental	Supplies	\$1,950.00
101364	National Council for Community &	Emp Training	\$7,650.00
101365	Nebraska Council of School Administrator	Emp Training	\$225.00
101366	Nebraska State Fire Marshall Elevator Di	Dues	\$1,320.00
101367	Nebraska Truck Center Inc	Repairs	\$257.49
101368	Northwestern Energy	Utility	\$3,079.45
101369	Office Depot	Supplies	\$458.38
101370	Oriental Trading Company	Supplies	\$40.59
101371	Panchita Portillo	Mileage	\$34.79
101372	Pro-Ed	Books	\$398.20
101373	Reams Sprinkler Supply Co	Supplies	\$388.20
101374	Rentokil North America Inc	Technical Services	\$408.15
101375	Roberts Pump & Supply Co	Supplies	\$1,699.20
101376	Sams Club Direct	Supplies	\$1,856.68
101377	Scholastic Book Clubs Inc	Books	\$1,898.79
101378	Sherwin Williams Company	Supplies	\$383.71
101379	Sonova USA Inc.	Technology Supplies	\$593.61
101380	Verizon Connect Fleet USA L	Repairs	\$3,265.90
101381	Ace Hardware	Supplies	\$593.66

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101382	Ada Badminton & Tennis	Supplies	\$829.96
101383	Advanced Water Company Inc	Supplies	\$218.86
101384	Agricultural Service	Supplies	\$4,477.50
101385	All Star Auto Glass of Grand Island	Repairs	\$1,269.54
101386	Allo Communications LLC	Technical Services	\$1,604.50
101387	Almquist Maltzahn Galloway & Luth	Professional Services	\$753.00
101388	Amy Bombeck	Mileage	\$29.61
101389	Anthem Sports LLC	Supplies	\$1,871.60
101390	Border States Industries Inc	Supplies	\$3,405.66
101391	Burk's Piano Service	Technical Services	\$150.00
101392	Cannon Moss Brygger & Assoc	Technical Services	\$3,266.00
101393	Carolina Biological Supply	Supplies	\$144.00
101394	CDW Government	Software	\$9,273.60
101395	Column Software PBC	Advertising	\$394.00
101396	Communications Engineering	Purchased Services	\$33,332.30
101397	Computer Hardware	Technology Supplies	\$1,010.00
101398	Construction Rental	Supplies	\$740.00
101399	Copycat Instant Printing	Printing	\$76.00
101400	Cornerstone Counseling PC	Technical Services	\$810.00
101401	Crescent Electric Supply	Supplies	\$665.22
101402	Daikin Applied	Technical Services	\$926.25
101403	Dennis Supply Company	Supplies	\$10.18
101404	Discount School Supply Order Dept	Supplies	\$1,339.02
101405	Drapery Den	Technical Services	\$40.00
101406	Eakes Office Solutions	Supplies	\$5,098.28
101407	Eberl Plumbing & Drain	Technical Services	\$675.00
101408	Edgerton Education Foundation	Prof. Ed Services	\$3,050.00
101409	Educational Service Unit 7	Prof. Ed Services	\$3,602.50
101410	Educational Service Unit 9	Software	\$690.00
101411	Egan Supply Company	Other Equipment	\$4,200.00
101412	Emily Armstrong	Mileage	\$43.82
101413	Fastenal	Supplies	\$174.04
101414	Fun and Function LLC	Supplies	\$100.94
101415	GLOBO Language Solutions	Technical Services	\$208.75
101416	Gopher Sport	Supplies	\$897.02
101417	Gottlob Asphalt, LLC	Technical Services	\$1,682.00
101418	Grand Island Express Inc	Repairs	\$148.84
101419	Grand Island Public Schools	Misc	\$3,648.62
101420	Grand Island Utilities Dept	Electricity	\$65,368.24
101421	Great Lakes Sports	Supplies	\$345.13
101422	Gustave A Larson Company	Supplies	\$4,794.62
101423	Heather Gearhart	Mileage	\$28.98
101424	Interstate All Battery Center	Supplies	\$816.60
101425	Island Sprinkler Supply	Supplies	\$948.05
101426	Kelly Supply Co	Supplies	\$39.44
101427	Kenneth DeFrank	Mileage	\$61.04
101428	Kens Appliance Inc	Supplies	\$606.40
101429	Krystal Andreasen	Mileage	\$19.11

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
101430	Kylee-Joe Thompson	Mileage	\$58.87
101431	Lakeshore Learning Materials	Supplies	\$1,573.18
101432	Lauren Ashley Verraneault	Mileage	\$410.20
101433	Legacy Outdoor Advertising LLC	Advertising	\$725.00
101434	LessonPix Inc	Technology Supplies	\$680.40
101435	Lexia Learning Systems LLC	Books	\$13,167.00
101436	Maria Reigosa Gomez-Araujo	Parental Mileage	\$21.84
101437	Meredith Davis	Mileage	\$180.81
101438	Molly Elge	Mileage	\$79.94
101439	NAPA Auto Parts	Repairs	\$820.96
101440	No Tears Learning Inc	Supplies	\$742.50
101441	Rosemary Gomez	Mileage	\$40.11
101442	Stacie Faber	Mileage	\$45.57
101443	T & T Enterprises	Technical Services	\$250.00
101444	The Hearing Clinic Inc	Prof. Ed Services	\$2,463.00
101445	The Home Depot Pro	Warehouse	\$4,318.66
101446	The Library Store Inc	Supplies	\$125.58
101447	Tobii Dynavox LLC	Software	\$1,432.80
101448	Toledo Physical Education Supply Company	Supplies	\$199.03
101449	Tom Dinsdale Chevrolet Cadillac	Repairs	\$30.15
101450	Tri-Cities Roofing and Sheet Metal	Technical Services	\$724.00
101451	Tyler Technologies Inc	Emp Training	\$580.00
101452	Typing Agent	Software	\$3,480.00
101453	Ultra Chem Inc	Supplies	\$285.64
101454	Uncharted Learning	Software	\$8,000.00
101455	UniFirst Corporation	Technical Services	\$867.51
101456	United States Postal Service	Supplies	\$61.00
101457	Verizon Wireless	Telecommunications	\$120.03
101458	Village Cleaners	Technical Services	\$50.00
101459	Virco Inc	Supplies	\$36,108.80
101460	Wauneta Fletcher	Professional Services	\$100.00
101461	Westside Community Schools	Professional Services	\$9,094.00
101462	White Cap	Supplies	\$402.98
101463	Winsupply of Grand Island	Supplies	\$6,563.62
101464	Wipebook Corporation	Supplies	\$4,895.01
101465	Woodriver Energy LLC	Utility Energy Services	\$16,774.91
101466	Xello Inc	Software	\$28,540.80
101467	Grand Island Public Schools Activity Fun	Dues	\$20,330.50
	Central Nebraska Education Agency	Lease	\$44,999.99
	Kidwell Inc	Construction	\$187,200.00
	Kidwell Inc	Construction	\$26,512.00
	Communications Engineering	Intercom	\$29,872.00
	Communications Engineering	Intercom	\$26,603.00
	Medsurety	Employee Benefits	\$648.00
	Educational Service Unit 9	Prof. Ed Services	\$38,996.89
	Head Start Family Dev Program	Prof. Ed Services	\$46,098.61
	Head Start Family Dev Program	Prof. Ed Services	\$13,502.47
	Go Physical Therapy LLC	Professional Services	\$69,522.05

# Grand Island Public Schools

## Claims Listing

July 10, 2025

<u>Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	Educational Service Unit 9	Prof. Ed Services	\$36,176.11
	Go Physical Therapy LLC	Professional Services	\$54,350.50
	Educational Service Unit 9	Prof. Ed Services	\$32,216.25
	Educational Service Unit 9	Prof. Ed Services	\$37,831.25
	Midwest Floor Covering Inc	Flooring - Lincoln	\$247,215.77
	Kidwell Inc	Video Security	\$43,000.00
	BOKF, National Association	Debt payment	\$13,300.00
	BOKF, National Association	Debt payment	\$258,394.44
	Riverside Technologies Inc	Chrome books	\$245,600.00
	BOKF, National Association	Debt payment	\$14,409.80
	BOKF, National Association	Debt payment	\$400,662.50
	BOKF, National Association	Debt payment	\$456,578.33
	BOKF, National Association	Debt payment	\$86,776.03
	BOKF, National Association	Debt payment	\$322,448.60
	Kidwell Inc	Telephone	\$35,500.00
	Nemaha Landscape Construction	Track renovation-Barr	\$26,475.02
			<u>\$4,001,675.24</u>
June 13, 2025 Payroll		All Funds	<u>\$9,127,464.16</u>

# Kneale Administration Building

**Dan O. Petsch**

Director of Buildings and Grounds



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June 30, 2025

RE: Proposals received for the Motorcoach and School Bus Transportation Charges for the 2025-26 School Year

BUDGET:

Varies by Building

PROPOSALS GIVEN TO:

Holiday Express

Adventure Bus and Charter, LLC

PROPOSALS RECEIVED:

A complete tabulation of proposals received can be found on Page 2.

RECOMMENDATION:

It is recommended to place the proposals received from Adventure Bus & Charter and Holiday Express on file. The schools will use either provider and schedule trips accordingly. This will be a non-exclusive agreement for the 2025 – 2026 school year.

A handwritten signature in blue ink, appearing to read "Dan O. Petsch".

Dan O. Petsch

Director of Buildings and Grounds

Grand Island Public Schools  
 Motorcoach and Transportation Charges Bid Tab  
 School Year 2025-26

Motorcoach:

**Supplier: Adventure Enterprises, LLC**

Travel To	Cost	# of Hours	Cost for additional Hours
Beatrice	\$ 1,045.00	10	\$ 92.00
Bennington	\$ 1,455.00	10	\$ 92.00
Bellevue	\$ 1,455.00	10	\$ 92.00
Broken Bow	\$ 946.00	10	\$ 92.00
Central City	\$ 781.00	8	\$ 92.00
Columbus	\$ 843.00	8	\$ 92.00
Council Bluffs	\$ 1,455.00	10	\$ 92.00
Crete	\$ 946.00	10	\$ 92.00
Elgin	\$ 946.00	10	\$ 92.00
Elkhorn	\$ 1,455.00	10	\$ 92.00
Firth	\$ 1,151.00	10	\$ 92.00
Fremont	\$ 1,151.00	10	\$ 92.00
Gothenburg	\$ 1,129.00	10	\$ 92.00
Grand Island	\$ 601.00	5	\$ 92.00
Hastings	\$ 854.00	8	\$ 92.00
Henderson	\$ 854.00	8	\$ 92.00
Holdrege	\$ 843.00	8	\$ 92.00
Kearney	\$ 843.00	8	\$ 92.00
Lexington	\$ 956.00	8	\$ 92.00
Lincoln	\$ 1,039.00	10	\$ 92.00
Minden	\$ 843.00	8	\$ 92.00
McCook	\$ 1,293.00	10	\$ 92.00
Millard	\$ 1,455.00	10	\$ 92.00
Norfolk	\$ 1,208.00	10	\$ 92.00
North Platte	\$ 1,455.00	10	\$ 92.00
Omaha	\$ 1,455.00	10	\$ 92.00
Ord	\$ 854.00	8	\$ 92.00
Peru	\$ 1,705.00	10	\$ 92.00
Scottsbluff	\$ 2,971.00	12	\$ 92.00
Sioux City	\$ 1,668.00	12	\$ 92.00
Sutton	\$ 854.00	8	\$ 92.00
York	\$ 854.00	8	\$ 92.00
<b>\$300.00 cancellation fee if cancelled less than 4 hours prior to load point</b>			

Fuel Surcharge Percentage	Price per Gallon
No Surcharge	\$0.00 - \$3.04
4%	\$3.05 - \$3.25
7%	\$3.26 - \$3.50
9%	\$3.51 - \$3.75
11%	\$3.76 - \$4.00
13%	\$4.01 - \$4.25
15%	\$4.26 - \$4.50
17%	\$4.51 - \$4.75
19%	\$4.76 - \$5.00
21%	\$5.01 - \$5.25
23%	\$5.26 - \$5.50
25%	\$5.51 - \$5.75
27%	\$5.76 - \$6.00
29%	\$6.01 - \$6.25
31%	\$6.26 - \$6.50
33%	\$6.51 - \$6.75

**Supplier: Holiday Express**

No Motorcoach Bid
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**School Bus:**

**Supplier: Adventure Enterprises, LLC**

No School Bus Bid
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**Supplier: Holiday Express**

Travel To	Cost	# of Hours	Cost for additional Hours
Albion	\$ 550.00	8	\$ 70.00
Ashland	\$ 825.00	8	\$ 70.00
Aurora	\$ 425.00	6	\$ 70.00
Axtell	\$ 550.00	8	\$ 70.00
Beatrice	\$ 750.00	8	\$ 70.00
Broken Bow	\$ 650.00	8	\$ 70.00
Cairo	\$ 400.00	6	\$ 70.00
Central City	\$ 425.00	6	\$ 70.00
Columbus	\$ 575.00	8	\$ 70.00
Cozad	\$ 650.00	8	\$ 70.00
Crete	\$ 675.00	8	\$ 70.00
David City	\$ 675.00	8	\$ 70.00
Firth	\$ 775.00	8	\$ 70.00
Fremont	\$ 775.00	10	\$ 70.00
Gibbon	\$ 440.00	6	\$ 70.00
Gothenburg	\$ 775.00	8	\$ 70.00
Grand Island	\$ 375.00	6	\$ 70.00
Harvard	\$ 425.00	6	\$ 70.00
Hastings	\$ 425.00	6	\$ 70.00
Holdrege	\$ 75.00	8	\$ 70.00
Juniata	\$ 425.00	6	\$ 70.00
Kearney	\$ 675.00	8	\$ 70.00
Lexington	\$ 675.00	8	\$ 70.00
Lincoln	\$ 675.00	8	\$ 70.00
Minden	\$ 575.00	8	\$ 70.00
Norfolk	\$ 825.00	10	\$ 70.00
North Platte	\$ 900.00	10	\$ 70.00
Omaha	\$ 900.00	10	\$ 70.00
Ord	\$ 565.00	8	\$ 70.00
Osceola	\$ 515.00	8	\$ 70.00
Palmer	\$ 415.00	6	\$ 70.00
Ravenna	\$ 415.00	6	\$ 70.00
St. Libory	\$ 415.00	6	\$ 70.00
St. Paul	\$ 425.00	6	\$ 70.00
Schuyler	\$ 75.00	8	\$ 70.00
Seward	\$ 665.00	8	\$ 70.00
Utica	\$ 600.00	8	\$ 70.00
Wood River	\$ 425.00	6	\$ 70.00
York	\$ 525.00	8	\$ 70.00
Sutton	\$ 495.00	8	\$ 70.00
Bennington	\$ 905.00	10	\$ 70.00
Henderson	\$ 515.00	8	\$ 70.00
Bellevue	\$ 905.00	10	\$ 70.00

Fuel Surcharge Percentage	Price per Gallon
5%	4.10 - 4.30
7%	4.31 - 4.51
9%	4.52 - 4.72
11%	4.73 - 4.93
13%	4.94 - 5.14
15%	5.15 - 5.35
17%	5.36 - 5.56
19%	5.57 - 5.77
21%	5.78 - 5.98
23%	5.99 - 6.19
25%	6.20 - 6.40
27%	6.41 - 6.61
29%	6.62 - 6.82
31%	6.83 - 7.03
33%	7.04 - 7.24

Executive Summary: Recommendation for Bread Bid Award (2025-2026)

To: Facility and Finance Meeting Attendees

From: Oscar Garcia Date: June 19, 2025

## **Subject: Recommendation to Award Bread Products Bid to Pan O Gold Baking Co.**

My recommendation is to award the bread products bid for the 2025-2026 school year to Pan O Gold Baking Co. for Grand Island Public Schools (GIPS). This recommendation is straightforward as Pan O Gold Baking Co. was the **sole bidder** for this RFP. The contract term will be for one year, from August 11th, 2025, to July 13th, 2026, with an option for up to three (3) additional one-year extensions at the discretion of GIPS. We have been consistently and extremely satisfied with their service and product quality.

In our assessment, Pan O Gold Baking Co. continues to demonstrate excellence across several critical areas:

- **Consistent Product Quality & Compliance:** Pan O Gold Baking Co. consistently provides high-quality bread products that meet or exceed all applicable Federal, State, and local regulations, including the USDA's National School Lunch Program (NSLP) requirements for whole grain content (minimum 51%). This ensures our students receive nutritious and compliant items.
- **Reliable Delivery & Operational Support:** The vendor provides reliable twice-weekly deliveries to our five specified locations, including the Central Kitchen, Grand Island Senior High (two kitchens), Barr Middle School, Walnut Middle School, and Westridge Middle School. This consistency is crucial for our daily operations.
- **Established and Valued Partnership:** Our long-standing relationship with Pan O Gold Baking Co. has been exceptionally positive, marked by their understanding of our needs and consistent responsiveness.
- **Cost-Effective Pricing:** This year's bid presents a fiscally advantageous position, with an estimated total cost of \$88,282.57 for the 2025-2026 school year. This is approximately **2.52% cheaper** than the total estimated usage cost of \$90,564.00 from the 2024-2025 bid.

This decision ensures continued access to high-quality, compliant bread products while also providing a cost reduction, directly supporting both student nutrition and fiscally responsible program management, and allows us to continue a highly positive and reliable working relationship.

# #WeAreGIPS



Description	Weight per package OZ	Number of slices or buns per package	Proposed Price per package	per svg cost
Whole Grain Bread, minimum of 51% whole grain or whole wheat flour, each slice to contribute 1 oz grain equivalent for the National School Lunch Program	24.00	22	\$ 2.65	\$ 0.12
Hamburger Buns, sliced, minimum of 51% whole grain to provide <u>.2.0 oz Grain Equivalent</u> for the National School Lunch Program	120.60	60	\$ 11.25	\$ 0.19
Coney Buns, Sliced, Minimum of 51% whole grain, to provide <u>1.5 oz Grain Equivalent</u> for the National School Lunch Program	24.12	12	\$ 2.70	\$ 0.23
Dinner Roll, Minimum of 51% whole grain, to provide 1.0 oz Grain Equivalent minimum for the National School Lunch Program	11.85	12	\$ 2.60	\$ 0.22
Deli or Hoagie Rolls, Sliced, minimum of 51% whole grain or whole wheat flour, to provide 2 oz Grain Equivalent minimum for the National School Lunch Program	60.11	24	\$ 5.25	\$ 0.22
Rye Bread	16.00	15	3.00	\$ 0.20

**Dan Wright**

\$ 8,284.68

Percent Increase over 23-24 SY Pan-O-Gold Baking Co.

2.54% Percent Decrease over SY 24-25

Executive Summary: Recommendation for Milk Bid Award (2025-2026)

To: Facility and Finance Meeting Attendees

From: Oscar Garcia Date: June 19, 2025

Subject: **Recommendation to Award Milk and Single-Serve Juice Bid to Hiland Dairy**

My recommendation is to award the milk and single-serve juice bid for the 2025-2026 school year to Hiland Dairy for Grand Island Public Schools (GIPS). This recommendation is straightforward as Hiland Dairy was the **sole bidder** for this RFP, and we have consistently been very satisfied with their service and product quality in previous years.

In our assessment, Hiland Dairy continues to demonstrate excellence across several critical areas:

- **Adaptive Pricing Model:** Hiland Dairy's proposal is based on an escalator basis only for the 2025-2026 school year. This transparent pricing strategy, reflecting current market conditions, provides a clear and adaptive approach to cost management in a volatile dairy market.
- **Comprehensive Product Offering:** Hiland Dairy provides a full range of essential dairy and single-serve juice products, including Half Pint 1% milk, Half Pint Choc FF, Half Pint Strawberry FF, 4 oz Orange Juice, 4 oz Apple Juice, 5lb Sour Cream, and 5lb Cottage Cheese. This comprehensive offering meets all our program's needs.
- **Strong Operational Reliability & Local Presence:** Hiland Dairy has an Omaha Division and a Grand Island Branch. Their local presence supports efficient distribution and responsiveness, as well as timely deliveries for the school year. Their consistent delivery capabilities are crucial for maintaining seamless operations within our school nutrition program throughout the school year.
- **Commitment to Food Safety & Quality:** As a reputable dairy provider, Hiland Dairy adheres to high standards of food safety and quality for all their products, ensuring the well-being of our students. We have experienced zero issues with their service or the quality of their products in previous years.

Hiland Dairy's cost proposal, totaling an estimated \$684,399.87 for the 2025-2026 school year based on June 2025 pricing, continues to be acceptable. With this bid, we can expect an approximate **5% increase** in our overall milk expenses compared to last year. This decision ensures consistent access to high-quality milk and juice products, directly supporting both student nutrition and fiscally responsible program management, and allows us to continue a positive and reliable working relationship.

Dear Superintendent or Food Service Director,

Hiland Dairy is pleased to submit for your consideration the following quote for Dairy Products for the 2025-2026 school year. Bid prices are for paper Half Pints.

Due to the volatility of the market, we will be offering school bids on an escalator basis

only for the 2025-2026 school year. If possible, please include a 2025-2026 School

Calendar with your bid. This will help us know when school is in session

During the school year.

Product	Product#	Escalator
Half Pint I%	9171	.4150
Half Pint Choe FF	9178	.4250
Half Pint Strawbeny FF	9177	.4250
4 oz Orange Juice	9508	.3163
4 oz Apple Juice	9504	.300
51b Sour Cream	9224	10.40
51b Cottage Cheese	5762	10.20

The above Bid is accepted by the Superintendent or Food Service Director.

Signed \_\_\_\_\_ Name of School \_\_\_\_\_

\_\_\_ Acceptance Date: \_\_\_\_\_ First day of breakfast or lunch: \_\_\_\_\_ Esc. / De-Esc.

Month: June

Thank you,



Clint Bucknell  
Grand Island Branch  
Manager  
cbucknell@hilanddaity.com

**Executive Summary: Recommendation for Combi Oven Acquisition and Installation (2025)**

To: Facility and Finance Meeting Attendees

From: Oscar Garcia

Date: June 27, 2025

Subject: Recommendation to Award Combi Oven Acquisition and Installation Bid to Midwest Restaurant Supply

My recommendation is to award the Combi Oven Acquisition and Installation bid to Midwest Restaurant Supply. This decision is primarily based on their favorable financial proposal, which made them the highest-scoring bidder on the RFP Evaluation Matrix. Buller Fixture was the only other qualified bidder, as TriMark's bid was disqualified due to late submission.

Midwest Restaurant Supply's distinguishing factor over Buller Fixture was solely based on the overall cost, largely due to their agreement to purchase the district's old equipment.

**Lowest Overall Cost:** Midwest Restaurant Supply's total bid for the project is \$147,485.00. This proposal, including their offer to purchase our existing three (3) Combi ovens, resulted in an overall project cost that was \$3,002 lower than Buller Fixture's bid, making them the most financially advantageous option.

**Full Compliance with Specifications:** Both Midwest Restaurant Supply and Buller Fixture fully met all product specifications, installation requirements (including RATIONAL Certified Installation), and commitment to the delivery and installation schedule outlined in the RFP.

**Important Consideration:**

It is critical to note that the bid evaluation matrix did not include a specific criterion for a post-warranty service agreement. If such an agreement had been a weighted factor in the evaluation, considering Buller Fixture's superior technical support reputation, the outcome of the bid may have been different. This is an important consideration for future equipment maintenance and long-term service planning.

This recommendation allows Grand Island Public Schools to acquire essential kitchen equipment while achieving immediate cost savings through the disposal of existing assets.

GRAND ISLAND PUBLIC SCHOOLS

**RFP Evaluation Matrix**

**RFP Title: GIPS Combi Oven Acquisition and Installation Date: 06/27/2025** \_\_\_\_\_

GRAND ISLAND PUBLIC SCHOOLS

RFP Evaluation Matrix

RFP Title: GIPS Combi Oven

Acquisition and Installation

Date: 06/27/2025

FACTOR	POINTS AVAILAB LE	Midwest Restaurant Supply	Buller Fixture	Bidder 3
Price of the eligible product	35	35	30	
Specifications Compliance	25	25	25	
Delivery and Installation Schedule	20	20	20	
Vendor Qualifications	15	15	15	
Old Equipment Options	5	5	5	
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>95</b>	

List of Disqualified Bidders and Reason for Disqualification

TriMark: Due to late submission

**GRAND ISLAND PUBLIC SCHOOLS  
Grand Island, Nebraska**

**STAFF ADJUSTMENT  
July 10, 2025**

**Certified New Hires**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Degree/ Level</u>	<u>College/ University</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Joseph "KJ" Quinn	EL Newcomer/1.0 FTE Stolley Park	BA+27 -04	Hastings College	08/06/2025	A. Faeh

**Administrative New Hires**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
NONE			

**New Hire/Extra Standard Assignment**

<u>Name</u>	<u>Assignment/Building</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Jami Barrientos	Girls Volleyball Asst Coach Walnut MS	08/06/2025	F. Canfield
Haley Becker	7th Grade Girls Asst Basketball Walnut MS	08/06/2025	R. Harvey
Blake Hunkins	MS Girls Basketball Asst Coach/Barr	08/06/2025	W. Root
Kathryn Wilson	MS Girls Volleyball Asst Coach/Barr	08/06/2025	W. Root
Kathryn Zeller	MS Girls Wrestling Head Coach/Barr	08/06/2025	M. Tubbs

**Classified New Hires**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Cecilia Cruz C	Server Elem/.6250 FTE/Howard	08/06/2025	H. Mohammed

Macie Ebmeier	IT Intern/1.0 FTE/Kneale	08/05/2025	T. Hulme
Paula Ewoldt	Satellite Ctrl Elem/.5938 FTE/Stolley Park	08/06/2025	M. Palomares
Trinidad Fernandez	Food Svc Asst/1.0 FTE/Walnut	08/06/2025	J. Behrens
Natalie Hernandez M	Food Svc Asst/.8750 FTE/Kneale-CNC	08/06/2025	P. Hormachea
Gloria Hernandez R	Asst Cust Elem/1.0 FTE/Howard	06/12/2025	A. Perez G
Jessie Musquiz	Persnl Mgmt Sec HS/1.0 FTE/GISH	07/01/2025	M. Gonzalez
Meleny Vargas L	Sec to Elem Princip/1.0 FTE/Knickrehm	07/14/2025	E. Contreras

**Certified Separations**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Effective</u>
NONE.		

**Certified Extra Standard Separations**

<u>Name</u>	<u>Assignment/Building</u>	<u>Effective</u>
Emilee Bruns	Concessions Sponsor/Barr MS	05/23/2025
Clinton Felber	8th Grade Basketball HC/Barr MS	05/23/2025
Jill Granere	MS Girls Volleyball Asst Coach/Barr MS	05/23/2025
Katie Keasling	MS Girls Volleyball Asst Coach/Barr MS	05/23/2025
Paola Noriega-Rivera	MS Girls Soccer Asst Coach/Barr MS	05/23/2025
Damon Rodriguez	MS Boys Wrestling Asst Coach/Barr MS	05/23/2025
Damon Rodriguez	MS Girls Wrestling Asst Coach/Barr MS	05/23/2025
William Root	Girls Assist Basketball Coach/Barr MS	05/23/2025
William Root	Girls Assist Volleyball Coach/Barr MS	05/23/2025
Maggi Simonson	7th Grade Volleyball HC-(Coach Only) Barr MS	05/23/2025
Kathryn Zeller	MS Boys Soccer Asst Coach/Barr MS	05/23/2025

**Classified Separations**

<u>Name</u>	<u>Assignment/FTE/Building</u>	<u>Effective</u>
Joxan Acosta C	Asst Cust MS/1.0 FTE/Westridge	07/25/2025
Leylany Bonilla R	Bilingual Para ESL/.9375 FTE/Walnut	05/22/2025
Kaitlyn Carlson	ELC Inst Suppt/1.0 FTE/OLC	05/22/2025
Yaima Comptes P	Asst Cust Elem/1.0/Wasmer	07/03/2025
Mara Garcia H	Bilingual Para ESL/.9375 FTE/West Lawn	06/23/2025
Deborah Mitchell	Parapro Alt Prg/.9375 FTE/Skills Academy (Success Bldg)	05/22/2025
Jennifer Molina	Asst Cust Sr High/1.0 FTE/GISH	06/24/2025
Allison Mueller	Asst Cust Sr High/1.0 FTE/GISH	06/18/2025
Daja Orosco	Paraed Inst Suppt/.9375 FTE/Howard	05/22/2025
Araceli Perez G	Asst Cust Elem/1.0 FTE/Howard	06/12/2025
Celeste Ramirez	Asst Sec Middle Sch/1.0/Barr	06/11/2025
Taylor Schnase	ParaproAlt Prg/.9375 FTE/Lincoln-Skills	05/22/2025
Estephanie Terrazas R	Elem & MS Para/.9375 FTE/Starr	06/10/2025
Yanisleidys Zayas	Bilingual Para ESL/.375 FTE/West Lawn	05/22/2025

**Certified Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Kelli Arens	Speech/Language Pathology 0.2 FTE Seedling Mile 0.6 FTE Non public schools	Speech/Language Pathology 0.6 FTE Non public schools	08/06/2025	Seedling Mile Closure
Suzann Bouray	Kindergarten Teacher 1.0 FTE Howard	Business Education 1.0 FTE CPI	08/06/2025	S. Fox
Anabel Gonzalez	Social Worker/1.0 FTE West Lawn	Social Worker/1.0 FTE Early Learning Center	08/06/2025	R. Hernandez

Melanie Hansen	2nd Grade/1.0 FTE Lincoln	1st Grade/1.0 FTE Lincoln	08/06/2025	Moved due to enrollment #'s
Russell Harvey	Physical Ed/1.0 FTE Walnut	Physical Ed/1.0 FTE GISH	08/06/2025	J. McQuinn
Taylor Heinemann	SE Resource/1.0 FTE Westridge	SE Resource/1.0 FTE GISH	08/06/2025	S. Jessen
Andrea Hermance	1st Grade/1.0 FTE Shoemaker	Academic Support Coach Lincoln	08/06/2025	New position
Katherine Lehman	RN/ 1.0 FTE/ GISH	RN/ 1.0 FTE / Starr	08/06/2025	M. Starkey
Jeff McQuinn	Physical Education 1.0 FTE/GISH	Athletic Performance 1.0 FTE/GISH	08/06/2025	C. Reed
Luis Mejia	Social Worker/1.0 FTE Seedling Mile	Social Worker/1.0 FTE Barr	08/06/2025	C. Sheldon
Jacqueline Ortega	SE Teacher/1.0 FTE Dodge	Kindergarten Teacher 1.0 FTE / Dodge	08/06/2025	D. Vitera
Megan Ruby	ELA Teacher/1.0 FTE Barr MS	EL Teacher/1.0 FTE Barr MS	08/06/2025	P. Noriega
Carrie Sheldon	Social Worker/1.0 FTE Walnut/Westridge/Barr	Social Worker/1.0 FTE Walnut/Westridge	08/06/2025	Reassignment
Krystal Spilger	Integration Specialist 1.0 FTE/Newell	5th Grade/1.0 FTE Lincoln	08/06/2025	C. Fritz
Caitlin Stump	SPED Ed Consultant Non-Public/0.2 FTE	SPED Ed Consultant Non-Public/0.3 FTE	08/06/2025	Increased due enrollment #'s
Alexandra Tjaden	Reading Interventionist 0.75 FTE West Lawn/ 0.25 FTE Wasmer	Reading Interventionist 0.75 FTE West Lawn/ 0.25 FTE Knickrehm	08/06/2025	Reassignment
Jocelyn Wittrock	1st Grade/1.0 FTE Gates	2nd Grade/1.0 FTE Gates	08/06/2025	Reassignment

**Administrative Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Claudia Demko Reno	Skills Coordinator/1.0 FTE Success/Westridge/Lincoln	SPED Supervisor/1.0 FTE Kneale Admin	08/06/2025	New position
Sara Robinson	Academic Support Coach Dodge/Gates	Coordinator Title 1 Kneale Admin	08/06/2025	D. Jaimes

**Extra Standard Assignment Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Michael Tubbs	Girls Wrestling Head Coach Barr MS	Girls Wrestling Asst Coach Barr MS	08/06/2025	D.Rodriguez

**Classified Changes**

<u>Name</u>	<u>Former Assignment</u>	<u>New Assignment</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
Sorelis Barreto F	ELC Inst Suppt/1.0 FTE/ Starr	ELC Inst Suppt/1.0 FTE/ OLC	08/06/2025	L. Hinken
June Behrens	Food Svc Asst/1.0 FTE/ Walnut	CNCAsst Level II/1.0 FTE/ Kneale-CNC	08/06/2025	C. Montes
Michelle Billington	Elem Media Asst/1.0 FTE/ Seedling Mile	Elem Media Asst/1.0 FTE/ Wasmer	08/01/2025	L. Solkey
Sandra Buhrman	Server Elem/.4688 FTE/ Jefferson	Satellite Crlr Elem/.3750 FTE/ Howard	08/06/2025	M. Noziska
Erica Contreras	Sec to Elem Princip/1.0 FTE/ Knickrehm	Academy Secre/1.0 FTE/ CPI	06/09/2025	M. Enck
Carla Dominguez	Head Server Elem/.9375 FTE/ CPI	Head server Elem/.6875 FTE/ CPI Sat Crlr/.2500 FTE/Starr	08/06/2025	V. Schaaf
Jaden Enck	Head Server Elem/.6563 FTE/ West Lawn	Head Server Elem/.8125 FTE/ West Lawn	08/06/2025	Vacant

Havyn Hayes	Asst Cust Admin/1.0 FTE/ Kneale	Asst Cust Elem/1.0 FTE/ Wasmer	06/30/2025	Y. Comptes P
Macy Heathers	Head Server Elem/.6875 FTE/ Jefferson	Head Server Elem/.8125 FTE/ Jefferson	08/06/2025	Vacant
Hanan Mohamed	Server Elem/.6250 FTE/ Howard	Server Elem/.7500 FTE/ Howard	08/06/2025	L. Nuss
Cynthia Montes	CNC Asst Level II/1.0 FTE/ Kneale-CNC	CNC Asst Mgr/1.0 FTE/ Kneale-CNC	08/06/2025	T. Holder
Raul Ramirez G	Bilingual Para ESL/1.0 FTE/ Barr	Asst Sec Mid Sch/1.0 FTE/ Barr	07/16/2025	C. Ramirez
Migdalia Raymundo	Head Server Elem/.8125 FTE/ Seedling Mile	Food Svc Asst/1.0 FTE/ Kneale-CNC	08/06/2025	M. Contreras S
Simara Rodriguez	Satellite Crlr Elem/.3750 FTE/ West Lawn	Food Svc Asst/.3750 FTE/ Success Academy	08/06/2025	Vacant
Renee Schwieger	Food Svc Asst/.8750 FTE/ GISH	Food Scv Asst/1.0 FTE/ GISH	08/06/2025	A. Meyer
Gilberto Trejo	Asst Cust Elem/1.0 FTE/ Stolley Park	Head Cust Elem/1.0 FTE/ Jefferson	07/07/2025	J. Duff
Maria Trowbridge	Elem & MS Para/.9375 FTE/ Howard	Bilingual Para ESL/1.0 FTE/ Howard	08/06/2025	L. Clarke

**Certified Special Assignment**

<u>Name</u>	<u>Additional Assignment</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
NONE			

**Certified Special Assignment Separations**

<u>Name</u>	<u>Assignment/Building</u>	<u>Effective</u>	<u>Replaces/ Reason</u>
NONE			

**Certified Requests for Leave of Absence**

<u>Name</u>	<u>Assignment/School</u>	<u>Date of Leave</u>	<u>Reason</u>
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NONE

The Superintendent recommends adoption of the Staff Adjustment on the consent agenda

GRAND ISLAND PUBLIC SCHOOLS

6312 WAGE INFORMATION

~~The~~ Grand Island Public Schools will not terminate or retaliate against any staff member for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Policy Adopted: 11/14/2019

Policy Revised: ??/??/????

## GRAND ISLAND PUBLIC SCHOOLS

### 6325 CERTIFIED STAFF MILITARY SERVICE LEAVE AND CREDIT FOR EXPERIENCE

Certified staff of Grand Island Public Schools who are members of the National Guard, Army Reserve, naval Reserve, marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders of authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the district through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency any of the above certificated staff who are ordered to active service shall receive an additional leave of absence which will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the staff member shall receive such portion of their salary or compensation as will equal the loss they may suffer while in the active service of the state. The loss they may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Staff who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above.

Upon an honorable discharge from active service, such staff shall be entitled to a return to a comparable position as provided by law as long as they:

- has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
- has not been absent from their job for more than five years; and
- returns to work as outlined below.

The following periods and conditions of return to work apply to staff who were absent:

- if absent less than 31 days, staff must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest, and report to work;
- if absent more than 30 days but less than 181 days, staff must submit an application for reemployment within 14 days after the completion of service;
- if absent more than 180 days, by submitting an application for reemployment within 90 days after the completion of service.

Such person shall not be discharged without justifiable cause within one year after reinstatement if the person's period of military service before the reemployment was more than 180 days. Such person shall not be discharged without justifiable cause within 180 days after the date of reemployment if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

Staff reemployed after military leave will be treated as not having incurred a break in service. Absence for any of the reasons state above shall not affect staff's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the staff's employment normally to be anticipated in the employee's particular position. Credit on the salary schedule will be given to staff for military experience if such staff were drafted or called to active duty during their tenure as a certificated staff member of the Grand Island Public Schools.

Legal Reference:           Neb. Statute 55-160 to 166  
  79-838  
  38 U.S.C. §§ 4312, 4313, 4316, 4317  
  20 C.F.R. §§ 1002.259, 1002.261, 1002.262, 1002.267

GRAND ISLAND PUBLIC SCHOOLS

Policy Adopted: 03/05/1979

Policy Revised: 04/14/2016

Policy Revised: 02/14/2002

Policy Revised: ??/??/????

6328 CLASSIFIED STAFF BEREAVEMENT LEAVE

Full-time classified staff are eligible for a maximum of three (3) days per year with full pay for absence in case of death of an immediate family member defined as: spouse, children, step children, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person residing in the same home as part of the family. One day may be allowed for the funeral of a relative or close friend not defined as "immediate family". Staff who are hired after the beginning of the fiscal year (August 5th) will receive a pro-rated benefit for the remainder of that fiscal year.

The Family Medical Leave Act (FMLA) provides for up to 12 weeks of unpaid leave of absence under certain conditions. See Personnel Policy 6334 for a complete explanation.

Legal References: *The Family and Medical Leave Act of 1993* (29 U.S.C. §§ 2601 et seq. (1994) and *29 CFR Part 825* (1996))

Policy Adopted: 10/13/2016

Policy Reviewed: ??/??/????

### 6329 CLASSIFIED STAFF PERSONAL ILLNESS LEAVE

All classified staff (full or part time) should notify their supervisor prior to the beginning of their work day whenever illness or injury prevents them from reporting to work as scheduled. In the event of an emergency, the supervisor should be contacted as soon as possible. Full-time staff, must be actively employed to be granted sick leave for unavoidable absences due to personal illness or injury. Sick leave is accumulated at the rate of one day per month and is available for use after the end of the month in which it was earned. Unused sick leave may be accumulated to a maximum of 90 days of sick leave at full pay. Absences which exceed the staff members accumulated sick leave days are not paid. However, a staff member may elect to use accumulated vacation time as additional sick leave.

Staff who use sick leave must indicate the illness on the corresponding days on their ~~Kronos~~ time record. In the case of any extended period of absence (three or more days) due to illness or injury, the supervisor or the Human Resources Director may require a doctor's written statement verifying the need for continued leave and specifying the probable time the staff member will be able to return to work. After an absence due to illness of three or more days, a written release to return to work may be required from the staff member's physician. Three or more days of absence due to illness is considered long-term sick leave and requires a completed Leave Request form. Staff may also be asked to complete FMLA forms. Refer to Personnel Policy 6334.

When a staff member becomes aware of circumstances, which require an extended period of absence, should notify their immediate supervisor. Circumstances, which would require such notice include but are not limited to: pregnancy, extended illness, personal injury, anticipated surgery, hospitalization, or disability. Staff must furnish a statement from the attending physician (1) confirming the condition, (2) advising the district of the scheduled date of surgery or the expected delivery date, and (3) providing the date beyond which the staff member should not continue to work and an opinion as to the staff member's physical and/or mental ability to continue to perform the duties of their job description.

No sick leave benefits shall accrue as severance pay upon separation from the district for any cause.

When doctor or dental appointments cannot be made outside of the staff work schedules, sick leave can be used to cover the time needed for such appointments.

Full-time classified staff are allowed to use, from their accumulated sick leave, up to a maximum of ten (10) days, for an illness of the employee's immediate family members, defined as spouse, children, step children, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family.

Legal Reference:       26 U.S.C. §§ 2601 et seq. (Supp. 1994)  
                              29 C.F.R. Pt. 825 (1996)

Policy Adopted: 10/13/2016  
Policy Revised: ??/??/????

6330 CLASSIFIED STAFF VACATIONS, HOLIDAYS, AND FLOATING HOLIDAY LEAVE

~~The~~ Grand Island Public Schools shall determine the amount of vacation, holidays, and floating holiday leave that will be allowed for classified staff. Once benefit levels have been set, it will remain in effect until such time as the Board approves a change. It shall be the responsibility of the superintendent or designee to make a recommendation to the Board for changes in vacations, holidays, and/or floating holidays for classified staff.

The vacation may be taken any time during the school year when the vacation will not disrupt the school or district operations. The employee must submit a vacation request to their supervisor, who shall be responsible for determining whether the request will disrupt the school or district operation.

Classified staff will be paid only for the hours they would have been scheduled for the day. Up to one year's allotment of vacation ~~accrual~~ may be carried over. At no time will an accrual balance exceed the equivalent of 2 years ~~accrual~~. Accrual and unused vacation will be paid upon separation of employment.

Holidays and floating holidays will not be carried over from year to year. Unused holiday and floating holidays are not paid upon separation of employment.

~~Classified staff must be scheduled to work a minimum of 7 hours per day and a minimum of 35 hours per week in order to be eligible for vacations, holidays, and/or floating holidays.~~

Policy Adopted: 10/13/2016

Policy Revised: ~~??/??/????~~

## Grand Island Public Schools

### Fund Balances

Fiscal Year: 2024-2025

Month: July  
 Year: 2025  
 Fund Type:

Include Cash Balance  
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
01	General	\$36,987,659.91	\$152,900,493.23	(\$106,002,187.25)	\$0.00	\$83,885,965.89
02	Depreciation	\$4,704,631.55	\$0.00	(\$863,286.25)	\$0.00	\$3,841,345.30
03	Employee Benefit	\$3,372,665.76	\$126,224.21	(\$9,168.90)	\$0.00	\$3,489,721.07
04	Contingency	\$1,089,530.47	\$42,680.49	\$0.00	\$0.00	\$1,132,210.96
05	Activities	\$3,358,517.80	\$2,059,694.68	(\$2,274,811.61)	\$0.00	\$3,143,400.87
06	School Nutrition	\$1,928,966.31	\$6,586,597.21	(\$7,096,455.74)	\$0.00	\$1,419,107.78
07	Bond	\$7,935,554.75	\$20,840,856.90	(\$21,010,925.61)	\$0.00	\$7,765,486.04
08	Special Building	\$3,819,798.86	\$1,684,063.27	(\$959,130.73)	\$0.00	\$4,544,731.40
09	Qualified Capitol Purpose Undertaking	\$1,586,697.82	\$9,418,786.03	(\$4,129,644.02)	\$0.00	\$6,875,839.83
10	Cooperative	\$711,935.19	\$0.00	(\$501,813.54)	\$0.00	\$210,121.65
12	Student Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total:		\$65,495,958.42	\$193,659,396.02	(\$142,847,423.65)	\$0.00	\$116,307,930.79

End of Report

# PROPOSAL

## Tri-Cities Roofing & Sheet Metal.

P. O. Box 909  
 GRAND ISLAND, Nebraska 68802  
 (308) 384-7230

PROPOSAL SUBMITTED TO <b>Grand Island Public Schools/Dan Petsch</b>	PHONE	DATE <b>6-9-2025</b>
STREET	JOB NAME <b>Wasmer Roof modifications.</b>	
CITY, STATE and ZIP CODE	JOB LOCATION <b>Same</b>	

We hereby submit specifications and estimates for:

### Miscellaneous Roof Modifications Wasmer School.

1. Remove the Metal Ridge cap from the Northwest Skylight, adhesive apply one layer of 1/2" High density fiberboard and a 60 mill, fully adhered EPDM roof system.
  2. We will flash the walls and install Termination bar on the East and South Wall.
  3. We will tie the EPDM into the existing Single ply roof system below.
  4. Warranty to be included with the other EPDM Systems being completed at that time.
- Price for above: \$3,920.00.

Add 2" X 4" blocking to help direct Snow and Water from the NE Corner of the Roof section.

1. Fasten three angled Rows of 2" X 4" X 10' wood through the existing EPDM section.
  2. Enclose the Wood blocking in EPDM and tie into the existing Roof system for a water tight seal.
- Price for above: \$1,200.00.

Remove and replace Gutters on the Northwest EPDM Roof section.

1. Remove the existing Gutter, Metal edge and EPDM flashing and haul debris.
  2. Fabricate and install 8" Commercial Gutter with a raised front face and flash into the existing EPDM membrane.
  3. Fabricate and install new Downspouts.
- Price for above: \$5,930.00.

**We propose to furnish material and labor – complete in accordance with above specifications, for the sum of \$:**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by worker's compensation insurance.

Authorized Signature

**Gene Schacher**

NOTE: This proposal may be withdrawn by us if not accepted with 30 days.

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 6/12/2025

Signature 

Signature \_\_\_\_\_

# Proposed Change Order

Number: Job Number - PCO#3

3333 Folkways Cir  
Lincoln, NE 68504

(402) 475-9151  
FAX (402) 475-9186



To: Grand Island Public Schools	Phone: -	Fax: -	Date: 6/27/25
	Job Name/Location: GIPS IP Security		

## Change

Camera Additions:  
Newell Elementary - \$904 **Total: \$1,869.34**  
(1) 5.0C-H6SL-D1-30

Grand Island Senior High - \$2,214 **Total: \$1,248.66**  
(1) 360-W-30  
(1) Data Drop

## Notes

- 1) MATERIAL PROCUREMENT NOR INSTALLATION WILL BEGIN UNTIL A FULLY EXECUTED CHANGE ORDER HAS BEEN RECEIVED BY KIDWELL.
- 2) Change does not include any patching, painting, or repair of any surface.
- 3) All work to be completed during Kidwell's normal business hours.
- 4) Change will impact schedule, and require # business day(s) time extension.
- 5) No sales tax has been included for material and labor in this proposal.
- 6) All other required taxes will be charged and added to the proposal price on invoicing.

NOTE: This Proposed Change Order is only good for 10 days due to the rising cost of commodities.  
NOTE: This Proposed Change Order becomes part of and in conformance with the existing contract.

**CONFIDENTIALITY NOTICE:** This proposal and/or change order and any attachments are strictly confidential and are intended solely for the use of the individual or entity to whom it is addressed. This communication may contain proprietary and financial data of Kidwell Inc. If you are not the intended recipient, be advised that any use, dissemination, forwarding, printing, or copying of this proposal and/or change order and any file attachments is strictly prohibited.

We Agree hereby to make the change(s) specified above at this price **ADD \$3,118.00**  
**Three Thousand One Hundred Eighteen Dollars and 00/100 Cents.**

Proposed Change Order Prepared By: <u>Timothy Goodrich</u>	PREVIOUS CONTRACT AMOUNT:
Authorized Kidwell Representative Signature: _____ (CONTRACTOR)	REVISED CONTRACT AMOUNT:

Payment will be made as follows: **MONTHLY**  
\*Accounts not paid within thirty days are subject to a finance charge of 1% monthly, and an annual rate of 12%.

**Accepted-** The above prices and specifications of the Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Authorized Signature: \_\_\_\_\_  
(OWNER)

Date of Acceptance: \_\_\_\_\_

# Grand Island Public Schools

Nutrition Services Fund  
 FY 21-22 Through FY 24-25  
 As of 07/10/2025

		FY 21-22			FY 22-23			FY 23-24			FY 24-25			
		Amount	Amount	Percent Change	Amount	Amount	Percent Change	Amount	Amount	Percent Change	Amount	Amount	Percent Change	
Beginning Balance			\$1,922,662.12	73.98%		\$2,947,436.09	53.30%		\$3,184,804.97	8.05%		\$1,928,966.31	-39.43%	
Revenue														ESTIMATED
Revenue Code	Description													<u>AMOUNTS</u>
1510	Interest	\$568.44		46.65%	\$762.85		34.20%	\$24,957.40		3171.60%	\$20,075.00		-19.56%	\$20,000.00
1611	Sale of Meals	\$293,362.14		47.50%	\$997,028.44		239.86%	\$851,933.59		-14.55%	\$234,003.14		-72.53%	
1630	Special Functions	\$28,839.46		19.51%	\$36,356.07		26.06%	\$53,386.67		46.84%	\$54,619.07		2.31%	
1650	Summer Food Program	\$984.00		100.00%	\$1,342.00		36.38%	\$1,753.50		30.66%	\$76,077.00		4238.58%	\$75,000.00
1990	Misc	\$15,491.41		2459.93%	\$204.00		-98.68%	\$60.58		-70.30%	\$204.76		238.00%	
3150	State Reimb	\$0.00		-100.00%	\$67,995.53		100.00%	\$31,348.68		-53.90%	\$36,570.28		16.66%	
4210	Federal Reimb	\$6,552,014.86		11.31%	\$5,278,635.55		-19.43%	\$5,507,654.35		4.34%	\$6,259,492.81		13.65%	
4300	Grants	\$0.00		-100.00%	\$0.00		0.00%	\$0.00		0.00%	\$0.00		0.00%	
4530	Other - Commodities	\$483,174.60		19.63%	\$510,531.81		5.66%	\$0.00		-100.00%	\$0.00		100.00%	
5200	Transfers	\$0.00		0.00%	\$14,430.61		100.00%	\$0.00		-100.00%	\$0.00		0.00%	
5300	Proceeds from the District	\$0.00		0.00%	\$9,295.80		100.00%	\$0.00		-100.00%	\$0.00		0.00%	
5690	Non-Rev	\$14,573.43		-41.74%	\$252,932.22		1635.57%	\$6,313.78		-97.50%	\$26,790.20		324.31%	\$15,000.00
9980	Other Misc In/Out	\$4,374.46		-57.19%	\$5,264.83		20.35%	\$0.00		-100.00%	\$0.00		0.00%	
<b>Total Available</b>		<u>\$7,393,382.80</u>		<b>112.40%</b>	<u>\$7,174,779.71</u>		<b>97.04%</b>	<u>\$6,477,408.55</u>		<b>90.28%</b>	<u>\$6,707,832.26</u>		<b>103.56%</b>	
		\$9,316,044.92		21.26%	\$10,122,215.80		8.65%	\$9,662,213.52		-4.54%	\$8,636,798.57		-10.61%	
Expenditures														
100	Salaries	\$2,259,706.74		12.09%	\$2,253,668.60		-0.27%	\$2,735,482.14		21.38%	\$2,840,365.20		3.83%	\$100,000.00
200	Employee Benefits	\$609,732.46		10.32%	\$604,119.82		-0.92%	\$686,392.41		13.62%	\$648,851.91		-5.47%	\$50,000.00
300	Mileage/Phone	\$66,990.47		103.77%	\$39,055.18		-41.70%	\$28,306.17		-27.52%	\$16,454.67		-41.87%	
400	Repair/Manit. Paper	\$66,650.06		-180.51%	\$150,362.04		125.60%	\$213,149.31		41.76%	\$184,554.56		-13.42%	
500	Postage/Adv./Travel/Copies	\$4,288.00		-10.10%	\$11,921.39		178.02%	\$21,916.25		83.84%	\$7,510.01		-65.73%	
630	Food	\$3,125,846.42		8.91%	\$3,307,506.16		5.81%	\$3,491,936.37		5.58%	\$3,729,805.17		6.81%	\$400,000.00
700	Equipment	\$51,990.89		-73.10%	\$364,013.46		600.15%	\$71,829.24		-80.27%	\$156,360.39		117.68%	
800	Debt/Dues & Fees/Misc.	\$183,403.79		5.81%	\$206,764.18		12.74%	\$484,235.32		134.20%	\$62,553.83		-87.08%	
		<u>\$6,368,608.83</u>		<b>10.56%</b>	<u>\$6,937,410.83</u>		<b>8.93%</b>	<u>\$7,733,247.21</u>		<b>11.47%</b>	<u>\$7,646,455.74</u>		<b>-1.12%</b>	
		\$2,947,436.09		53.30%	\$3,184,804.97		8.05%	\$1,928,966.31		-39.43%	\$990,342.83		-48.66%	
Change in Ending Cash			\$1,024,773.97			\$237,368.88			-\$1,255,838.66				-\$938,623.48	

**2025-2026**

**Grand Island Public Schools**

**Certified Staff  
Handbook**

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# Welcome to Grand Island Public Schools

## Section 1: Intent of Handbook

Welcome to Grand Island Public Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Grand Island Public Schools 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 Grand Island Public Schools and the Grand Island 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.

Every staff member is subject to the Policies of the Board of Education. As such, every certified staff member should review the Policies of the Board of Education, available online at [www.gips.org](http://www.gips.org). Specific department information is located on the [GRID](#) for staff members.

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 decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

### VISION

Students prepared to make positive contributions to society and thrive in an ever-changing world.

### MISSION

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

### STUDENT COMMITMENTS

Within the school district of Grand Island:

*Every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;*

*Every student will be treated with fairness and dignity;*

*Every student will be honored for their unique qualities and backgrounds;*

*Every student will experience a sense of belonging, contribution and success; and*

*Every student will develop responsibility and show respect for others as well as oneself.*

In educating students, we teach hearts as well as minds.

# Article 1: Contract Days

## Section 1: Contract Days

Teachers are contracted for 187 of contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent's designee.

## Section 2: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will 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

On March 15 of each school year teachers will be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may 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 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.

## Section 2: Assignments and Transfers

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent or designee. A teacher will be expected to devote full time during days of school to the teacher's position and to perform the assigned duties diligently and faithfully to the best of the teacher's professional ability. Job descriptions, where available, may 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 program of the District is an integral part of the overall educational program of the 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.

Although the ultimate decision relative to individual transfers is based upon several considerations,

the prime consideration is that of the welfare of the students in the school system. When employees are assigned, attention is given to the proper balance of experience, and specialized competence on the part of the staff in each of the schools. Transfer to another building is made after consultation with the individuals involved-- staff member, principal, and department head if appropriate. Any employee desiring a transfer should submit a response on the Request to Transfer Google Form distributed by the

Human Resources Office (prior to the stated due date) of the current academic year.

## 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. Contact the human resources office with questions concerning a personnel file.

## 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, including the process set forth in board policy ([see GIPS Board Policy 6270](#)).

## 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, and the extra-duty salary schedule also incorporated into the negotiated agreement. Paychecks may be viewed by logging onto School ERP Pro.

### Salary Payments

Salary is payable over twelve equal installments. Teachers will be paid on the 15th of each month. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. In no event shall the Board advance more than one month's salary to any staff member. 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.

### Salary Schedule Movement

Teacher salary schedule movement is completed as set forth in the [negotiated agreement](#). Directions for movement on the Certified Salary Schedule and the Verification of Graduate Hours Form may be found in [The GRID](#) under Human Resources.

## Section 6: Benefits

Teachers are provided benefits in accordance with the negotiated agreement. Benefits are completed online and questions may be directed to the business office. The Benefit Guide may be found in The GRID under [Employee Benefits](#).

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

## Section 7: Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the

teacher. Questions concerning payroll may be directed to the Business Office.

## Section 8: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. 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. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

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 Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

## Section 9: Injuries at Work

All injuries to students or to adults which occur on district-owned grounds or buildings, should be reported to the supervisor or principal immediately and an accident report should be completed. In the event the injury involves a student, the teacher responsible for the student either as a 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 the report. The principal or immediate supervisor will submit the accident report to the Benefits Specialist. Depending upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

## Section 10: The GRID

The GRID is a warehouse of information for staff. You can access the site by going to: [grid.gips.org](http://grid.gips.org) (or in the GIPS folder in the top left hand corner of your toolbar). On The GRID, employees are able to access district information from each department, access salary schedules, printable calendars, quick links, a staff directory and many more helpful items.

# Article 3: Absences from Work

## Section 1: Paid Leaves

All leaves (paid or unpaid) are identified in the [Negotiated Agreement](#). If any teacher has a question about their availability or access to leaves, the teacher must contact the human resources office for verification. All leaves (paid or unpaid) are to be entered into Timeclock Plus in a timely manner so substitutes, if required, may be found.

## 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.

## Section 3: Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

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

If a teacher 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 Building Principal.

## Section 4: Family and Medical Leave Act

### Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will 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 childbirth;
- 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 service member 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, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher 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.

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

### **Eligibility Requirements**

A teacher is eligible if he or she has been employed with Grand Island Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Grand Island Public Schools 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 the teacher from performing the functions of his or her 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**

A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher 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**

The teacher may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

### **Employee Responsibilities**

The teacher 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 the teacher is 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. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

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

The District will 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 will notify the employee.

### **Enforcement**

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

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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact the human resources office at (308)385-5900.

## **Section 5: Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or 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 Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

## **Section 6: Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher'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 teacher for purposes of adoption. The teacher 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 teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

## **Section 7: Subpoena to Testify Leave**

A teacher must promptly notify the Building Principal when the teacher 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 teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

## **Section 8: Voting Leave**

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

When voting leave is available, a teacher will be entitled to be absent from work on election day for such a period 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 teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

## **Section 9: Leave Sharing Program**

In the event a teacher has exhausted all paid leave options and has a medical emergency resulting in a prolonged absence from work with a substantial amount of income loss, the teacher may request donated days from the Leave Sharing Program. See the [GRID](#) under Human Resources for more information and appropriate paperwork.

# **Article 4: Duties and Responsibilities**

## **Section 1: Hours of Work & Meetings**

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

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

In accordance with the negotiated agreement, the work year for staff will be 187 days. Staff will maintain a professional schedule and have professional responsibilities. Eight (8) hours is the base for a work day and includes a duty-free lunch period of thirty (30) minutes.

## **Section 2: Arrival to Duty Assignments**

Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. 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. See [GIPS Board Policy 6280](#) regarding professional schedules.

## **Section 3: Leaving School**

Teachers are to be always on duty 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 may not leave school during duty hours without the 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 reasons 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**

On each contract day, teachers must prepare written lesson plans which cover at least three days of advance instruction. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. The lesson plans must be sufficiently clear in establishing objectives and related activities of standards based lessons so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

## **Section 5: Daily Class Records**

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record 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.

## **Section 6: Classroom and School Procedures**

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

### **Photo ID Card**

A Photo ID card should be worn at all times whenever they are working in the district. If the photo ID card (badge) should be stolen or lost, please report to your supervisor or the HR department immediately.

### **Use of Cell Phones**

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Teachers 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 will be utilized by all occupants.

### **Use of Paraprofessionals**

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A paraprofessional is not a sufficient substitute for a teacher's duties. Paraprofessionals 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. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the para to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

### **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. Student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

### **Classroom Environment**

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

## Section 7: Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

### 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 the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher’s 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. 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 language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 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 they will be remembered.

### 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 Principal immediately so repairs may be undertaken.

### **Proper Warnings**

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

### **Contact the Principal for Assistance**

The Principal 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 Principal 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**

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her 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 (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodation 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 and throughout the year as needed, 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 restrooms, at assemblies, at pep rallies, in other open spaces and 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. For specific expectations, see the principal's behavior flowchart.

1. On the first day of class, students must be made aware of classroom expectations.
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, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the Principal. 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.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs 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 the 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.
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. 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; except for 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. Any questions about these rules are to be addressed to the Principal.

## **Section 10: Reporting Child Abuse**

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

# **Article 5: Personal and Professional Conduct**

## **Section 1: Professional Ethics Standards**

The School District 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 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 (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, parents, school patrons, or school board members 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, colleagues, employees, or board members.
- 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 responsibility for instilling an understanding of 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.
- 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 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 District's [Board Policy 6710](#). 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**

At all times, 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.

### **A. Notification of Arrest**

Teachers must notify Superintendent by the next business day after:

#### **1. Arrest or Criminal Charges**

The teacher 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 teacher's job responsibilities, including offenses that:

- i. Would impact the responsibility to be a role model for students or relations with other employees of Grand Island Public Schools;
  - ii. Would impact the teacher's ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
  - iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Grand Island Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

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

## **2. Certificate or License**

The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher'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 teacher's position.

## **3. Child Abuse**

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

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher's notice of such determination.

Teachers 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 teacher's confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

## **B. Civility**

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Grand Island Public Schools. 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, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

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

## B. Tobacco

The use of tobacco products is prohibited on school grounds.

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

## 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 support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### Professional Boundaries Between Employees and Students

All teachers 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 teachers 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 or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents or impair the employee’s ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- 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.
- 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 topic 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.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.
- “Grooming,” which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## Section 5: Professional Attire

It is important for teachers to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. See [GIPS Board Policy 6212](#) for details. 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 without the prior permission of the Superintendent. 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 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.

## 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 must 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 regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

## Article 6: Academic Matters

### Section 1: 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.

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 2: Measuring & Reporting Academic Achievement**

### **Grades and Grading**

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.

### **Recording Grades**

Each teacher shall record grades in the daily class record or other applicable electronic format in order to justify a summative grade that each student earns.

### **Reconsideration of Grades/Marks**

Questions raised concerning duly assigned grades should 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 may 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.

### **Reduced Credit**

Some students in certain situations may qualify for less than the number of credits normally granted for a course. 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 approved by the Principal.

### **Reports to Parents**

Grades and credit are assigned on a trimester or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

## **Section 3: 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, 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 Principal and in advance.

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 before the Parent-Teacher conference.

## **Article 7: Use of School Facilities & 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 tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. 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 on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. 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 workplace or on duty time shall be a violation of the drug-free workplace. 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 workplace 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 arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or 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.

## Section 2: 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. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

## Section 3: Use of District Computer Network and Internet

### [GIPS District Policy 6213](#)

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 District.

As a condition of using the computers and the Internet, employees agree to [GIPS District Policy 6213](#). Any violation of any part of the policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

## Section 4: Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is only for work-related purposes or has been approved in advance by the Principal.

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 prior approval from the Principal.

## Section 5: Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and

furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must 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 6: 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.

## **Section 7: Recording of Others**

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

## **Section 8: Copyright and Fair Use Policy**

It is the District'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.

# Article 8: State and Federal Programs

## Section 1: Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected 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.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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

## 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: Grand Island Public Schools, Kneale Administrative Building, 123 S Webb Road, Grand Island, NE 68802, (308-385-5900).

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

### Section 3: 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 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.

**2025-2026**

Grand Island Public Schools

**Classified Staff  
Handbook**

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# Table of Contents

# Welcome to Grand Island Public Schools

## Section 1: Intent of Handbook

Welcome to Grand Island Public Schools! 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. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: [www.gips.org](http://www.gips.org). Specific department information is located on the [GRID](#) for staff members.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

### VISION

Students prepared to make positive contributions to society and thrive in an ever-changing world.

### MISSION

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

### STUDENT COMMITMENTS

Within the school district of Grand Island:

*Every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;*

*Every student will be treated with fairness and dignity;*

*Every student will be honored for their unique qualities and backgrounds;*

*Every student will experience a sense of belonging, contribution and success; and*

*Every student will develop responsibility and show respect for others as well as oneself.*

In educating students, we teach hearts as well as minds.

# Article 1: School Calendar and Schedules

## Section 1: Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day. Classified employees are hourly employees. Official snow days called by the Superintendent are not compensated, however, employees may use a floating holiday or a vacation day if they have them available.

# Article 2: Employment, Compensation and Benefits

## Section 1: Employment

Classified employees may be asked in the spring whether they wish to continue 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 Chief of Human Capital Management or the employee's immediate supervisor.

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 at any time.

## Section 2: Assignments

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

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully 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 regarding an employee's personnel file. Contact the HR Office with any questions concerning a personnel file.

## Section 4: Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy ([see GIPS Board Policy 6270](#)).

## Section 5: Compensation

The Board of Education establishes the pay scale for each fiscal year. Following board action, the most current pay scales and grade ranges will be posted on the [GRID under Human Resources](#). Employees will be paid on the 15th of each month. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. Paychecks may be viewed by logging onto School ERP Pro. Employees must complete 90 days in the position before requesting a transfer to a different position within the district.

The Chief Financial Officer and Chief of Human Capital Management are responsible for establishing all position titles and determining starting salaries for all new classified employees. Generally, new employees are placed at the training wage for the appropriate job title. All classified employees, other than those hired as temporary employees, are paid on steps.

### New Employee Training Period

The training period for new employees is normally up to 90 calendar days (never less than 30 days). New employees must be evaluated by their supervisors within the training period before they can be moved to Step 1. New employees are encouraged to ask their supervisors about the evaluation prior to the end of the training period. The supervisor must recommend the rate change to the Human Resources Director before the rate can be changed. Rate changes will be effective at the beginning of the pay period after the recommended increase has been approved through the Human Resources Department.

### One Year of Experience

One year of experience is defined as:

- 9 or 10 month employees working one complete semester or more
- 12 month employees working 6 months or more prior to August 5
- 12 month/part time employees working 6 months or more prior to August 5

Employees who do not receive one year of experience in their present job category in a current year will not advance one step on the schedule for the next year.

Definitions of Employment:

- 9 Month Employment - working 1235-1525 hours per year and less than 12 months
- 10 Month Employment - working 1526-1819 hours per year and less than 12 months
- 12 Month Employment - working 1820-2080 hours per year
- 12 Month/Part-Time- working less than 1820 hours per year
- Full-time Employment- working at least 7 hours per day and 35 hours per week, totaling not less than 1235 hours
- Temporary Employment- working summers and special assignments
- Actively Employed- indicates that the employee is on the job, on paid vacation, or on paid sick leave. Does not include employees who are on unpaid leave of absence, workmen's comp or disability.

### Movement on the Salary Schedule

If an employee has completed a "successful" year of experience, one step on the pay range is granted for the next school year. A "successful" year of experience is based on an overall rating of basic, proficient or distinguished on the Classified Staff Performance Appraisal form for the year. Employees who have reached the maximum pay (step 9) for the position they are assigned will be eligible to receive a "longevity" pay increase annually following the year they reach step 9.

If an employee does not receive a performance appraisal for the year, the performance of the employee will be considered "satisfactory" and the employee will advance one step on the pay range for the next school year. All Board action takes precedent for the salary schedule.

If an employee receives an overall rating of “not satisfactory” on the Classified Staff Performance Appraisal form for the year, an Improvement Plan must be completed at the time of the appraisal conference. The employee will **not** advance one step on the pay range for the next school year. The employee is at-will and may be discharged with a “not satisfactory” performance appraisal.

## Section 6: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

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. An employee who falsified their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate 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 1 1/2 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 Chief of Human Capital Management will agree upon the overtime rate, in compliance with FLSA regulations.

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 shall 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 Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

## Section 7: Benefits

The Benefit Guide may be found in The GRID under [Employee Benefits](#).

## Section 8: The GRID

The GRID is a warehouse of information for staff. You can access the site by going to: [grid.gips.org](http://grid.gips.org) (or in the GIPS folder in the top left hand corner of your toolbar). On The GRID, employees are able to access district information from each department, access salary schedules, printable calendars, quick links, a staff directory and many more helpful items.

# 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 through the Timeclock Plus. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more 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 unexpected leave, employees are to contact their immediate supervisor as soon as practical. 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 immediate supervisor whether the employee will be able to return to work on the next duty day.

### Returning from Absences

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, the employee may 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.

## Section 2: Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

## Section 3: Leaves of Absence

An employee may apply to the Chief of Human Capital Management for a leave of absence. The Chief of Human Capital Management may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

## Section 4: Sick Leave

Full-time employees must be actively employed to be granted sick leave for unavoidable absences due to personal illness or injury. Sick leave is accumulated at the rate of one day per month and is available for use after the end of the month in which it was earned. Unused sick leave may be accumulated to a maximum of 90 days of sick leave at full pay. Absences which exceed the employee's accumulated sick leave days are not paid. However, an employee may elect to use accumulated vacation time as additional sick leave.

Employees who use sick leave must indicate the illness on the corresponding days on their time record (TCP). In the case of any extended period of absence (three or more days) due to illness or injury, the supervisor or the Human Resources Director may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work. After an absence due to illness of three or more days, a written release to return to work may be required from the employee's physician. Full-time classified employees are allowed to use, from their accumulated sick

leave, up to a maximum of ten (10) days, for an illness of the employee’s immediate family members, defined as spouse, child, step child, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family and to attend the birth of a child or grandchild when the delivering mother is (i) spouse of the faculty member; (ii) a dependent daughter; (iii) a daughter- in-law; or (iv) a nondependent daughter, provided that the absence in excess of three (3) days to attend the birth of a child of the faculty member’s spouse or dependent daughter shall require a physician’s statement and absence in excess of three (3) days to attend the birth of a non-dependent daughter shall be permitted only when severe medical conditions exist.

## Section 5: Bereavement Leave

Full-time employees are eligible for a maximum of three (3) days per year with full pay for absence in case of death of an immediate family member, defined as spouse, child, step child, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family. One day may be allowed for the funeral of a relative or close friend not defined as “immediate family.” Employees who are hired after the beginning of the fiscal year (August 5th) will receive a prorated benefit for the remainder of that fiscal year.

## Section 6: Vacation Leave

Full-time employees who are in a vacation earning status must be actively employed to be eligible for paid vacations. Actively employed indicates that the employee is on the job, on paid vacation, or on paid sick leave. Actively employed does not include employees who are on unpaid leave of absence, workman’s comp or disability.

Please note the following schedules:

### Twelve Month Employee Schedule

Continuous and Eligible Service	Vacation Days	Total Vacation Days
First day of work*		vacation accrued from start date per FTE- 5 days
Beginning 2nd through 3rd year	5/6 day per month	10 days anniversary date to anniversary date
Beginning 4th through 6th year	1 day per month	12 days anniversary date to anniversary date
7th through 14th years	1.25 days per month	15 days anniversary date to anniversary date
Beginning of 15th year	1.66 days per month	20 days anniversary date to anniversary date

### Ten Month Employee Schedule

Continuous and Eligible Service	Vacation Days	Total Vacation Days
After 1 year**	1/2 day per month accrued	5 days per August to August fiscal year

\*A new employee must complete a minimum of 12 months of employment to receive paid vacation days. The days may be taken prior to 12 months of continuous employment. However, if the employee leaves the district prior to one year of service they will be docked for vacation days which have been utilized.

\*\*Employee’s move on vacation schedule on anniversary of employee’s start date of full time employment. New employees hired on or after February 16, will be considered first year employees from the date of employment through the next fiscal year.

Nine-month employees and part-time employees do not receive paid vacation days.

Vacation days should be used during the fiscal year in which they are earned. However, vacation days for one year’s employment may be carried over to the next school year, but must be used prior to August 4 of that year. An employee will not be permitted to accrue any hours beyond 1 year of vacation.

When an employee separates from the district, unused and accrued vacation time will be paid out to the employee.

## Section 7: Holiday Leave

Full-time employees (working at least 7 hours per day and 35 hours per week or more) are eligible for the paid holidays which fall during their months of employment. These holidays are:

9 Month	10 Month	12 Month
Labor Day Thanksgiving Day Christmas (1 day) New Year’s Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year’s Friday before Easter Memorial Day Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year’s Friday before Easter Memorial Day Independence Day Floating Holiday (2) + (1)

If a holiday occurs while a full-time employee is on sick leave or vacation, that holiday is paid and is not counted as a sick day or a vacation day. An employee must be actively employed the workday before and after the holiday to be paid for the holiday.

## Section 8: Floating Holiday Leave

Floating Holiday pay is included in the employee’s total annual budgeted hours, and may be taken any time **during the employee’s normal work schedule** with approval from the employee’s immediate supervisor at least one week in advance of the day requested. Full time classified employees will receive two floating holidays per year, plus, staff who were eligible for sick leave the previous year and who used three or less days of sick leave will earn an additional floating holiday the next year. Full time employees **must work the entire previous fiscal year** to be eligible for the third floating holiday. Employees who are hired after the beginning of the fiscal year (August 5) will receive a pro- rated floating holiday benefit for the remainder of the school year, and floating holidays taken after notice of resignation is submitted will be prorated for that year. Floating holidays cannot be taken during the final week of school. An

employee **must** be actively employed the workday before and after the floating holiday to be paid for the Floating holiday.

## Section 9: Unpaid Leaves

The District complies with all laws that require leave 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 unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

## Section 10: Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

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

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 11: Family and Medical Leave

### Employee Rights and Responsibilities under the Family Medical Leave Act

Family and medical leave 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 childbirth;
- 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 service member 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, an employee's health coverage under a "group health plan" will be maintained on the same terms as if the employee 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.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

### **Eligibility Requirements**

An employee is eligible if he or she has been employed with Grand Island Public Schools 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 continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her 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**

The employee 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**

An employee may choose, or Grand Island Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

### **Employee Responsibilities**

The employee 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 the employee is 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. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

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

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

For additional information you may refer to FMLA poster at school 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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Human Resources Office.

## **Section 12: Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Human Resources Office 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 immediate 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 Human Resources Office of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

## **Section 13: 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 Chief of Human Capital Management and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Human Resources Office as early as possible.

## Section 14: Subpoena to Testify Leave

An employee must promptly notify their 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.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Human Resources Office shall make the final determination as to whether a matter is personal to the employee.

## Section 15: 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 between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

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 immediate supervisor may specify the hours during which the employee may be absent for voting leave.

## Section 16: Leave Sharing Program

In the event a classified employee has exhausted all paid leave options and has a medical emergency resulting in a prolonged absence from work with a substantial amount of income loss, the employee may request donated days from the Leave Sharing Program. See [the GRID](#) under Human Resources for more information and appropriate paperwork.

# Article 4: Duties and Responsibilities

## Section 1: Hours of Work & Meetings

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

The district is able to best serve students when each staff member conscientiously makes a sincere effort to satisfy the requirements of their work schedule. This includes, but is not limited to:

1. Being ready to work at the beginning of your scheduled day/shift.
2. Honoring the established break/lunch schedules.
3. Working through to the end of your scheduled day/shift.
4. Reporting to work each day you are scheduled to work.

In the event a staff member is unable to report to work as scheduled, the staff member is expected to notify their supervisor, in person, as soon as they know they will not be at work. This also applies to reporting late to work. In the event of an emergency or other circumstances which prevents the staff member from notifying their supervisor in advance of their absence, the staff member is expected to make contact with their supervisor as soon as possible after they are to report to work.

Any staff member who fails to report an absence in a timely manner will be considered to have abandoned their job and will be subject to replacement.

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

Eight hour employees are given at least one-half hour of unpaid time for a meal period and two paid breaks of fifteen minutes each. The break times are determined by the immediate supervisor and can be changed at any time.

## **Section 2: Arrival to Duty Assignments**

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to arrive five minutes prior to their scheduled shift.

## **Section 3: Leaving School**

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must clock out of Timeclock Plus and follow the building procedure when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

## **Section 4: School Procedures**

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

### **Photo ID Card**

A Photo ID card should be worn at all times whenever they are working in the district. If the photo id card (badge) should be stolen or lost, please report to your supervisor or the HR department immediately.

### **Use of Cell Phones**

Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is 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 must be used by all occupants.

### **Checking Out of Equipment**

All equipment must be checked out through the Supervisor. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

### **Accidents and Safety**

All injuries to students or to adults which occur on district-owned grounds or buildings, should be reported to the supervisor or principal immediately and an accident report should be completed. The principal or immediate supervisor will submit the accident report to the Benefits Specialist. Depending

upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

## Section 5: Supervision of Students

Proper supervision of students is necessary. 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.

### 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 the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s 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 language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

### 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 they will be remembered.

### 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 Principal immediately so repairs may be undertaken.

### **Proper Warnings**

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

### **Contact the Principal for Assistance**

The Principal 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 Principal 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**

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. 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.

## **Section 6: Reporting Child Abuse**

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, 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
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 the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term “promptly” means “within a 24-hour period.”

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 with any questions or concerns that you may have.

## Article 5: Personal and Professional Conduct

### Section 1: Ethics Standards

The Grand Island Public School District 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 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 (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
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 Chief of Human Capital Management any known violation of above paragraphs.
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.
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 confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from 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 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:

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;
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 or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- 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.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is 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.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the

sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Chief of Human Capital Management as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## 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.

## 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, texting, 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 Chief of Human Capital Management. There will be no retaliation against the person for making the report.

## Section 6: Notification of Arrest, etc.

Employees must notify Chief of Human Capital Management 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 Chief of Human Capital Management 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.

### **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 receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Chief of Human Capital Management 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, 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.

An employee's retention in a position and advancement on the pay scale are dependent on the employee receiving a basic, proficient or distinguished overall rating on the evaluation. If the overall rating of the performance appraisal is "unsatisfactory," an Improvement Plan must be completed immediately. The employee is at will and may be discharged with an "unsatisfactory" performance appraisal.

Appropriate documentation needs to be received in the Human Resources Office by the 1st of the month to enable the employee to receive the new rate of pay for that month. Evaluations received after the 1st of the month will be effective for the following month. Pay adjustments are based on the date the appropriate documentation is received in the Human Resources Office, and not by the date of hire.

## Section 8: Employee Complaints or Concerns

Employees are to inform their supervisor or the Chief of Human Capital Management 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 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 classified employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Classified employees are expected to maintain professional attire and grooming when on duty. See [GIPS Board Policy 6212](#) for details. The administration may establish more detailed guidelines for individual classified 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.

## Section 11: Employee 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.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

# Article 6: Use of School Facilities & 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 tobacco, alcohol or a controlled substance is prohibited in the workplace. 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 on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. 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 workplace or on duty time shall be a violation of the drug-free workplace. 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 workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Chief of Human Capital Management 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, or 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 on school grounds.

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

## 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.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

## Section 4: Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. 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 during any weekend or evening use.

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 5: Recording of Others

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

## Section 6: Use of District Computer & Internet

Classified employees 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 District.

As a condition of using the computers and the Internet, classified employees agree to the [GIPS District Policy 6213](#). Any violation of any part of the policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

# Article 7: State and Federal Programs

## Section 1: Notice of Nondiscrimination

Grand Island Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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) 669-4000  
 TDD: (800) 669-6820  
 (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

## 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: Grand Island Public Schools, Kneale Administrative Building, 123 S Webb Road, Grand Island, NE 68802, (308-385-5900).

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

## Section 3: Anti-discrimination & Harassment Policy

Grand Island Public Schools is committed to offering employment and educational opportunities 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 workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

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.

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.

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 workplace, classroom, or educational environment. Sexual harassment may exist when:

- Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- 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.
- 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, classroom, 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

Employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy (see [Personnel Policy 6270](#)).

## 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 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.

## RESOLUTION APPROVING CERTAIN STAFF TRAININGS

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District’s planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

<b>Subject</b>	<b>Required by</b>	<b>Approximate Length of Training</b>
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	60 minutes (once every 3 years)
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	35 minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	60 minutes
Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	60 minutes (once every 2 years)
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance	25 minutes
Pupil Transportation and Safety	Title 92, Chapter 91	3 hours (only those transporting students)
Blood Borne Pathogens	Department of Labor: Standard 29 CFR 1910.1030	5 to 25 minutes (may test out)
Online Safety	Stat: 79-2, 137; Title IX	5 to 20 minutes (may test out)
Sexual Misconduct	Stat: 79-2, 137; Title IX	5 to 40 minutes (may test out)

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or

designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_ **PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

## **Changes to Student Handbook for 2025-2026**

**Key:** Page # - type revision needed (Please note that after these revisions we may need to update the Table of Contents page numbers)

Also, please remove all “the” in front of “The Grand Island Public Schools”

**Cover**–Change to 2025-2026

### **Page 4–School Phone Numbers**

Remove Seedling Mile from phone list

### **Page 5–Policies & Guidelines**

Change Student Appearance to Student Grooming & Appearance

### **Page 6–School Hours**

Middle School times changed to 7:50 a.m. - 3:20 p.m.

### **Page 6–Lunch**

Under lunch, reword the last sentence to be: “Parents may eat a school lunch with their child, and if they bring in lunch from an outside vendor, they may sit with their student in an alternative setting.”

### **Page 6–Time and Space for Student Prayer**

Reword the section to the following:

GIPS Policy 7370 - Religion in the Curriculum, states that school administrators may support informal conversations with parents and students to find a mutually agreed upon solution that allows the students to fulfil their religious prayer requirement without excessive entanglement with the school. Schools may not dedicate a space as a mosque, prayer room or meditation room, and may not release students from classes to attend a prayer service in the school building, as this may be viewed as excessive entanglement.

### **Grand Island Senior High School:**

GIPS recognizes the religious requirement of prayer for students and provides a space and time for this to occur with minimal loss of instructional time.

Grand Island Senior High Process:

- Use the foyer of the auditorium as a common space and establish practice of entering and exiting the foyer through the main entrance near door 34 (interior halls are off limits).

Alternate locations would be:

1. Upper Deck of East Gym
2. East Conference Room
3. West Conference Room.

- Students will be allowed one 15 minute prayer time during the school day.
- Morning and late afternoon prayers should take place outside of the school day.
- Prayer time should take no more than 15 minutes including travel to and from the location.
- Students using prayer time should communicate with their counselors and teachers to be released and should travel directly to the prayer location. They should not stop in other classrooms or wait to meet other students who might be praying. Students should go directly to the location, pray and return directly to their assigned location.

**Other School Processes:**

Students and families may work with their building principal to secure time and space for prayer.

**Page 7–Enrollment Information**

Remove “one week prior to the start of school” (2nd to last line of the section)

**Page 7–Visitors**

Add “Schools utilize a visitor management system that requests all visitors, including parents/guardians, to provide an ID card or driver’s license to enter the building.”

**Page 7–Smoke-Free Environment**

Remove an “s” in the word Premisses and add at the end “Policy 8440 Use of Tobacco, Alcohol, and Controlled Substances by Students.”

**Page 7–Care of School Property**

Change the 2nd sentence to, “Students may be assessed fines and/or charges for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property.”

**Page 8–Student ID:**

2nd paragraph, please reword beginning of sentence to High School and Middle School students...

**Page 9–Fees**

Change to Fines and Activity Charges

**Page 9–Student Fees**

Change the header to Student Supplies

### **Page 9–Participation and Activity Charges**

Change to Activities and Participation charges

Change GIPS fees to GIPS fines for lost or damaged property...

Change Fees to Fines for lost or damaged Electronic Communication Devices (add “and equipment)

Under this section, change all to Fines (replace fees)

### **Page 9–Student Activity Fee Waivers**

Change to Student Activity Charge Waivers

On first bullet, please change to: “Families seeking a waiver based upon their status as identified by the Alternative Income Form or through Direct Certification such as SNAP or Medicaid eligibility must complete a sharing form or Alternative Income form on a yearly basis.”

Change Application for Student Fees and Supplies to Student Charges and Supplies Waiver

Change Retroactive refunds of Student Fees to Student Charges

### **Pg. 10–Breakfast and Lunch Costs**

Please change the 2024-2025 to 2025-2026 in both spots.

### **Page 15–Academic Promotion and Retention**

Revise first sentence to read, “Students normally progress annually from grade to grade.

Exceptions may be made through the Multi-tiered System of Supports process or **Policy 8730 Promotion, Retention, Acceleration.**

### **Page 17–Middle School**

Under the Course-Specific Standards, please add a NA choice box.

### **Pg. 18 High School**

Eliminate the first sentence “Grading at Grand Island Senior High differs from elementary and middle school grading.” THEN

Move the rest of the High School Section down below the current GISH Grading and Credit Information. CHANGE that header to High School Grading and Credit Information

### **Pg 18-Student Schedules and Schedule Changes**

Remove “during the fall semester”

### **Pg. 25–Safe and Drug Free Schools-Parental Notice - Board Policy 8570**

Remove first three paragraphs and replace with the following:

Grand Island Public Schools is concerned about the academic growth and the personal welfare of every person associated with the schools. The use of alcohol, tobacco products, and other illicit drugs can seriously interfere with one's health and academic functioning.

It shall be the policy of Grand Island Public Schools, in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation, to prohibit the possession, use, or distribution of illicit drugs or alcohol, including displaying evidence of intoxication, on school premises or as a part of any of the school's activities. Further, the student use or distribution of tobacco products shall be prohibited on school premises or during activities. This shall include regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

For the purposes of this policy:

1. "Tobacco products" include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or any similar product or device that can be used to ingest tobacco.
2. "Alternative nicotine products" include but are not limited to any noncombustible product containing nicotine, whether chewed, absorbed, dissolved or ingested by any other means.
3. "Vapor product" means any noncombustible product that employs a heating element power source, electronic circuit or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substances in a solution or other form, including but not limited to electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes or similar product or device and any vapor cartridge or other container of nicotine.

### **Authorized Use**

Any student whose parent or guardian requests that he or she be given any prescription or nonprescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Table Page 27-Harassment and Bullying - Board Policy 8455 until August review

## Page 35-Internet Safety - Board Policy 8457

Replace contents with the following policy revision (finishing correct numbering)

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

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

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other

unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
- Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects within the Nebraska K-12 Language Arts Standards. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
- Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online using the GIPS information system.
- Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice and will be reviewed as needed.
- The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

#### Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

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

- Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.  
The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this

## Policy.

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

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

The following is a non-comprehensive list of unacceptable uses of the technology resources:

- **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.
- **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question
- **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:
  - 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).
  - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - Users shall not engage in activities to gain unauthorized access to the software or unauthorized access to the system of other users.
  - Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 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, malware, or similar name.
  - Users shall not engage in any form of vandalism of the technology resources.
  - Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening 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.
  - to engage in or promote violations of student conduct rules.
  - to engage in illegal activity.
  - in a manner contrary to copyright laws.
  - in a manner contrary to software licenses.
- Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (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 Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

- Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and authorized IT Department personnel at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
- Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

If a student believes that a website has been improperly blocked by technology protection measures used to block and filter Internet access, the following procedures shall be followed:

- The challenged material will remain as is until a final decision is rendered.
- At any time in the process where appropriate forms are not filed or appropriate steps are not followed the objection is voided.
- If a complaint is in writing, the letter should be acknowledged promptly, including an invitation to the complainant to a conference at the school;
- If the matter cannot be resolved satisfactorily at the school level, the principal shall:
  - ask for a "Citizen's Request for Reconsideration of Internet Materials" form (attached);
  - offer to send the "Request for Reconsideration" form describing the situation to the associate superintendent for student services;
  - send a brief written statement describing the situation to the associate superintendent for student services;
  - assure the complainant that they will be contacted promptly by the associate superintendent for student services; and
  - explain that the internet materials will not be changed while a decision is pending.
- Upon receipt of the "Request for Reconsideration" form, the Associate Superintendent for Student Services shall take appropriate action to see that the material is reviewed. If warranted, a meeting of an advisory committee shall be called.
  - Committee members may include a student if appropriate, IT staff, teacher, media specialist, parent, and/or BOE member.
  - Committee members shall review the internet material in advance of the meeting.
  - Committee members shall report their findings to the Associate Superintendent for Student Services.

- Upon receiving the advisory committee’s report, the Associate Superintendent for Student Services shall make a decision, notify the complainant by letter and explain any appeal procedures.

**Pg. 43 –Who can Attend**

On bullet #2, reword to the following: GISH and Success Academy students in the senior cohort who graduate at semester or graduate early in the Spring semester may attend prom. Students graduating in their 11th grade year cannot attend the senior prom.

On last bullet, change to “GISH students with 3 unexcused absences in the prior quarter up to a dance will not be able to purchase a ticket or attend Homecoming or Winter Ball.”(delete Prom)

**Page 45–Supply Lists**

Remove GIPS Elementary Supply List and GIPS Middle School Supply List as it is listed on the district website

**Page 59–Appendix A**

8505 Title IX Sexual Harassment (Student)

Replace current information with the following:

It is the policy of Grand Island Public Schools (GIPS) to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. GIPS does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. Inquiries about the application of Title IX to GIPS may be referred to the District’s Title IX Coordinator, to the Regional Office of Civil Rights of the Department of Education, or both.

The GIPS Board encourages students, employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the Title IX Coordinator or building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination with the Title IX Coordinator.

The Board designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent

Coordinator for Student Complaints and Compliance Coordinator

Office address: Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68803

Email: [sstephens@gips.org](mailto:sstephens@gips.org)

Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management

Coordinator for Staff Complaints

Office address: Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68803

Email: [ckolar@gips.org](mailto:ckolar@gips.org)

Phone number: 308-385-5900

Other district employees filling key roles for implementing Title IX sexual harassment procedures include investigator(s), decision-maker(s), individuals to handle appeals, and individuals to facilitate an informal resolution process. Specific individuals filling these roles may vary from complaint to complaint as appropriate.

The Director of the Regional Office of Civil Rights can be contacted at the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

The district is committed to providing a nondiscriminatory workplace for employees. It is committed to the maintenance of a safe, positive learning environment for all students by providing student course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of employees and students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by

electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "Title IX sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30). These definitions are included in the procedures to this policy.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

When the alleged harassment or discrimination does not meet the Title IX definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable process for investigation.

#### Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, or acted in opposition to practices the person reasonably believes to be discriminatory, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

#### Confidentiality

The District must keep confidential the identity of any individual who has made a report or

complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising under the regulations.

#### Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) holding collective bargaining agreements with the district with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

#### Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including examination of evidence, handling hearings, appeals and informal resolution processes, when applicable, how to address complaints that do not qualify as Title IX sexual harassment, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and judgments of formal complaints of sexual harassment and are made publicly available on the District's website.

#### Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

### Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

## 1310 NONDISCRIMINATION

The Grand Island Public Schools is committed to a policy of nondiscrimination. Helping students and staff to develop an awareness and appreciation for the achievements, problems, and aspirations of all people in our culturally diverse society is essential to this end. Our goal is to create a learning environment free of discrimination.

The district will establish and maintain an atmosphere in which all persons will exhibit the following:

- (a) Respect for the individual regardless of economic status, intellectual or physical ability, race (including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps), color, religion, national origin, ethnicity, sex or gender, sexual orientation, marital status, **military or** veteran status, pregnancy, childbirth or related medical condition, or age,
- (b) Respect for cultural differences,
- (c) Respect for economic, political, and social lives of others, and
- (d) Respect for the right of others to seek and maintain their own identities.

The district will comply with regulations implementing Title IX of the educational amendments of 1972 which state the following:

"No persons in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program receiving federal financial assistance...."

The district will further comply with regulations implementing Section 504 of the Rehabilitation Act of 1973, which states in part:

"No otherwise qualified individual with handicaps ...shall, solely by reason of his or her handicap, be excluded from the participation in, be denied benefits of, or be subject to discrimination under any program...."

The district will further comply with regulations implementing Title VI of the Civil Rights Act of 1964, which states in part:

"...no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program...."

Additionally, the district will comply with the Nebraska Equal Opportunity in Education Act (Neb. Rev. Stat §79-2,114 to §79-2,124 [Reissue 1996]), and amendments thereto, which act states in part that it shall be an unfair or discriminatory practice for any public education institution to discriminate on the basis of sex, the pregnancy of any person, the marital status of any person, or the condition of being a parent.

No student will be treated differently on the basis of sex, (including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps), color, national origin, disability, pregnancy, marital status, or the condition of being a parent, in the context of an educational program or activity, so as to interfere with or limit the ability of the student to participate in or benefit from services, activities, or privileges of the district unless there is a legitimate, non-discriminatory reason to do so.

The district will examine thoroughly all parts of the curriculum to be sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups of our society. The district will develop programs that will increase the awareness of students, parents, and citizens of the cultural diversity of others.

The district will continue to promote good human relations by removing all messages of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in curriculum development and instructional materials; and in the availability of programs for children.

Grand Island Public Schools

Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated. Any act of harassment by either staff or students will result in disciplinary action.

This policy will be referenced in all staff and student handbooks and posted in a place of prominence in all district facilities.

References: *Title IX, Education Amendments of 1972*  
*Title VI of the Civil Rights Act of 1964, as amended*  
*Age Discrimination in Employment Act of 1975*  
*Section 504 of the Rehabilitation Act of 1973*  
*Title II, Americans with Disabilities Act of 1990*  
*Civil Rights Act of 1991*  
*Ne. Rev. Stat. 79-267 (2010)*  
*Grand Island Board of Education Policies*  
*1310.1 Administrative Procedures (attached), 1310.2 Complaint Form (attached)*  
*1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552*

Policy Adopted: 03/01/1976  
Policy Revised: 07/08/1991  
Policy Revised: 05/05/1997  
Policy Revised: 12/01/1997  
Policy Revised: 01/04/2001  
Policy Revised: 11/14/2011  
Policy Revised: 01/14/2016  
Policy Revised: 11/12/2020  
Policy Revised: 11/11/2021  
Policy Revised: **??/??/????**

**The** Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent  
Coordinator for Student Complaints and Compliance Coordinator  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: [sstephens@gips.org](mailto:sstephens@gips.org)  
Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management  
Coordinator for Staff Complaints  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: [ckolar@gips.org](mailto:ckolar@gips.org)

Grand Island Public Schools

Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

### **1310.1 Administrative Procedures for Policies**

*1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552*

#### **Human Rights Officer**

**The** Grand Island Public Schools does not discriminate on the basis of race (including skin color, hair texture and protective class hairstyles), color, religion, national origin, ethnicity, sex or gender, sexual orientation, marital status, or age in its programs and activities and provides equal access to the Boy Scouts. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Associate Superintendent for Student Services, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Employees and Others: Director of Human Resources, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the designated Human Rights Officer. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The duties of the Human Rights Officers include:

- maintaining and analyzing documentation of all bullying or harassment incidents;
- regularly reviewing the effectiveness of the district's efforts to correct and prevent bullying or harassment and proposing improvements;
- regularly assessing the adequacy of training for staff, administrators, students, and parents concerning bullying or harassment and proposing improvements;
- advising and assisting other district personnel to properly handle and investigate complaints and reports of bullying or harassment;
- ensuring that top district officials are informed about bullying or harassment incidents and the adequacy of the school's response; and
- ensuring that the investigation of bullying or harassment complaints is done in an impartial manner by district personnel who are trained in the requirements of equal educational opportunity.

#### **Reporting Procedures and Investigation**

Any person who believes that he or she has been the victim of bullying or harassment on the basis of race (including skin color, hair texture and protective hairstyles), color, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or veteran status**, or marital status is encouraged to immediately report the alleged act to the building principal or designated administrator within five (5) school days of the most recent incident. Any teacher or other employee of the district who knows of or receives a report of bullying or harassment shall immediately report the alleged incident. If the complaint involves the building principal or designated administrator, the complaint shall be made or filed with the Human Rights Officer. If the complaint involves the Human Rights Officer or the Superintendent of Schools, the complaint shall be made or filed directly with the School Board. The building principal, designated administrator or other responsible party contacted with a report of discrimination or harassment will cause an "Alleged Discrimination or Mistreatment Complaint Report" (attached) to be completed.

Complaints of bullying or harassment received by the building principal or designated administrator and a summary of any resolution or resolution attempts will be forwarded to the Human Rights Officer. Minor occurrences of alleged bullying, discrimination, or harassment may be resolved informally at the building level. In the event of obvious and major infractions or incomplete building resolution of a minor infraction, the Human Rights Officer or designee will immediately undertake an investigation. The investigation may

be conducted by district personnel or by a third party designated by the School District. In determining whether the alleged conduct constitutes a violation of Policy 1310, 6215, or 8455, the School District will consider all facts and circumstances concerning the alleged bullying or harassment. The School District will also consider the effect of the alleged bullying or harassment on the alleged victim and on the School District's goal of maintaining an orderly and effective educational process. The School District's obligation to undertake an investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegation is also pending or has been concluded.

The School District will respect the privacy of all persons relevant to the alleged bullying or harassment, consistent with the district's legal obligation to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation. In the event that the evidence suggests that the alleged bullying or harassment is also a crime, the School District will report the results of any investigation to the appropriate law enforcement agency responsible for handling such crimes.

Upon receipt of a complaint that a violation has occurred, the School District will take prompt and appropriate formal or informal action to address and where appropriate remediate the violation. Since bullying or harassment is often subtle and incidents may be more reflective of a pattern rather than a single incident, events occurring prior to the most recent incident may also be addressed. The School District will consider a response that will most likely end the bullying or harassment and deter similar future conduct.

#### **Appeal to Superintendent**

If the complaint of bullying or harassment has not been resolved to the complainant's satisfaction at the initial reporting level within ten (10) school days after the initial complaint was made, the student, parents/guardians or district personnel who made the complaint may appeal to the Superintendent by submitting the "Alleged Discrimination or Mistreatment Complaint Form" and any relevant documents (resolution attempts, etc.) to the Superintendent. Within ten (10) school days of receiving the complaint form, the Superintendent or designee will respond in writing to the complainant. The Superintendent's decision will be final and binding.

#### **Failure to Observe Time Limits**

In the event the student, parent, guardian, or district personnel who complained of bullying or harassment fails to exhaust the remedies under the complaint procedure provided above, or to abide by the time limits with respect to each step, the complaint will be presumed to be abandoned and the matter will be settled in accordance with the School District's last response thereto. However, any time limit may be extended by written mutual agreement of the parties involved.

#### **Consequences of Violation of:**

1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552

If allegations of bullying or harassment are determined to be valid, sanctions that may be imposed by the School District may include, but are not limited to, any one or more of the following:

For students—

1. Oral reprimand;
2. Written reprimand;
3. Short-term suspension - exclusion of a student from attendance in all schools within the system for a period not to exceed five school days [Neb. Rev. Stat. §79-256(4)];
4. Long-term suspension - exclusion of a student from attendance in all schools within the system for a period exceeding five school days but fewer than twenty school days [Neb. Rev. Stat. §79-256(1)];
5. Expulsion - exclusion from attendance in all schools within the system for a period not to exceed the remainder of the semester in which the offense took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the

second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year [Neb. Rev. Stat. §79-256(2) and § 79-283];

6. Long- or short-term emergency exclusion as described previously if the student's conduct presents a clear threat to the physical safety of himself/herself, or others or is so extremely disruptive to make temporary removal necessary to preserve the right of other students to pursue education [Neb. Rev. Stat. §79-264];
7. Mandatory reassignment - involuntary transfer of a student to another school in connection with disciplinary action [Neb. Rev. Stat. §79-256(3)]; and
8. Referral to appropriate authorities for prosecution.

For Employees–

1. Oral reprimand with documentation to file;
2. Written reprimand;
3. Suspension with pay;
4. Suspension without pay;
5. Termination of employment;
6. Cancellation of employment;
7. Non-renewal of employment; and
8. Referral to appropriate authorities for prosecution.

For "Third Parties" (including audiences, competitors at inter-district athletic competitions, contractors, visitors, and employees of other businesses participating in cooperative work programs)–

1. Demand of immediate corrective action;
2. Suspension or termination of relationship; and
3. Referral to appropriate authorities for prosecution

### **Confidentiality and Retaliation**

All matters involving complaints will remain confidential to the maximum extent possible, and any retaliation against individuals reporting bullying or harassment or participating in related proceedings will not be tolerated. The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged bullying or sexual, racial, ethnic, or disability related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation or hearing relating to such bullying, harassment, or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment.

### **Rights of Students Accused of Harassment**

Students accused of inappropriate behavior have certain rights to due process and fundamental fairness under the Constitution of Nebraska, the United States Constitution, and Nebraska's Student Discipline Act codified at Neb. Rev. Stat. §79-254, et seq. (Reissue 1996) and any amendments thereto. Nothing in 1310, 6215, 6410, and 8455 or this procedure shall abrogate or modify the School District's obligation to comply with the terms of said Act or any other state or federal law.

### **Rights of District Personnel Accused of Harassment**

All actions taken by the School District against district personnel under 1310, 1311, 6215, and 8455 or this procedure shall be consistent with the requirements of applicable collective bargaining agreements, as well as state and federal law.

### **Training**

The District will ensure that *all* District employees (*to include certified, classified, and administration*) are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations,

- including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
  - c. Identification of the District's designated compliance coordinators and their job responsibilities.
  - d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
  - e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
  - f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
  - g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

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

### **Preventive Measures**

The District will publish and distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including displaying the notice on the District's website and posting the notice at each building in the District. The District designates the Human Rights Officers to coordinate compliance with anti-discrimination laws, publish and disseminate grievance procedures, including posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources.

### **Effect of Policy and Publication**

Policies 1310, 6215, 6410, and 8455 and this procedure should not be read to abrogate other school district policies prohibiting other forms of unlawful discrimination, harassment, or other inappropriate behavior. It is the intent of the School District that all such policies be read consistently to provide the highest level of protection from unlawful discrimination or harassment in the provision of educational services and opportunities. Summaries of policies 1310, 6215, 6410, and 8455 and this procedure shall be conspicuously posted in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

Grand Island Public Schools

Reference: Boy Scouts of America Equal Access Act – January 8, 2002

01/14/2016

11/12/2020

11/11/2021

??/??/???

**1310.2 Complaint Form Discrimination, Harassment or Retaliation**

The Grand Island Public School does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, **military or** veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy:

1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Dr. Summer E. Stephens, 123 S. Webb Road, Grand Island, NE 65502 (308) 385-5900  
sstephens@gip.org).

Employees and Others: Dr. Carrie Kolar, Chief of Human Capital Management, 123 S. Webb Road, Grand Island, NE 65502 (308) 385-5900 (ckolar@gips.org)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- (1) Description of the complaint:
  
- (2) Names of any witnesses to the matter being complained about:
  
- (3) Identify and attach any document supporting the complaint:
  
- (4) Confidentiality: I \_\_\_ do\_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.
  
- (5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, which I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

1311 BULLYING AND HARASSMENT  
Procedures and Complaint Form attached

**I. General Statement of Policy**

It shall be the policy of the Grand Island Public Schools to prohibit any form of bullying, including harassment or violence, on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or veteran status**, or marital status, in all staff employment situations, academic offerings, and extra-curricular activities, including school-sponsored events away from school. Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated. Any act of bullying or harassment by either staff or students will result in disciplinary action.

It shall also be a violation of district policy for any teacher, administrator, or other school staff ~~personnel~~ of the district to tolerate bullying or harassment because of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or veteran status**, pregnancy, childbirth or related medical condition, marital status or other prohibited status, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the school district.

For the purposes of this policy school personnel shall include Board members, employees, students, agents, volunteers, contractors, or any other persons subject to the supervision and control of the district.

The school district will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying or harassment; to promptly take action to protect individuals from further bullying or harassment; and, if it determines that bullying or harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the activity.

**II. Definitions and Examples**

*Bullying*

For the purposes of this policy, bullying consists of any ongoing pattern of physical, verbal, or electronic ("cyber-bullying") abuse. Bullying may also include harassment on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or veteran status**, or marital status. Supervisors who are in the process of managing employee performance, (i.e. performing observations, monitoring/checking on performance and giving feedback) is not considered bullying or harassment simply on the basis of making the employee feel uncomfortable or emotional.

*Harassment*

Harassment on the basis of race, religion, national or ethnic origin, color, marital status, disability, sex, **military or veteran status**, age, pregnancy, childbirth or related medical condition, or other prohibited status means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance; or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;

## GRAND ISLAND PUBLIC SCHOOLS

- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

### *Sexual Harassment*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.

### *Sexual Orientation*

For the purposes of this policy, sexual harassment on the basis of sexual orientation is defined in the following terms:

- Gender-based discrimination is a form of sex discrimination, and refers to differential treatment or harassment of a student based on the student's sex, including gender identity, gender expression, and nonconformity with gender stereotypes, that results in the denial or limitation of education services, benefits, or opportunities. Conduct may constitute gender-based discrimination regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

Examples of conduct, which may constitute sexual harassment, include:

- stalking;
- sexual advances;
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti, written material, or graphics of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching or physical contact; or
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property or conduct such as a teacher's consoling hug of a young student or one student's demonstration of a sports move requiring contact with another student.

### *Disability*

For purposes of this policy, harassment, because of the disability, consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- the harassing conduct is so severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive environment;
- the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

## GRAND ISLAND PUBLIC SCHOOLS

- graffiti containing offensive language, which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts, which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by an individual's physical or mental disability.

### *Unlawful Harassment as a form of Discrimination in Programs or Activities that receive Federal Financial Assistance*

Harassment based on an individual's: race, color, or national origin (Title VI of the Civil Rights Act of 1964); disability in all programs or activities (Section 504 of the Rehabilitation Act of 1973); sex (Title IX of the Education Amendments of 1972); age (Age Discrimination Act of 1975); and/or discrimination on the basis of disability by public entities (Title II of the Americans with Disabilities Act of 1990) that consists of physical or verbal conduct relating to any one of these protected categories of individuals and:

- creates an intimidating, hostile, or offensive working or educational environment; or
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct that may constitute such unlawful harassment include:

- graffiti containing racially offensive language;
- name calling jokes or rumors based on an individual's race, color, national origin, age, sex, or disability;
- physical acts of aggression against a person or his property because of that person's race, color, national origin, age, sex, or disability;
- Hostile acts that are based on an individual's race, color, national origin, age, sex, or disability and/or;
- written or graphic material which is posted electronically or circulated and which intimidates or threatens individuals based on their race, color, national origin, age, sex, or disability.

Because of the potential misuse of electronic media, photo, or video material in violation of this policy, the use of any electronic media, photographic, or video equipment without expressed administrative consent is prohibited.

References: Title IX, Education Amendments of 1972  
Title VI of the Civil Rights Act of 1964, as amended  
Age Discrimination in Employment Act of 1975  
Section 504 of the Rehabilitation Act of 1973  
Title II, Americans with Disabilities Act of 1990  
Civil Rights Act of 1991  
42 U.S.C. §§ 2000e et seq. (1994).  
29 C.F.R. Pt. 1604.11 (1996).

Policy Adopted: 04/10/2008  
Policy Revised: 05/14/2009  
Policy Revised: 10/13/2011  
Policy Revised: 05/14/2015 – Public Hearing

## GRAND ISLAND PUBLIC SCHOOLS

Policy Reviewed: 05/12/2016 – Public Hearing

Policy Revised: 10/11/2018

Policy Revised: 11/12/2020

Policy Revised: ??/??/????

**The** Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent  
Coordinator for Student Complaints and Compliance Coordinator  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: [sstephens@gips.org](mailto:sstephens@gips.org)  
Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management  
Coordinator for Staff Complaints  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: [ckolar@gips.org](mailto:ckolar@gips.org)  
Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

## 1311.1 Administrative Procedures

### Human Rights Officer

The Grand Island Public Schools does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or** veteran status, pregnancy, childbirth or related medical condition, marital status or other prohibited status, in its programs and activities and provides equal access to ~~the Boy Scouts~~ **Scouting America**. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Associate Superintendent ~~for Student Services~~, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Employees and Others: ~~Director of Human Resources~~ **Chief of Human Management**, Kneale Administration Building, 123 South Webb Road, PO Box 4904, Grand Island, NE 68802-4904; 308-385-5900

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the designated Human Rights Officer. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

The duties of the Human Rights Officers include:

- maintaining and analyzing documentation of all bullying or harassment incidents;
- regularly reviewing the effectiveness of the district's efforts to correct and prevent bullying or harassment and proposing improvements;
- regularly assessing the adequacy of training for staff, administrators, students, and parents concerning bullying or harassment and proposing improvements;
- advising and assisting other district personnel to properly handle and investigate complaints and reports of bullying or harassment;
- ensuring that top district officials are informed about bullying or harassment incidents and the adequacy of the school's response; and
- ensuring that the investigation of bullying or harassment complaints is done in an impartial manner by district personnel who are trained in the requirements of equal educational opportunity.

### Reporting Procedures and Investigation

Any person who believes that he or she has been the victim of bullying or harassment on the basis of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, **military or** veteran status, pregnancy, childbirth or related medical condition, marital status or other prohibited status is encouraged to immediately report the alleged act to the building principal or designated administrator within five (5) school days of the most recent incident. Any teacher or other employee of the district who knows of or receives a report of bullying or harassment shall immediately report the alleged incident. If the complaint involves the building principal or designated administrator, the complaint shall be made or filed with the Human Rights Officer. If the complaint involves the Human Rights Officer or the Superintendent of Schools, the complaint shall be made or filed directly with the School Board. The building principal, designated administrator or other responsible party contacted with a report of discrimination or harassment will cause an "Alleged Discrimination or Mistreatment Complaint Report" (attached) to be completed.

Complaints of bullying or harassment received by the building principal or designated administrator and a summary of any resolution or resolution attempts will be forwarded to the Human Rights Officer. Minor occurrences of alleged bullying, discrimination, or harassment may be resolved informally at the building level. In the event of obvious and major infractions or incomplete building resolution of a minor infraction, the Human Rights Officer or designee will immediately undertake an investigation. The investigation may

## GRAND ISLAND PUBLIC SCHOOLS

be conducted by district personnel or by a third party designated by the School District. In determining whether the alleged conduct constitutes a violation of Policy 1310, 6215, or 8455, the School District will consider all facts and circumstances concerning the alleged bullying or harassment. The School District will also consider the effect of the alleged bullying or harassment on the alleged victim and on the School District's goal of maintaining an orderly and effective educational process. The School District's obligation to undertake an investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegation is also pending or has been concluded.

The School District will respect the privacy of all persons relevant to the alleged bullying or harassment, consistent with the district's legal obligation to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation. In the event that the evidence suggests that the alleged bullying or harassment is also a crime, the School District will report the results of any investigation to the appropriate law enforcement agency responsible for handling such crimes.

Upon receipt of a complaint that a violation has occurred, the School District will take prompt and appropriate formal or informal action to address and where appropriate remediate the violation. Since bullying or harassment is often subtle and incidents may be more reflective of a pattern rather than a single incident, events occurring prior to the most recent incident may also be addressed. The School District will consider a response that will most likely end the bullying or harassment and deter similar future conduct.

### **Appeal to Superintendent**

If the complaint of bullying or harassment has not been resolved to the complainant's satisfaction at the initial reporting level within ten (10) school days after the initial complaint was made, the student, parents/guardians or district personnel who made the complaint may appeal to the Superintendent by submitting the "Alleged Discrimination or Mistreatment Complaint Form" and any relevant documents (resolution attempts, etc.) to the Superintendent. Within ten (10) school days of receiving the complaint form, the Superintendent or designee will respond in writing to the complainant. The Superintendent's decision will be final and binding.

### **Failure To Observe Time Limits**

In the event the student, parent, guardian, or district personnel who complained of bullying or harassment fails to exhaust the remedies under the complaint procedure provided above, or to abide by the time limits with respect to each step, the complaint will be presumed to be abandoned and the matter will be settled in accordance with the School District's last response thereto. However, any time limit may be extended by written mutual agreement of the parties involved.

### **Consequences of Violation of:**

1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552

If allegations of bullying or harassment are determined to be valid, sanctions that may be imposed by the School District may include, but are not limited to, any one or more of the following:

#### **For Employees–**

1. Oral reprimand with documentation to file;
2. Written reprimand;
3. Suspension with pay;
4. Suspension without pay;
5. Termination of employment;
6. Cancellation of employment;
7. Non-renewal of employment; and
8. Referral to appropriate authorities for prosecution.

For "Third Parties" (including audiences, competitors at inter-district athletic competitions, contractors, visitors, and employees of other businesses participating in cooperative work programs)–

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1. Demand for immediate corrective action;
2. Suspension or termination of relationship; and
3. Referral to appropriate authorities for prosecution

### **Confidentiality and Retaliation**

All matters involving complaints will remain confidential to the maximum extent possible, and any retaliation against individuals reporting bullying or harassment or participating in related proceedings will not be tolerated. The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged bullying or sexual, racial, ethnic, or disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation or hearing relating to such bullying, harassment, or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment.

### **Rights of Students Accused of Harassment**

Students accused of inappropriate behavior have certain rights to due process and fundamental fairness under the Constitution of Nebraska, the United States Constitution, and Nebraska's Student Discipline Act codified at Neb. Rev. Stat. §79-254, et seq. (Reissue 1996) and any amendments thereto. Nothing in 1310, 6215, 6410, and 8455 or this procedure shall abrogate or modify the School District's obligation to comply with the terms of said Act or any other state or federal law.

### **Rights of District Personnel Accused of Harassment**

All actions taken by the School District against district personnel under 1310, 1311, 6215, and 8455 or this procedure shall be consistent with the requirements of applicable collective bargaining agreements, as well as state and federal law.

### **Training**

The District will ensure that *all* District employees (*to include certified, classified, and administration*) are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.

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- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

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

### **Preventive Measures**

The District will publish and distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including displaying the notice on the District's website and posting the notice at each building in the District. The District designates the Human Rights Officers to coordinate compliance with anti-discrimination laws, publish and disseminate grievance procedures, including posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas identified in the Training section above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources.

### **Effect of Policy and Publication**

Policies and this procedure should not be read to abrogate other school district policies prohibiting other forms of unlawful discrimination, harassment, or other inappropriate behavior. It is the intent of the School District that all such policies be read consistently to provide the highest level of protection from unlawful discrimination or harassment in the provision of educational services and opportunities. Summaries of policies and this procedure shall be conspicuously posted in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

Reference: Boy Scouts of America Equal Access Act – January 8, 2002

Complaint form attached

**1311.2 Complaint Form Discrimination, Harassment or Retaliation**

The Grand Island Public School does not discriminate on the basis of sex, disability, race, color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to ~~the Boy Scouts Scouting America~~ and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy:

1310, 1311, 6214, 6215, 6410, 6411, 7705, 8420, 8430, 8432, 8450, 8453, 8454, 8455, 8550, 8551, 8552

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Dr. Summer E. Stephens, 123 S. Webb Road, Grand Island, NE 65502 (308) 385-5900  
sstephens@gip.org).

Employees and Others: Dr. Carrie Kolar, Chief of Human Capital Management, 123 S. Webb Road, Grand Island, NE 65502 (308) 385-5900 (ckolar@gips.org)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- (1) Description of the complaint:
- (2) Names of any witnesses to the matter being complained about:
- (3) Identify and attach any document supporting the complaint:
- (4) Confidentiality: I \_\_\_ do\_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.
- (5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, which I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
11/12/2020

## 4417 CAPITAL ASSET MANAGEMENT

### INTRODUCTION

Capital assets have a major impact on the quality of the District's ability to educate students. The purpose of this policy is to provide guidelines to help the District make better capital asset investment and management decisions.

### CAPITAL IMPROVEMENT PLAN (CIP) SCOPE

Annually District staff shall develop a long-range capital improvement plan that describes and prioritizes the major capital projects that the District intends to undertake in both the near and long term.

- A. Definition of a capital project.** For the purposes of the CIP the definition of a capital project is a project with a useful life of at least 3-5 years and a cost of at least ~~\$5,000~~ **\$10,000**.
- B. Link to needs assessments.** Projects in the CIP, with minor and occasional exceptions, should be based on needs assessments conducted to determine the benefit of the asset relative to its potential cost.

### ROLES IN THE CIP PROCESS

The Director of Buildings and Grounds, is responsible for coordinating the CIP process and compiling the CIP document. Other key roles include:

- A. Review of Capital Project Proposals.** The Chief Financial Officer will coordinate a capital project review process within the annual budget calendar.
- B. Capital Financing.** The Business Office will work with the Director of Buildings and Grounds to develop a capital financing strategy to support the CIP.
- C. Approval of the CIP.** The Board shall review and approve the final CIP annually.

### CIP PROJECT IDENTIFICATION

Annually, District staff will propose projects for potential inclusion in the CIP, using a procedure developed by the Director of Buildings and grounds. At minimum, this procedure shall provide for the following:

- A. Long-term operating and maintenance costs.** A proposal will identify the cost to operate and maintain the asset over the lifecycle of the asset.
- B. Anticipated source of funding.** A proposal shall describe where the funding to acquire the asset and to operate and maintain the asset is expected to come from.
- C. Proposed timing of the project.** A proposal will identify the proposed schedule for planning, bidding, construction, and other relevant milestones in acquiring the asset.

### CIP PROJECT SELECTION

The Director of Buildings and Grounds will develop a procedure to assess and evaluate project proposals. The principles and practices that should be reflected in the selection process include:

- A. Long-term forecasts.** Long-term forecasts should be prepared to better understand the resources available for capital spending and to assess operational impacts and eventual replacement costs.
- B. Impact on other projects.** Projects should not be considered in isolation. One project's impact on others should be recognized and costs shared between projects where appropriate.
- C. Allow for funding of preliminary activities.** A policy should recognize that, for some projects, it may be wise to fund only preliminary engineering/planning before committing to funding the whole project. However, even these expenditures can be considerable, so should be evaluated and prioritized appropriately.
- D. Full Consideration of Operating and Maintenance Costs.** Adequate resources should be identified to operate and maintain an asset before allocating resources to build the new asset.
- E. Full lifecycle costing.** Analysis of the cost of a proposed project should encompass the entire life of the asset, from planning and acquisition to disposal.

- F. Predictable project timing and scope.** Schedule and scope estimates should be practical and achievable within the requested financial and human resources.

### **BALANCED CIP**

The CIP Plan is a balanced five-year plan. This means that for the entire five-year period, revenues will be equal to projected expenditures in the CIP. It is possible that the plan will have more expenditures than revenues in any single year of the Plan (with the exception of the first year of the plan which is intended to become an appropriation plan for the District). However, over the life of the five-year plan all expenditures will be provided for with identified revenues. Staff may record, on an appended document, projects that are deemed important but cannot fit into a balanced CIP. The Board may choose to examine the unfunded projects and defund an existing project in favor of another.

### **CIP FUNDING STRATEGY**

The District may elect to use debt financing to acquire an asset, or pay-as-you-go (i.e., cash financing). Guidelines are provided below to guide the District in making the best choice between debt and pay-as-you-go financing.

- A.** Factors which favor pay-as-you-go financing include circumstances where:
1. The project can be adequately funded from available current revenues and fund balances (reserves);
  2. The project can be completed in an acceptable time frame given the available revenues;
  3. Additional debt levels could adversely affect the District's credit rating or repayment sources; or,
  4. Market conditions are unstable or suggest difficulties in marketing a debt.
- B.** Factors which favor long-term debt financing include circumstances where:
1. Revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;
  2. Market conditions present favorable interest rates and demand for District debt financing;
  3. A project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs;
  4. A project is immediately required to meet or relieve capacity needs and existing un-programmed cash reserves are insufficient to pay project costs; or,
  5. The life of the project or asset financed is five years or longer.
  6. The capital project or asset lends itself to debt financing rather than pay-as-you-go funding based on the expected useful life of the project and based on the District's ability to pay debt service.

### **CAPITAL BUDGET**

Each year the Director of Buildings and Grounds and the Chief Financial Officer will develop a capital budget which will be the spending plan for capital. The first year of the adopted capital improvement plan will be an important input into the capital budget for the fiscal year.

### **CAPITAL PROJECT MANAGEMENT**

Good management of capital projects is essential to create the best value for taxpayers through capital spending. The following policies shall be observed in order to help ensure the best project management possible.

- A. Project manager.** Every CIP project will have a project manager who will prepare the project proposal, develop a project budget and cash flow forecast prior to project commencement, ensure that required phases are completed on schedule, authorize all project expenditures, monitor project cash flows, ensure that all regulations and laws are observed, and periodically report project status.
- B. Regular progress reviews.** Regular capital project and program reviews are to be

conducted to monitor existing project performance. Each project manager must actively manage each project and will provide regular reports on the physical and financial status of each project to the superintendent.

- C. **Limits on amendments.** For an appropriated capital project, the total cost of the project, including all change orders, shall not exceed the amount of appropriation. All amendments shall be reviewed and evaluated by the Facilities and Finance Committee. Each project manager must manage capital projects within certain time and cost constraints. If an amendment is necessary, proper documentation explaining why the amendment should be presented to the Facilities and Finance Committee and the Board of Education for final approval.

#### **ESTABLISHMENT OF AN ASSET INVENTORY**

District staff shall develop a comprehensive asset inventory that projects equipment replacement and maintenance needs for the next five years and will update this projection annually. The asset inventory will describe the current condition of the District's assets compared to an established standards for asset condition, account for the complete cost to maintain assets up to standard condition over their lifecycle, and account for risks associated with assets that are below condition standards. Departments shall have responsibility for inventorying and assessing the assets within their purview, and ensuring that it reconciles with Department of Finance's capital asset records.

#### **PRIORITIZATION OF ASSET MAINTENANCE AND REPLACMEN**

It is the policy of the District to maintain its assets at a level that protects capital investment and minimizes future maintenance and replacement costs. Based on an asset inventory, risk assessment staff shall develop and recommend to the Board a prioritized asset maintenance spending plan for each year.

#### **FUNDING OF ASSET MAINTENANCE**

It is the District's policy to ensure that adequate resources are allocated to preserve the District's existing assets to the best of its ability before targeting resources to build new facilities or acquire additional assets that also have operating and maintenance obligations. This policy addresses the need to protect the District's historical investment in capital assets. It helps the District to avoid embarking on an asset enhancement program, which when coupled with the existing asset requirements, the District cannot afford to adequately maintain.

#### **MODIFICATION TO POLICY**

This policy and its provisions will be reviewed annually by the Board of Education Facilities and Finance Committee. The Committee may approve minor changes of a housekeeping or corrective nature, or on advice of counsel, that conflict with federal or state laws or regulations. Significant policy changes will be presented to the Board for confirmation.

BOE Facilities and Finance Committee Review – Tuesday, November 3, 2020

Policy Adopted: 02/11/2021

Policy Revised: ??/??/????

4441 PROCUREMENT POLICY – SCHOOL FOOD AUTHORITIES

The following procurement policy statement for the Grand Island Public Schools 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 \$250,000 per year (**small-purchase simplified acquisition** threshold) per procurement event or in aggregate purchases this organization will follow the informal **Small-Purchase simplified acquisition** procedures.
- When the annual total for food service program related items is greater than \$250,000 (**small-purchase simplified acquisition** threshold) 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 single purchases under \$10,000 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 Simplified Acquisition Threshold Procedures

For purchases made below the **small-purchase simplified acquisition** threshold, **Small-Purchase simplified acquisition threshold** procedures will be utilized to purchase necessary goods and services. When **Small-Purchase simplified acquisition threshold** procedures are used, this organization will take the following steps:

1. Contact a reasonable number of qualified vendors.
2. Write specifications for goods and services.
3. Document each vendor's quoted price (ex. log sheet).
4. Select the company that provides the lowest, most responsive, and responsible bid.
5. Document supplier who was awarded the quote.
5. Manage orders by confirming product and prices match quotes.

Formal Competitive Solicitation Procedures

For purchases made in excess of the **small-purchase simplified acquisition** 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
  - b. Responsible bidders will be those who are capable of performing successfully under the terms and conditions of the contract.
4. Award the contract
  - a. To the most responsive and responsible bidder based on the criteria set forth in the IFB/RFP

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- 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 **small-purchase simplified acquisition** threshold established in the sponsor's procurement policy statement is less than \$150,000, the smaller bid threshold will govern.)

**Procurement Summary**

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.
- C. Documentation: We shall maintain for the current year and the preceding three years all significant materials that will serve to document our policies and procedures. [2 CFR 200.318(i)]
- 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)]
- E. 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)]
- F. General Requirements:
  - 1. Small, minority, **veteran owned**, and women's businesses enterprises and labor surplus firms are used when possible. [2 CFR 200.321]
  - 2. Ensure compliance with the Buy American Provision when purchasing food 7 CFR 210.21(d).
  - 3. A cost or price analysis in connection with every procurement action in excess of the **Small Purchase simplified acquisition** threshold including contract modifications. [2 CFR 200.323(a)]
  - 4. Documented Procurement Procedures and activities will be maintained. [2 CFR 200.318(a)]
- G. Duties of the Director of Child Nutrition or designee:
  - 1. Plan the goods or services needed for the school food service program for the school year based on planned menus through needs assessment, forecasting and budgeting.
  - 2. Develop written specifications for food/supplies needed. Include details such as descriptions and product requirements (e.g. packaging, weight, pack size, etc.) for needed goods or services.
  - 3. Compare product specifications among all vendors/contractors. Information for prices obtained from grocery stores, farmer's markets, etc.
  - 4. Make procurement awards based on the lowest and best vendor's response as determined by quality, availability, service, and price.
  - 5. Place and confirm orders with vendors or make plans to purchase the required items.
  - 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 conduct an in-house procurement review once per year.

Policy Adopted: 04/12/2018

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Policy Revised: 11/05/2018

Policy Revised: 12/12/2019

Policy Revised: ??/??/????

## 5321 SAFE DRIVING RECORD STANDARD FOR DRIVERS

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit, including the successful completion of a physical assessment and a Medical Examiner's Certificate.

One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Drivers who exclusively drive small vehicles for activity trips are not required to obtain a Medical Examiner's Certificate.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded

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from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 7 years; or,
3. Reckless driving or willful reckless, within the immediate prior 7 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

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

Legal Reference: Neb. Rev. Stat. Sections 79-318, 79-602, 79-607 and 79-608  
Neb. Rev. Stat. Sec. 60-4,182 (point system)  
Title 92, Nebraska Administrative Code, Chapters 91 & 92

Policy Adopted: ??/??/????

5330 FOSTER CARE STUDENT TRANSPORTATION

In accordance with federal and state law, the District's written transportation procedures for foster care children are as follows:

**Students to be Transported**

DHHS will contact the District to inform the District of a foster care student living in the District and/or to be educated by the District. The District will communicate with DHHS on any further matters concerning said foster care student(s).

**School of Origin**

The District will work to develop a transportation plan for each foster care student needing transportation to the student's school of origin, as defined and required by federal law. Each student's situation will be different, so there is no single transportation plan for every foster care student. Transportation options may include: (1) the foster care family; (2) a bus or school vehicle; (3) transportation to a pickup location; or (4) some other form of transportation in accordance with state and federal law. Foster care students on an IEP may require other considerations and/or different transportation obligations.

When required by law, the District will coordinate the foster care student's transportation to the school of origin while any disputes regarding transportation until the disputes are resolved.

**Costs**

If the student can be transported by the District without the District incurring any additional costs, then the District will normally transport the student. However, if the District will need to incur additional costs to transport the student, then DHHS will cover any such additional costs associated with the foster care student's transportation. If the District and DHHS are unable to agree on a transportation plan, the District and DHHS will work together to resolve any differences.

**Oversight, Implementation, and Administration**

The District's Homeless Liaison is responsible for overseeing these procedures, updating them as needed, and otherwise ensuring that the District complies with the transportation requirements for foster care students.

Legal Reference: 20 U.S.C. § 6312.

Policy Adopted: ???/??/????

6215 BULLYING AND HARASSMENT (Staff)

**I. General Statement of Policy**

It shall be the policy of the Grand Island Public Schools to prohibit any form of bullying, including harassment or violence, on the basis of race (~~including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps~~), color, religion, national origin, ethnicity, ~~military or veteran status~~, age, sex or gender, sexual orientation, disability, or marital status, in all staff employment situations, academic offerings, and extra-curricular activities, including school-sponsored events away from school. Conduct which has the effect of creating, for a reasonable person, an intimidating, hostile, or offensive educational or work environment will not be tolerated. Any act of bullying or harassment by either staff or students will result in disciplinary action.

It shall also be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate bullying or harassment because of race (~~including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps~~), color, religion, national origin, ethnicity, ~~military or veteran status~~, age, sex or gender, sexual orientation, disability, or marital status, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the school district.

For the purposes of this policy school personnel shall include Board members, employees, students, agents, volunteers, contractors, or any other persons subject to the supervision and control of the district.

The school district will act to promptly investigate all complaints, either formal or informal, verbal or written, of bullying or harassment; to promptly take action to protect individuals from further bullying or harassment; and, if it determines that bullying or harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the activity.

**II. Definitions and Examples**

*Bullying*

For the purposes of this policy, bullying consists of any ongoing pattern of physical, verbal, or electronic (“cyber-bullying”) abuse. Bullying may also include harassment on the basis of race (~~including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps~~), color, religion, national origin, ethnicity, ~~military or veteran status~~, age, sex or gender, sexual orientation, disability, or marital status.

*Sexual Harassment*

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or educational environment.

*Sexual Orientation*

For the purposes of this policy, sexual harassment on the basis of sexual orientation is defined in the following terms:

- Gender-based discrimination is a form of sex discrimination, and refers to differential treatment or harassment of a student based on the student's sex, including gender identity, gender expression, and nonconformity with gender stereotypes, that results in the denial or limitation of

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education services, benefits, or opportunities. Conduct may constitute gender-based discrimination regardless of the actual or perceived sex, gender identity, or sexual orientation of the persons experiencing or engaging in the conduct.

Examples of conduct, which may constitute sexual harassment, include:

- stalking;
- sexual advances;
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti, written material, or graphics of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching or physical contact; or
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property or conduct such as a teacher's consoling hug of a young student or one student's demonstration of a sports move requiring contact with another student.

### *Disability*

For purposes of this policy, harassment, because of the disability, consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- the harassing conduct is so severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive environment;
- the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language, which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors or name calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts, which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes, which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability; or
- other kinds of aggressive conduct such as theft or damage to property, which is motivated by an individual's physical or mental disability.

### *Unlawful Harassment as a form of Discrimination in Programs or Activities that receive Federal Financial Assistance*

Harassment based on an individual's: race (~~including skin color, hair texture and protective hairstyles including braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, and headwraps~~), color, or national origin (Title VI of the Civil Rights Act of 1964); disability in all programs or activities (Section 504 of the Rehabilitation Act of 1973); sex (Title IX of the Education Amendments of 1972); age (Age

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Discrimination Act of 1975); **military or veteran status**, and/or discrimination on the basis of disability by public entities (Title II of the Americans with Disabilities Act of 1990) that consists of physical or verbal conduct relating to any one of these protected categories of individuals and:

- creates an intimidating, hostile, or offensive working or educational environment; or
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct that may constitute such unlawful harassment include:

- graffiti containing racially offensive language;
- name calling jokes or rumors based on an individual's race, color, national origin, age, sex, or disability;
- physical acts of aggression against a person or his property because of that person's race, color, national origin, age, sex, or disability;
- Hostile acts that are based on an individual's race, color, national origin, age, sex, or disability and/or;
- written or graphic material which is posted electronically or circulated and which intimidates or threatens individuals based on their race, color, national origin, age, sex, or disability.

Because of the potential misuse of electronic media, photo, or video material in violation of this policy, the use of any electronic media, photographic, or video equipment without expressed administrative consent is prohibited.

On or before September 1, 2009, each school will have in place a program or information regarding bullying/harassment prevention and education.

References: *Title IX, Education Amendments of 1972*  
*Title VI of the Civil Rights Act of 1964, as amended*  
*Age Discrimination in Employment Act of 1975*  
*Section 504 of the Rehabilitation Act of 1973*  
*Title II, Americans with Disabilities Act of 1990*  
*Civil Rights Act of 1991*  
*Ne. Rev. Stat. 79-267 (2010)*

Policy Adopted: 04/10/2008

Policy Revised: 05/14/2009

Policy Revised: 10/13/2011

Policy Revised: 01/14/2016

Policy Revised: 11/12/2020

Policy Revised: 11/11/2021

Policy Revised: **??/??/????**

*Refer to 1310 for 1310.1 Administrative Procedures and the 1310.2 Complaint Form*

**The** Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent

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Coordinator for Student Complaints and Compliance Coordinator

Office address:

Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802

Email: [sstephens@gips.org](mailto:sstephens@gips.org)

Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management

Coordinator for Staff Complaints

Office address:

Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802

Email: [ckolar@gips.org](mailto:ckolar@gips.org)

Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

6233 DRUG FREE SCHOOL AND COMMUNITY (Staff)

It is the policy of the Grand Island Public Schools to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will ensure compliance with laws relating to drugs and alcohol, including: the Drug-Free Schools and Communities Act of 1989 and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

**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 school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive **development** of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the workplace or on duty time shall be a violation of the drug-free workplace.
2. 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 workplace or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

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

**Section 2 Alcohol and Drug Testing**

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

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random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Policy Adopted: 08/13/1990  
Policy Revised: 01/11/1993  
Policy Revised: 03/11/2004  
Policy Revised: 02/11/2016  
Policy Revised: 11/10/2022  
Policy Reviewed: ??/??/????

**~~6233.1 Administrative Procedures for Policy 6233~~**

- ~~1.—All staff will receive a copy of this policy.~~
- ~~2.—Staff will acknowledge receipt of this policy and will sign such form acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy Code 6233), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution, for any failure to comply with the above stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy is adopted pursuant to P.L. 101-226, 34 C.F.R., Part 86, the Drug-Free Schools and Communities Act, as amended, NEB. REV. STAT. 48-1901-48-1910 (1998) and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.~~
- ~~3.—In the event staff does not understand the terms and conditions of this policy, it shall be the duty of the staff member to ask for such points of clarification of the Superintendent of Schools or designee at the time this policy is distributed to the staff member. If no question is directed by staff to the Superintendent of Schools or designee, it shall be the legal position of the District to presume that staff has understood and will abide by this policy.~~
- ~~4.—The Grand Island Public Schools may require staff to be tested upon reasonable suspicion, for the use of controlled substances or alcohol in violation of this policy. Reasonable suspicion shall include, but not be limited to, specific observations of the appearance, behavior, speech, body odors or reliable reports from third parties that an employee is in violation of this policy. Refusal to submit to the test or testing positive for drugs or alcohol will result in disciplinary action up to and including termination of employment as provided herein below at Paragraph 7.~~
- ~~5.—Testing Procedures:
  - ~~a.—Preliminary screening for non-prescription drug and alcohol use shall be conducted in a medically-accepted manner. In the event that any such preliminary screening shall indicate the presence of non-prescription drugs consisting of a substance chemical or compound as described, defined or delineated in NEB. REV. STAT. §§28-405 and 28-419 or any metabolite or conjugated form thereof, the preliminary screening sample shall be subject to further testing by gas chromatography mass spectrometry or other scientific testing technique which has been or may be approved by the Nebraska Department of Health. Likewise, in the event that any such preliminary screening shall indicate the presence of alcohol, the preliminary screening shall be subject to further testing by either (a) gas chromatography with a flame ionization detector or other scientific testing approved by the Nebraska Department of Health or (b) breath testing device complying with applicable rules and regulation of the Nebraska Department of Health operated by a person who has obtained or been issued a permit in accordance with applicable rules and regulation by the Nebraska Department of Health. With the exception of confirmatory breath test utilizing a breath testing device, all confirmatory tests shall be performed by a clinic, hospital, or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a.~~
  - ~~b.—All body fluid specimens which results in a finding of non-prescription drug or alcohol presence shall be refrigerated and preserved in a sufficient quantity for retesting for a period of at least one hundred eighty (180) days from the date of collection and a written record of the chain of custody of the specimen shall be maintained from the time of collection.~~
  - ~~c.—The Grand Island Public Schools shall not release or disclose the test results of any employee to the public, except to the extent required by law or to the employee upon such employee's request. Such test results will be reviewed only by such officers, agents or staff of the District as may be involved in the retention, disciplining or firing of employees.~~~~

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- ~~6. In the event of any non-compliance by any staff with this policy, it shall be the duty of the Superintendent of Schools or designee to inform any staff not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to staff within fifty (50) miles of the administrative offices of the District. If no such programs are available within 50 miles, then such other programs as may exist in the State of Nebraska shall be made known to such staff member. The Superintendent or designee shall maintain a list of such available services and shall from time to time update such a list.~~
- ~~7. Sanctions which may be taken against staff for non-compliance with this policy may be any one or more of the following:
  - ~~1. an oral reprimand~~
  - ~~2. a written reprimand/suspension with pay~~
  - ~~3. suspension without pay~~
  - ~~4. termination of employment~~
  - ~~5. cancellation of employment~~
  - ~~6. non-renewal of employment~~
  - ~~7. referral to appropriate authorities for criminal prosecution~~
  - ~~8. mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.~~
  - ~~9. mandatory enrollment in any training programs that are or may be provided by the District or others relating to any of the activities prohibited by this policy.~~~~
- ~~8. Disciplinary action sought to be imposed by the Superintendent or designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any staff beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent or designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.~~
- ~~9. Conviction of staff of the District of any criminal statute relating to the unlawful use, possession, or distribution of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any staff convicted as above described may be disciplined in any manner provided by statute, the contract of staff, any existing policy of the District or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations, and any applicable case law.~~
- ~~10. The use of legal drugs (over the counter or prescription medication) in accordance with doctor's orders of manufacturer's recommendations is not prohibited. Excessive use or abuse of such drugs shall be considered use of illegal or illicit drugs under this policy. If use of legal drugs in accordance with doctor's orders or manufacturer's recommendations may impair the staff member's ability to safely and effectively perform his/her job, the staff member must notify his/her supervisor so that any necessary arrangement to protect safety and productivity can be made. Failure to properly inform the supervisor or to cooperate in any necessary arrangements to protect safety and productivity will result in disciplinary action.~~
- ~~11. As an alternative to discipline or as a concurrent requirement to the disciplinary action less severe than the maximum disciplinary action that may be carried out against staff as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or designee may require the staff member to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean a drug abuse program sponsored by an approved private or governmental institution. The Superintendent or designee may require the staff member to provide the Superintendent or designee written documentation satisfactory to the Superintendent or designee that the staff member has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or designee in their sole discretion may require the staff member to enroll such aftercare program and to participate in a manner satisfactory to the provider of such~~

~~aftercare program. The Superintendent or designee may require staff to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or designee. The Superintendent or designee may require ongoing reporting of such participation as a term and condition of continuing employment by such staff at the District.~~

~~12. It shall be the policy of the District to require staff who have been charged or convicted of a violation of any federal, state, or local statute regarding illegal or illicit drugs or alcohol-related offenses to report such charge or conviction to the Superintendent or designee. Any information received pursuant to this policy may be used in any lawful manner. Any staff having concerns about an admission thereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.~~

### ~~Reasonable Cause Drug Testing~~

~~1. The Grand Island Public Schools may require any staff (including temporary and substitute staff) to be tested upon reasonable suspicion for use of controlled substances or alcohol in violation of Policy 6233.~~

~~2. Reasonable Suspicion shall include but not be limited to, specific observations of the appearance, behavior, speech, body odors or reliable reports from third parties that an employee is in violation of this policy.~~

~~3. Staff of the District, who become aware or concerned about another staff being impaired on the job by alcohol or drugs, should immediately report their concerns to their immediate supervisor, who will in turn report the information to the administrator who is responsible for the staff in question. This administrator will notify the Executive Director for Human Services immediately.~~

~~4. The responsible administrator will complete the Manager's Checklist for Identifying Potential Substance Abuse/Impairment. This checklist will be completed by any combination of immediate past performance, current performance and personal observation and conversation between the suspected employee and the administrator. The administrator will have a witness present who is trained in the District's Reasonable Cause Drug Testing procedure. This witness could be another administrator, a school nurse, a guidance counselor, school resource officer, Executive Director for Human Services, an Assistant Superintendent or the Superintendent. The completed Manager's Checklist for Identifying Potential Substance Abuse/Impairment form should be reviewed with the Executive Director for Human Services (or Assistant Superintendent or Superintendent) to determine whether to have the employee drug tested.~~

~~5. Once the District has determined reasonable suspicion of impairment from drugs or alcohol exists, the staff member will be asked to submit to a drug test at the district's drug testing facility, currently identified as the Saint Francis Medical Center Pathology Department, 2620 West Faidley Avenue. The administrator should make arrangements for staff to be transported to the testing facility.~~

~~Acceptable methods of transportation include:~~

~~a. Calling a family member (or other contact person) to provide transportation~~

~~b. Calling a taxi cab (at the staff member's expense) for transportation~~

~~c. Providing transportation by the Administrator or another responsible District staff member.~~

~~6. If the staff refuses the offer of transportation and demands to drive themselves, the administrator should discourage them. If staff becomes belligerent or if they present a danger to themselves or others, contact the police. If staff refuses the administrator's attempts to provide transportation, the administrator should not attempt to physically restrain the staff member. The administrator should document the staff member's actions. The administrator should also call the SFMC Pathology Department to alert them to the impending drug test.~~

~~7. Refusal to submit to the test or testing positive for drugs or alcohol will result in disciplinary action up to and including termination of employment.~~

**Statistical Report of Violations**

~~It shall be the policy of the Grand Island Public Schools to require the Superintendent of Schools to keep a statistical report of all violations of the District's policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students and staff on the school district's property or as a part of any other of the District's activities. The Superintendent or designee shall at least annually provide a report to the Board of Education consisting of at least the following:~~

- ~~1. The date and nature of any incidents of non-compliance with the District's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or staff.~~
- ~~2. The nature of any sanction carried out against any such person in violation of such policies.~~
- ~~3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.~~

**Review of Program**

~~It shall be the policy of Grand Island Public Schools to review biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and staff to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.~~

~~The Superintendent shall undertake such study as is deemed appropriate to determine whether the program of the District as here in above referred to is accomplishing its intended goals. If the Superintendent determines that changes are necessary or desirable in the program, the Superintendent shall, on or before the regular July meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the District.~~

~~THE GRAND ISLAND PUBLIC SCHOOLS SHALL NOT BE RESPONSIBLE FOR ANY EXPENSES INCURRED OR SERVICES RENDERED IN DRUG AND ALCOHOL COUNSELING REHABILITATION AND RE-ENTRY PROGRAMS.~~

**Drug-Free School and Community Policy**

Acknowledgment of understanding and receipt of Board standards and policies prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the school premises or as a part of any of the school's activities.

I, the undersigned, do by affixing my signature hereto acknowledge that I understand the absolute prohibition of the District against any staff of the District engaging in unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol on the school premises or as a part of any of the school's activities as defined by board policy or administrative directive. I further understand by affixing my signature hereto that disciplinary sanctions up to and including termination of my employment and referral of me for criminal prosecution may be imposed upon me for any violation of these standards. I further agree to be bound by these standards and acknowledge that I have been fully notified and that all policies have been explained to my satisfaction and full understanding by appropriate school personnel. I further understand that compliance with these standards is mandatory and is a material term and condition of my employment by the District.

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Signature of Staff

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Date

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**6233.2 Guidelines**

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, GRAND ISLAND PUBLIC SCHOOLS' COMPLIANCE POLICIES AND  
PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Grand Island Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

**(A) The persons designated by the Grand Island Public Schools to answer employee questions about these materials are:**

Superintendent of Schools  
Chief Human Capital Management

**(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:**

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

**(C) The term "safety-sensitive functions" means:**

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

**(D) Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**  
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**  
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**  
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

6. **Refusal to submit to a required alcohol or controlled substances test.**  
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**  
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**  
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**

Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. **Post-accident testing.**

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
  - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b)
  - (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
  - (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. **Random testing.**

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

**4. Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

(i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

**5. Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

**6. Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

**(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:**

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

**(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.**

**(H) A "refusal to submit" to an alcohol or controlled substance test includes:**

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

**The consequences for refusing to submit to an alcohol or controlled substances test are as follows:** A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

- (I) **The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:** The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

- (J) **The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include:** Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

- (K) **Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected.** Information will be made available by the counselor to employees upon request.

- (L) **The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:**

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by law;
- (iv) An employer's report of actual knowledge of:
  - (A) On duty alcohol use;
  - (B) Pre-duty alcohol use;
  - (C) Alcohol use following an accident; and

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(D) Controlled substance use;

(v) A substance abuse professional report of the successful completion of the return-to-duty process;

(vi) A negative return-to-duty test; and

(vii) An employer's report of completion of follow-up testing.

Legal Reference: 49 CFR§382.601(b)(12).

Policy Revised: 11/10/2022

Policy Revised: ??/??/????

7460 PROGRAMS FOR GIFTED LEARNERS

~~The~~ Grand Island Public Schools is committed to an educational program that recognizes, identifies, and serves the unique needs of gifted learners. Gifted Learners are those who demonstrate outstanding levels of aptitude (defined as an exceptional intellectual ability to reason and learn) or competence (documented performance or achievement) in areas of academic intellect, and who require accelerated or differentiated curriculum and support in order to develop those capabilities fully. Consistent with district philosophy, ~~the~~ Grand Island Public Schools shall establish programs to identify and provide educational opportunities ~~Gifted Learners~~ in an integrated continuum of services provided, to the extent possible, at the students' school of regular attendance.

~~The superintendent, or designee, shall develop a written identification process for identifying Gifted Learners in grades K-12. Gifted Learners will be identified based on academic area(s) of strength and monitored through the Response to Intervention (RTI) process.~~

The Superintendent or designee shall develop and implement such criteria to identify high ability learners, and shall take steps to offer accelerated or differentiated curriculum programs that will address the educational needs of the identified students at levels appropriate for the abilities of those students. The accelerated or differentiated curriculum programs shall meet the standards of quality established by the Nebraska Department of Education.

~~A written plan that identifies programs or services to be provided to address the assessed needs of identified students shall be similarly developed. The plan shall include:~~

- ~~• the district's philosophy on educational service to gifted learners;~~
- ~~• the district's operational definition of a gifted learner;~~
- ~~• goals and objectives of the program;~~
- ~~• a description of the programming services, options and strategies to be provided under this plan;~~
- ~~• yearly evaluation procedures to allow for input from parents, educators, students, and community members;~~
- ~~• staff development training and support provided within the plan; and~~
- ~~• an outline of program management.~~

Legal Reference:           Neb. Statute 79-1106 et seq.  
                                  NDE Rule 3

Policy Adopted: 07/071980  
Policy Revised: 07/12/2001  
Policy Revised: 07/11/2019  
Policy Revised: ??/??/????

# GRAND ISLAND PUBLIC SCHOOLS

## 8220 ADMISSION OF RESIDENT STUDENTS

All students, ages five to eighteen, whose parents or legal guardians reside in the Grand Island Public Schools shall be admitted to the public schools without payment of tuition. Any student shall also be admitted to the district upon request without paying tuition if at least one of the student's parents resides in the school district. Proof of residency or legal guardianship may be required by the school administration, and resident status may be terminated by relocation of parents or guardians outside the district.

Students shall attend the school in the attendance district in which they reside. Reassignment may be made by the superintendent or designee based on the capacity of the class, grade level, or program needed by the student.

Elementary capacities will be based upon class/program guidelines:

Pre Kindergarten:	20 students/session
Kindergarten and 1st:	19-23/class
2 <sup>nd</sup> to 3 <sup>rd</sup> :	21-25/class
4 <sup>th</sup> to 5 <sup>th</sup> :	23-27/class

Secondary capacities will be based on these guidelines:

6 <sup>th</sup> to 8 <sup>th</sup> :	27-30/class
9 <sup>th</sup> to 12 <sup>th</sup> :	27-30/class

The Board of Education reserves the right to alter capacity standards based upon unique conditions at the individual attendance centers. The above capacity standards are not meant to define individual class size or the point at which an additional classroom or teacher is required.

Capacity for Special Education and EL programs will be determined by appropriate administrative personnel and based on student number and specific needs of students participating.

### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district, in its sole and absolute discretion upon a proper application, approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

### Military Families

If a parent presents evidence to the District of military orders that the military family will be stationed in the State of Nebraska during the current or following school year, and the parent resides in or is stationed on federally owned property within the boundaries of the District, the District will enroll preliminarily the parent's students, including any such student that has an Individualized Education Plan, a 504 Plan, or otherwise receives special education services.

Legal Reference: Neb. Statute 79-215

Policy Adopted: 11/03/1980

Policy Revised: 05/04/1998

Policy Revised: 09/09/2010

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Policy Reviewed: 01/12/2012

Policy Revised: 05/10/2012

Policy Revised: 03/13/2017

Policy Revised: 11/10/2022

Policy Revised: 02/08/2024

Policy Revised: ??/??/???

8340 PART TIME ENROLLMENT

Students must be enrolled in the Grand Island Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. enrolled students taking the limited number of credits needed to graduate in the school year;
3. enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. students from other school districts participating in programs offered by the District pursuant to an interlocal agreement or other arrangement approved by the School Board; and
6. non-public school students in accordance with the policies and procedures set forth in this policy.

Part-Time Enrollment of Non-Public School Students

The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Such students are referred to herein as "non-public school students."

The School Board establishes the following guiding principles for enrollment of non-public school students:

- (1) The primary school for a non-public school student is the student's private, denominational, parochial or home school.
- (2) Enrollment of a non-public school student in Grand Island Public Schools is allowed for the purpose of providing enhanced educational opportunities not otherwise available to the non-public school student. It is not to supplant programming of the student's primary school.
- (3) Non-public school students are not to be given priority over full-time students.
- (4) Non-public school students are to be enrolled only in programs or courses that are educationally appropriate for the student.
- (5) Enrollment of non-public school students is not to negatively affect the educational services to be provided to full-time students.

The School Board establishes the following specific policies and procedures for enrollment of non-public school students. In the event the specific policies and procedures require interpretation or do not fully resolve an issue, the above established guiding principles are to be considered.

A. Non-Public School Student Enrollment Application Procedures.

1. Application. Parent or guardian must submit an Application of Non-Public School Student for Part-Time Enrollment to the principal of the school the student desires to attend.
2. Deadline for Applications. The application must be received by August 1<sup>st</sup> preceding the school year the student wishes to enroll.
  - a. Change of Residence Exception: The application deadline for a student who becomes a resident of the District after the school year has commenced is: 20 calendar days after the student becomes a resident of the District. The principal may delay enrollment until the next following quarter or semester starts, or at such other time as determined to be

## GRAND ISLAND PUBLIC SCHOOLS

- educationally appropriate.
    - b. **High School Course Exception:** The application deadline for a student who desires to enroll in a second semester high school course is December 1<sup>st</sup>.
  - 3. **Action on Applications.** The principal will review the application and will notify the parent of the approval or denial of the application within 2 weeks of receipt of the application or 2 weeks prior to the start of school or 2 weeks prior to the start of the next semester, whichever is later.
  - 4. **Appeals.** The parent or guardian may appeal the principal's action to deny their application. Any such appeal must be submitted to the Superintendent within 14 calendar days from the date of the principal's action. The appeal shall be in writing and shall be decided on the basis of the written submission. The Superintendent may request the parent or guardian to provide further explanation or information and the appeal may be denied in the event the parent or guardian fails to fully respond on a timely basis. The Superintendent shall decide the appeal within 10 calendar days of the submission of the appeal. The Superintendent may make a decision later than the 10 days in the event good reason for delay exists. Good reason includes but is not limited to the Superintendent being unable to gather the information the Superintendent determines necessary to make the decision within the decision period.
  - 5. **Annual Applications.** Part-time enrollment is determined annually. Application must be made each school year. There will be no guarantee that enrollment will be continued from one year to the next.
- B. **Non-Public School Student Admission**
- 1. **Admission Requirements.** Students must meet the normal admission requirements. This includes the requirements that the student: be a resident of the District, be of school attendance age and not have graduated or have received a GED.
  - 2. **Admission Process.** Students must complete the normal enrollment process and forms required by the District and/or the building for enrollment of all children. This includes the requirements relating to: birth certificates, immunizations, physical examinations, and visual evaluations.
- C. **Non-Public School Student Enrollment Standards**
- 1. **Maximum Enrollment.** Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.
  - 2. **Capacity Limits.** Enrollment will ordinarily be subject to capacity limits. Any grade level, program, or course which has been determined to be at capacity for option enrollment purposes will ordinarily not be available for non-public school students.
  - 3. **Integrated Courses.** Students must meet prerequisite requirements to be enrolled in a course by appropriate credits earned through an accredited program. The principal may on a discretionary basis allow prerequisite requirements to be satisfied where the student provides reasonable indications that the academic criteria have been met, such as results from achievement tests or other indications of adequate preparation.

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4. Educationally Appropriate Programs and Courses. Students will not be allowed to enroll in programs or courses which the school administration determines to not be educationally appropriate for the student. Determination of whether a program or course is educationally appropriate will be made based on the standards the District uses for making academic placement decisions.
5. Selection of Courses. Subject to Paragraphs 1 through 4 of this Paragraph C, and all other applicable provisions of this Policy, Non-public school students may select their courses.

### D. Non-Public School Student Policies

1. General Standard. Non-public school students who are enrolled part-time are to be subject to the same standards as full-time enrolled students except where appropriate to reflect their part-time status.
2. Building assignment. Students must enroll in the attendance center that serves the student's residence, provided that the administration reserves the authority to make a different attendance center assignment. A student may request assignment to an attendance center other than that of the student's residence under the intra-district transfer procedures.
3. No Partial Part-Time Enrollment. Students must apply for enrollment and attend the entire school year for which enrollment is made or, for high school courses, for the full length of the course. Once enrolled, part-time students will be required to participate in all activities, programs, and tests related to the program or course for which the student is enrolled, including as applicable State or District-wide assessments, as full-time students.
4. Student Conduct Policies. Students enrolled on a part-time basis shall be required to follow all school policies that apply to other students at any time the part-time student is present on school grounds or at a school-sponsored activity or athletic event. This includes the District's student conduct policies. Students enrolled on a part-time basis shall be subject to discipline, including suspension or expulsion, for violation of student conduct rules.
5. Attendance. Students enrolled on a part-time basis are not exempt from the compulsory attendance laws or from the District's attendance policies. Students who engage in excessive absenteeism as defined in Board policy are to be reported under the truancy laws.
6. Presence on School Grounds. Students enrolled on a part-time basis are to be present on school grounds during the school day only at the times required for their attendance in the program or course in which they are enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.
7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for

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example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.

9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. **Non-resident students may only be admitted on a part-time basis or permitted to participate in a school-sponsored extracurricular activity when required by law.** The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in **any the semester in which the student participates in an extracurricular activity**. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. §79-2,136 and §79-526  
Title 92, Nebraska Administrative Code, Chapter 10

Policy Adopted: 01/11/1993  
Policy Revised: 02/09/2012  
Policy Revised: 10/12/2017  
Policy Revised: 08/10/2023  
Policy Revised: ??/??/????

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8450 STUDENT DISCIPLINE

Realizing that appropriate discipline varies from situation to situation, ~~the~~ Grand Island Public Schools recognizes that discipline in the school is extremely important to the school program. Discipline should be positive rather than negative in nature. Discipline should foster student growth while assuring an acceptable environment in which to learn. Discipline should be considered a means of teaching and as such disciplinary efforts should be as positive as is practical. Giving credit or recognition for appropriate behavior, setting appropriate examples for students, application of conditions for learning, counseling, and involvement of parents are to be expected. Measures such as exclusion from classes or from the educational setting are to be used only as last alternatives.

Any disciplinary action will be applied fairly and consistently regardless of race, color, religion, national origin, ethnicity, age, sex or gender, sexual orientation, disability, pregnancy, childbirth or related medical condition, marital status or other prohibited status. Disciplinary action will not conflict with provisions of the Individuals with Disabilities Education Act (IDEA).

References: 59 Fed. Reg. 11448 et seq. 1994  
Policy 1310–NON-DISCRIMINATION  
Policy 8470-WEAPONS IN SCHOOLS  
Policy 8420-STUDENT DUE PROCESS RIGHTS  
*Student Discipline Act* §79-259 through §79-294

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296  
**Neb. Rev. Stat. Section 79-2,160LB**

Guidelines attached - 8450.1–Administrative Guidelines for 8450

Policy Adopted: 11/03/1980  
Policy Revised: 12/01/1997  
Policy Revised: 09/13/2012  
Policy Revised: 01/10/2019  
Policy Revised: 11/12/2020  
Policy Revised: 05/13/2021  
Policy Revised: 10/13/2022  
**Policy Revised: ??/??/????**

**The** Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent  
Coordinator for Student Complaints and Compliance Coordinator  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: sstephens@gips.org  
Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management  
Coordinator for Staff Complaints

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Office address:

Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802

Email: [ckolar@gips.org](mailto:ckolar@gips.org)

Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

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8450.1 Administrative Guidelines for 8450

The following is a table describing possible offenses, legal and policy references, and a range of possible consequences. This information should be used as guidance in making decisions with regard to disciplinary actions. This list is not all inclusive and infractions that are indicated might be interpreted in a wide variety of ways. The goal of the table is to provide a measure of consistency in application of consequences from incident to incident and from administrator to administrator. Each infraction carries a minimal consequence for a first and/or minor violation. The maximal consequence should be applied only when the severity or frequency of the violations warrant such application. All behavior incidents must be documented and coded appropriately in the GIPS student information system. All schools in GIPS will follow the GIPS Threat Assessment Guidance and Protocols. Further guidance may be provided by referring to Grand Island School Board Policies 8453–*Student Suspension, Expulsion, and Mandatory Reassignment* and 8470–*Weapons in School*.

**ACTION**

<b>Violations</b>	<b>Minimum</b>	<b>Maximum</b>
Alcohol (law, violations: possession use, sale)	Parent Conference/Short-term Suspension Could include request for drug/alcohol test and/or consultation upon return to school GIPS Intervention Program (Vaping)	Long-term Suspension; Expulsion Mandatory Reassignment; Request for drug/alcohol test upon return to school Criminal Prosecution
Arson (Setting a fire)	Parent Conference/Short-term Suspension Referral to SRO	Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Bullying	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension
Bus Violation #1	Verbal Reprimand Parent Conference Detention	Verbal Reprimand Parent Conference Detention Loss of Bus Privilege (Short-term)
Bus Violation #2	Verbal Reprimand Parent Conference Detention Loss of Bus Privilege (Short-term)	Verbal Reprimand Parent Conference Detention Loss of Bus Privilege (Long-term)
Cheating Minor	Student/Teacher Conference Parent Contact by Teacher Loss of Privilege by Teacher	Student conference Parent Contact Detention/Loss of privilege
Disorderly Conduct	Verbal Reprimand Parent Conference	In-School/Short-term Suspension Long-term Suspension
Disruption- Minor	Student/Teacher Conference Parent Contact by Teacher Loss of Privilege by Teacher	Student conference Parent Contact Detention/Loss of privilege

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<p>Student Appearance Violation (No student shall be disproportionately affected by a dress code or grooming policy enforcement because of the student's gender, race, color, religion, disability, or national origin.)</p>	<p>Classroom managed interaction - document minor incident in Synergy</p> <p>First Office visit - Student conference/parent contact document minor incident in Synergy</p>	<p>Second Office visit - ½ day ISS w/parent contact document <b>MAJOR</b> incident in Synergy</p> <p>Third Office visit - 1 day OSS w/parent conference document <b>MAJOR</b> incident in Synergy</p> <p>Fourth Office visit - principal's discretion beyond 1 day of OSS document <b>MAJOR</b> incident in Synergy</p>
<p>Drug Paraphernalia</p>	<p>Short-term Suspension Request for drug/alcohol test upon return to school Referral to SRO GIPS Intervention Program</p>	<p>Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution</p>
<p>Drug Possession</p>	<p>Short-term Suspension Request for drug/alcohol test upon return to school Referral to SRO GIPS Intervention Program</p>	<p>Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution</p>
<p>Drug Sale</p>	<p>Short-term Suspension Request for drug/alcohol test upon return to school Referral to SRO GIPS Intervention Program</p>	<p>Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution</p>
<p>Drug Use</p>	<p>Short-term Suspension Request for drug/alcohol test upon return to school Referral to SRO GIPS Intervention Program</p>	<p>Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution</p>
<p>Elopement</p>	<p>Student Conference Parent Contact Loss of Privilege/Detention</p>	<p>Parent Conference Detention In-School Suspension</p>
<p>Failure to Follow Instructions Major</p>	<p>Student/Teacher/Principal Conference Parent Contact by Principal Loss of Privilege by Principal</p>	<p>Parent/Student Conference In-School Suspension Loss of Privilege</p>
<p>Failure to Follow Instructions-Minor</p>	<p>Student/Teacher Conference Parent Contact by Teacher Loss of Privilege by Teacher</p>	<p>Student Conference Parent Contact Detention/Loss of privilege</p>
<p>Gang Activity</p>	<p>Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment</p>	<p>Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution</p>
<p>Gang Related Threats</p>	<p>Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension</p>	<p>Threat Assessment Long-term Suspension Expulsion</p>

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	Threat Assessment	Mandatory Reassignment Criminal Prosecution
Gang Related Violence	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Harassment or Bullying- Disability	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Harassment or Bullying - Race, Color, National Origin	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Harassment or Bullying- Religion	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Harassment or Bullying- Sex	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Harassment or Bullying- Sexual Orientation	Parent Conference/Verbal Reprimand Parent Conference/Short-term Suspension Threat Assessment	Short-term Suspension Threat Assessment  Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Homework- Minor	Student conference Parent Conference Loss of privilege	Student conference Parent conference Detention ISS
Homicide	Criminal Prosecution	Criminal Prosecution
Inappropriate Language	Verbal Reprimand Parent Conference	Parent Conference Detention ISS
Inappropriate Language-	Student/Teacher conference	Student/Principal conference

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Minor		Detention
Inappropriate Use of Medication	Student conference Parent Conference Loss of privilege Detention ISS	Student conference Parent conference Detention ISS OSS
Inappropriate Use of Technology	Student/Principal Conference Parent Contact by Principal/Teacher Loss of Technology Privilege	Parent/Student Conference Loss of Technology Privilege, Multiple days ISS
Inappropriate Use of Technology- MINOR	Student/Teacher Conference Parent Contact by Teacher Loss of Technology Privilege- Teacher	
Inappropriate Use of Technology- Personal Device (PHONE)- Major (4th Offense)	Student given ISS Student given short term OSS	Student given short term OSS Student given long term OSS
Inappropriate Use of Technology-Personal Device (Phone) MINOR	Teacher addresses in class Teacher takes phone and returns it at the end of the period	Teacher takes phone and gives it to the office First time student picks it up at the end of the day – document MAJOR incident; Second time – parent contact – document MAJOR incident Third time parent conference and parent takes phone Fourth time – document MAJOR insubordination – 1 day OSS Fifth time – document MAJOR insubordination – individual student/parent plan
Kidnapping (Abduction)	Criminal Prosecution	Criminal Prosecution
Knife with blade length <= 3.5 inches	Parent Conference/Detention Short-term Suspension/ Threat Assessment	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Knife with blade length >=3.5 inches	Parent Conference/Short-term Suspension/ Threat Assessment	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Nicotine/Tobacco (Possession or Use)	Parent Conference/Short-term Suspension Could include request for drug/alcohol test and/or consultation upon return to school GIPS Intervention Program (Vaping)	Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution

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Obscene/Lewd/Public Indecency Behavior (Includes "deep fakes" or other computer generated images.)	Parent Conference ISS Short-term Suspension	Short-term Suspension Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution
Other Offenses (eg Forgery, Extortion)	Verbal Reprimand Parent Conference Detention/Short-term Suspension	Short-term Suspension Long-term Suspension Criminal Prosecution
Physical Altercation, Minor (Pushing, Shoving)	Student Conference/Parent Contact Detention	Detention In-School Suspension
Physical attack or fight with a weapon (firearm or explosive device)	Parent Conference/Short-term Suspension/ Threat Assessment Expulsion (Firearm)	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Physical attack or fight with a weapon	Parent Conference/Short-term Suspension/ Threat Assessment Expulsion (Firearm)	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Physical attack or fight without a weapon	Parent Conference/Detentions/Short-term Suspension Parent Conference/Long-term Suspension Threat Assessment	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Possession of a firearm or explosive device	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Rape or Attempted Rape	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Refusal to Work- MINOR	Oral Redirect Student Conference Detention	Detention Parent Conference Student Contract
Robbery with a firearm or explosive device	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Robbery with a weapon	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment

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	Criminal Prosecution	Criminal Prosecution
Robbery without a weapon	In School Suspension Short-term Suspension Threat Assessment	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
School Threat (Threat of Destruction or Harm)	Student conference Parent Conference Detention Threat Assessment ISS/Short-term Suspension	Parent conference Threat Assessment ISS/Short-term Suspension OSS/Long-term suspension
Sexual Assault, other than Rape	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Skipping- MINOR	Verbal Redirect Student Conference Detention	Detention Parent Conference Student Contract
Substance Abuse Intervention	Parent Conference/Short-term Suspension Could include request for drug/alcohol test and/or consultation upon return to school GIPS Intervention Program (Vaping)	Long-term Suspension Mandatory Reassignment Request for drug/alcohol test upon return to school Criminal Prosecution
Tardy-MINOR	Verbal Redirect Student Conference Detention	Detention Parent Conference Student Contract
Theft (Stealing Personal or Other Property)	Parent Conference Short Term Suspension Long-term Suspension	Short-term Suspension Long-term Suspension Expulsion/Criminal Prosecution
Threats- Electronic/Cyber	Parent Conference/Short-term Suspension/ISS Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension
Threats- Physical	Parent Conference/Short-term Suspension/ISS Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension
Threats- Verbal	Parent Conference/Short-term Suspension/ISS Threat Assessment	Short-term Suspension Threat Assessment Long-term Suspension
Threats of physical attack with a firearm or explosive device	Parent Conference/Short-term Suspension/ Threat Assessment Expulsion (Firearm)	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution

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Threats of physical attack with a weapon	Parent Conference/Short-term Suspension/ISS Threat Assessment Expulsion (Firearm)	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Threats of physical attack without a weapon	Parent Conference/Short-term Suspension/ISS Threat Assessment Expulsion (Firearm)	Long-term Suspension Expulsion Threat Assessment Mandatory Reassignment Criminal Prosecution
Trespassing (Unlawful or Unauthorized Presence)	Student Conference Parent Conference Detention ISS/Short-term Suspension	Parent Conference Short-term Suspension Long-term Suspension Referral to SRO
Truancy/Skipping	Verbal Reprimand Parent Conference Detention	Second Offense - ½ day ISS w/parent contact document <b>MAJOR</b> incident in Synergy Third Office visit - 1 day OSS w/parent conference document <b>MAJOR</b> incident in Synergy Fourth Office visit - principal's discretion beyond 1 day of OSS document <b>MAJOR</b> incident in Synergy
Vandalism (Damage to School or Personal Property)	Parent Conference/Short-term Suspension - pay for damages	Long-term Suspension Expulsion Mandatory Reassignment Criminal Prosecution Pay for damages
Verbal Altercation- MINOR	Verbal Redirect Student Conference Detention	Detention Parent Conference Student Contract
Violation of School Rules (Disobeying School Policy)	Student Conference Parent Conference Detention ISS/Short-term Suspension	Parent Conference Short-term Suspension Long-term Suspension

Policy Revised: 10/13/2022

Policy Revised: ??/??/????

GRAND ISLAND PUBLIC SCHOOLS

8452 BEHAVIORAL INTERVENTION & CLASSROOM MANAGEMENT

I. PURPOSE:

Grand Island Public Schools is committed to creating a learning environment where every individual is valued, respected, and supported. Grounded in Nebr. Rev. Stat. 79-262.01, this policy emphasizes the shared responsibility of individuals for their actions and their ability to learn, grow, and thrive. It provides a framework for encouraging positive behavior, addressing challenges in a caring and constructive way, and ensuring safe and supportive school and classroom environments.

II. GENERAL PRINCIPLES

As part of the school district commitment, the district is implementing a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success. This approach is guided by Sound Infrastructure and Shared Leadership, Layered Continuum of Support, Data-Based Decision-Making and Communication and Collaboration. This policy does not replace the Student Discipline Act when behaviors warrant action under that Act.

III. STANDARDS

Tier 1: Universal Supports			
	District Level	School Level	Classroom Level
Sound Infrastructure & Shared leadership	Develop and maintain a district-wide behavior framework, ensuring alignment with the district's vision and goals. Establish a leadership team to oversee implementation and sustainability.	Create school-level leadership teams to implement the district behavior framework. Build systems to support staff in consistent implementation of universal behavior strategies.	Teachers set up clear, consistent behavior expectations aligned with school and district policies. Classroom routines and physical environments are structured to promote positive behaviors.
Layered Continuum of Support	Ensure all schools have access to evidence-based universal behavior practices and instructional tools for promoting positive behavior.	Develop a school-wide plan for teaching and reinforcing positive behavior expectations for all students.	Integrate the development of emotional and interpersonal skills into daily instruction and explicitly teach expected behaviors.
Data-Based Decision-Making	Implement a district-wide behavior data system for tracking student behavioral incidents, attendance, and other indicators of behavior. Analyze district trends to guide support for schools.	Use behavioral data to assess school culture, climate and adjust universal supports.	Collect and reflect on classroom behavior data to identify patterns or unanticipated signs of distress and adjust teaching practices as needed.
Communication and Collaboration	Share district-wide behavior policies, expectations, and data with all stakeholders, including families and the community.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom.
Tier 2: Targeted Supports			
	District Level	School Level	Classroom Level

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Sound Infrastructure & Shared leadership	Provide a menu of evidence-based Tier 2 intervention and training for implementation.	Develop intervention teams to identify students in need of Tier 2 support and manage their plans.	Teachers collaborate with intervention teams to integrate targeted strategies into the classroom that align with school and district policies.
Layered Continuum of Support	Allocate resources to support targeted interventions, such as additional staff or training for small group supports.	Implement interventions such as mentoring programs, social skills groups, or targeted behavior coaching.	Provide additional supports like daily progress monitoring, structured break.
Data-Based Decision-Making	Use district-wide systems to track the effectiveness of Tier 2 interventions and adjust as needed.	Monitor progress using behavior data: point sheets, observations, or student self-assessments and input data in district-wide systems.	Document daily data on student progress to evaluate the impact of interventions.
Communication and Collaboration	Facilitate communication between schools, families, and community partners about available Tier 2 supports.	Engage families in the intervention process by providing regular updates and involving them in problem solving and goal setting.	Maintain open lines of communication with families about their child's progress and strategies to promote support the behavior goals at home
<b>Tier 3: Intensive, Individualized Supports</b>			
	<b>District Level</b>	<b>School Level</b>	<b>Classroom Level</b>
Sound Infrastructure & Shared leadership	Ensure access to specialized staff to design and oversee intensive interventions.	Assemble a multidisciplinary team to develop and implement Functional Behavioral Assessments (FBAs) and Behavior Intervention Plans (BIPs).	Collaborate with specialists to integrate individualized supports into classroom routines that align with school and district policies.
Layered Continuum of Support	Coordinate external services and resources for students requiring wraparound support beyond the school.	Provide interventions or sessions tailored to the student's unique needs and communicate with external services and resources to align supports for students.	Consistently implement accommodations and modifications, such as sensory supports or de-escalation plans, to address individual behaviors.
Data-Based Decision-Making	Regularly review data on Tier 3 interventions and outcomes to ensure its effectiveness.	Use detailed, frequent data collection to refine and adjust BIPs based on student progress.	Implement daily monitoring and adjust individualized strategies as data indicates.
Communication and Collaboration	Partner with community agencies to align supports for students with complex needs.	Conduct regular meetings with families to review and revise plans based on student progress.	Provide ongoing feedback to families and specialists about the student's daily performance, progress, and needs.

IV. ADDRESSING DYSREGULATED BEHAVIOR AND CLASSROOM REMOVAL:

This policy provides a structured approach for managing dysregulated behavior that disrupts the learning environment or poses safety concerns. The aim is to ensure the safety and well-being of all students and staff while supporting the student in developing self-regulation skills and reintegrating into the classroom.

1. Criteria for Removal
  - a. Safety Concerns: Immediate removal may occur if a student poses a threat to their own safety, the safety of others, or the environment.
  - b. Disruption to Learning: Removal may be necessary if the student's behavior significantly disrupts instruction or the learning environment.
  - c. Attempted Interventions: Whenever possible, staff should use de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 interventions before considering removal. Severe behaviors that endanger safety may bypass prior interventions.
2. Procedure for Removal
  - a. Behavior Documentation: The teacher or staff member documents the behavior leading to the removal, including antecedents, attempted interventions, and the incident itself. A clear, objective description of the behavior is essential.
  - b. Safe Transition: The student is escorted to a designated safe space, such as the office or a designated calming area, by trained personnel. Efforts are made to ensure the student remains calm and safe during the transition.
  - c. Notification: Parents/guardians are notified as soon as possible about the removal. A detailed account of the behavior and any interventions attempted are shared.
3. Post-Removal Actions
  - a. Restorative Meeting: A meeting involving the student, parents/guardians, teacher, and administrator is scheduled to review the behavior, its impact, and steps to prevent recurrence. The meeting emphasizes restoring relationships and understanding the root cause of the behavior.
  - b. Behavior Support Plan (if needed): For recurring incidents, a behavior support plan is developed or reviewed, including targeted interventions and supports aligned with the student's needs. The plan may include strategies such as check-ins, mentoring, or additional behavioral learning supports.
4. Transition Back to the Classroom
  - a. Reintegration Plan: The student returns to the classroom with appropriate support, which may include a reintegration checklist, a designated buddy, or frequent check-ins with a trusted adult. Expectations and routines are explicitly reviewed with the student.
  - b. Ongoing Support and Monitoring: Follow-up meetings with the student, teacher, and parents/guardians are scheduled to evaluate progress. Data from behavior observations are used to adjust interventions and supports as needed.
  - c. Focus on Positive Growth: A strengths-based approach is applied to recognize and reinforce improvements in behavior.

V. COMMUNICATION & COLLABORATION

- Family Engagement: Families are seen as partners in addressing the student's behavior and supporting reintegration. Schools provide clear and transparent communication about the incident, the plan for return, and available resources.
- Interdisciplinary Team Support: Collaboration between general education, special education, school psychologist, behavior specialists, school counselors, and social workers ensures all supports align with the student's needs and strengths.

VI. REQUIRED BEHAVIORAL AWARENESS AND INTERVENTION TRAINING:

- A. Grand Island Public Schools, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities.
- B. Such training must be consistent with the model policy developed by the State Department of Education.
- C. Behavioral awareness and intervention training must be provided by the school district or the educational service unit to which the school district belongs.

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- D. The length of such training will be at least 1 hour every three years.
- E. Behavioral awareness training must include, but not be limited to, evidence-based training on a continuum that includes:
  - 1. Recognition of detrimental factors impacting student behavior, including, but not limited to, signs of trauma.
  - 2. Positive behavior supports and proactive teaching strategies, including, but not limited to, expectations and boundaries.
  - 3. Verbal intervention and de-escalation techniques.
  - 4. Access to a registry of local mental health and counseling resources.
  - 5. Incorporation of the requirements for the Behavioral Awareness Point of Contact (BAPC) in accordance with 79-3603 that includes:
    - a. Each school building must designate one or more school employees as a BAPC.
    - b. Each BAPC must have knowledge of community services providers and other resources available for students and families.
    - c. Each BAPC must coordinate access to support services for students; and
    - d. The school district must indicate BAPC for such school district on the website of the school district and in any school directory of the school that BAPC serves.
    - e. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district.

VII. MONITORING AND REVIEW:

The school district regularly reviews and updates this policy to ensure its effectiveness and compliance with 79-262.01. Feedback from students, parents, staff, and administrators are considered in the review process.

This policy must be included with any notifications required under the Student Discipline Act.

Cross-References: § 79-262.01

Policy Adopted: ??/??/????

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8650 PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege extended to students by ~~the~~ Grand Island Public Schools. This participation is open to all students and shall be governed by the rules and regulations of the Nebraska Schools Activities Association. **The Superintendent or designee shall, as required by law, designate each school-sponsored interscholastic athletic team or sport as either: (1) boys; (2) girls; or (3) mixed.**

Students in kindergarten through sixth grade may not participate in athletic contests between schools within a school system or between school systems. Annual field or play days are excluded from this restriction.

The primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must demonstrate evidence of sincere effort toward scholastic achievement.

Students in seventh and eighth grades may participate in interscholastic competitions subject to and in a manner consistent with the bylaws of the Nebraska School Activities Association (NSAA).

Students in high school must be enrolled in at least 20 credit hours in the semester of participation and have passed at least 20 semester hours the pervious semester, as per NSAA rules.

All rules regarding participation in extra-curricular activities, clubs, and not sanctioned activities will be included in the Student/Parent Handbook. In the event any restrictions of participation develop, the procedures utilized will follow appropriate constraints of procedural due process.

Legal Reference: NDE Rule 10.004.02C  
Nebraska School Activities Association Middle Level Activities Bylaws, Article 9

Policy Adopted: 11/03/1980  
Policy Revised: 04/09/2015  
Policy Revised: 08/13/2020  
**Policy Revised: ??/??/????**

See 8560.1 Participation in Activities Guidelines (attached)  
See **GIPS Student and Parent Consent Form**/Stays on File with GIPS

8650.1 Participation in Activities Guidelines

The Grand Island Public Schools (GIPS) hold students involved in activities to a higher standard, as they represent not only themselves, but their school and community. GIPS expects all athletes and activity participants to be drug, alcohol, and tobacco free, and to understand that it is a privilege to be involved in school activities. The following applies to all school activity participants.

A lifestyle free from the influence of drugs and alcohol is a responsible and healthy choice. Decisions related to this issue are extremely important and do have a direct correlation with student success. Students, parents, and the school all share responsibilities in the development of these important student choices. The Grand Island Public Schools continue to endorse and support a lifestyle for students that is free from the influence of alcohol, drugs, and tobacco. When students choose to use alcohol, drugs, and/or tobacco, their levels of performance are diminished. GIPS has established rules and consequences, with an emphasis on a program of education and support to foster a chemical-free lifestyle.

**Procedure for Rule Violation**

The student shall not be involved with drugs, alcohol, or tobacco. Whenever a student is representing GISH in an activity, a student shall not, regardless of quantity, use, consume, or have in their possession, drugs, alcohol, or tobacco (with exceptions as outlined by state statutes 53-168.06, 53-180.2). Students shall not buy, sell, or give away drug, alcohol, or tobacco products, or look-alikes. It is not a violation for a student to be in possession of or use a controlled substance specifically prescribed for the student by their doctor. Consequences will be documented regardless of the student's attendance center. Methods for verification of rule violation include: a) Ticketed by the police for drug/alcohol/tobacco related offense; b) Admission by the student involved; c) Violation witnessed by school personnel; d) Other evidence that the rule violation took place.

In the event that this policy is violated, the following process shall be initiated:

- 1) The student shall be notified of the alleged rule violation in a meeting with school officials. At that meeting, the student and the school officials will discuss the details of the alleged violation, and the ensuing consequences. The student shall have an opportunity to present information related to the incident. A student who "self-reports" will have an impact on consequences.
- 2) Parents of the student shall also be notified of the violation and consequences. School officials will summarize the details related to the incident and then advise the student and parents of the action that will be taken.
- 3) The student and parents shall be afforded full opportunity to make any statements or request explanations related to the incident.
- 4) The building principal shall issue a consequence.
- 5) This decision is final and binding on all parties. Appeals to the decision remain at the building administrative level.

After confirmation of the violation, in addition to established state statutes and local school policies, the student shall be required to receive support from a school approved drug/alcohol/tobacco support program and may be suspended from all school activities for a specified number of school calendar days starting from the date of the confirmation. Students involved in a school-sponsored activity will be required to attend and participate in all practice sessions during the time of suspension. They may also be required to attend, but not participate, at a scheduled performance/event.

**Consequences**

Consequences for drug, alcohol, and tobacco violations are as follows:

**First Violation** – A five (5) day or less suspension from school activities. In addition, the student will be required to attend and complete an educational program endorsed by the school;

**Second Violation** – A seven (7) day or less suspension from school activities. In addition, the student will be required to show evidence that they have received counseling from a professional outside of the school (i.e. Central Nebraska Council on Alcohol and Addictions, drug and alcohol counselor, psychiatrist, psychologist, etc.). The school may require the student to participate in a drug/alcohol evaluation before they can participate in an activity;

**Third Violation** – Fourteen (14) day or less suspension from school activities and the student will be required to complete a professional evaluation and program for chemical dependency. Verification of completion of the chemical dependency treatment program must be provided in writing by the director or counselor of the chemical dependency program prior to reinstatement of the student.

9110 PARENTAL ACCESS TO EDUCATIONAL PRACTICES

~~Grand Island Public Schools will support and facilitate parental access to information and involvement in educational practices affecting their children. It shall be the policy of the Grand Island Public Schools to provide full access at reasonable times to parents/guardians of students to review curricular materials, student records, and surveys as appropriate and lawful:~~

- ~~● Textbooks and other curricular materials are available for review by parents of students of the Grand Island Public Schools upon request.~~
- ~~● Upon prior approval from the appropriate teacher, counselor, or administrator, parents/guardians will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities as long as conduct or presence does not interfere with the educational process or otherwise conflict with school purposes.~~
- ~~● Students will be excused from testing, instructional activities, and other school experiences upon written parental request unless the test or activity is required for local, state, or national accountability or reporting purposes (9110.2 Request for Exception/Exclusion Form).~~
- ~~● A student may be excused from an activity which contributes to a grade for the course, only when an alternative activity can be reasonably provided. Requests must be received by the appropriate teacher or administrator within a reasonable time prior to the activity in question.~~
- ~~● Parents/guardians will have access to student records as appropriate (Family Educational Rights & Privacy Act, 20 U.S.C. 1232 G, 79-4,157 R.R.S. and School District of Grand Island Policy: 8710- Student Personnel Files And Records).~~
- ~~● Student testing will be utilized to assist in assessment of educational progress and as required by Title 92, NAC, Chapter 10.~~
- ~~● Students may be asked to participate in surveys from time to time as deemed appropriate by district staff. Parents/guardians may remove their students from such surveys with prior written request, citing specific activity, reason for the request, and any applicable regulations. (Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, 34 CFR Part 98)~~

~~Grand Island Public Schools shall make provision to include parents in program planning; information dissemination; school improvement plan development, implementation, and evaluation; and with Title I parental involvement activities as specified by Every Student Succeeds Act of 2015 (9110.1 Guidelines).~~

**Grand Island 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, guardian, or educational decision maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decision maker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decision maker 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, guardian, or educational decision maker.**
- 2. Upon reasonable advance request, a parent, guardian, or educational decision maker 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, guardians, and educational decision makers are encouraged to communicate to school staff when the parent, guardian, or educational decision maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decision maker finds objectionable. The Superintendent or designee shall make a provision on the complaint form**

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hereinabove referenced for receiving information from a parent, guardian, or educational decision maker 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, guardian, or educational decision maker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision maker 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, guardians, and educational decision makers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision makers 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, or educational decision maker of such student shall be prohibited unless a parent, guardian, or educational decision maker requests in writing that such tests be administered to their child.
6. Parents, guardians, and educational decision makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
  - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision maker;
  - Mental or psychological problems of the student or the student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decision maker; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

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No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

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, guardians, or educational decision makers as to any concerns, objections, or other information such parents, guardians, or educational decision makers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference:       Neb. Rev. Stat. Sections 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

Reference:       Nebraska 79-530 to 79-533  
Every Student Succeeds Act of 2015, P.L. 114-95 § (20 U.S.C. 6301)  
Family Educational Rights & Privacy Act (FERPA), (20 U.S.C. §1232 J;  
34 CFR Part 99).  
Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h, 34 CFR Part 98)  
Title 92, NAC, Chapter 10  
9110.2 Request for Exception/Exclusion Form – attached to this policy

Policy Adopted: 08/14/1995  
Policy Revised: 05/12/2005  
Policy Revised: 06/14/2007  
Policy Revised: 06/11/2013  
Policy Revised: 05/14/2015 – Public Hearing  
Policy Revised: 05/12/2016 – Public Hearing  
Policy Revised: 05/11/2017 – Public Hearing  
Policy Revised: 06/13/2019 – Public Hearing  
Policy Revised: 07/09/2020 – Public Hearing  
Policy Revised: 06/09/2022 – Public Hearing  
Policy Reviewed: 06/08/2023 – Public Hearing  
Policy Revised: 01/11/2024  
Policy Revised: ???/??/???? – Public Hearing

9110.1 Title I PARENT AND FAMILY MEMBER ENGAGEMENT

Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children (ESSA Section 1116[a][1]). For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand. The Grand Island Public School District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
  - By providing annual meetings in Title I buildings to explain Title I to parents and family members;
  - By training parents and family members in how to help their children at home;
  - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
  - By providing parent and family member resources at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title I reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.
6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title I Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title I program, to determine if needs are being met, and reduce barriers to participation.

Legal Reference:           Neb. Statute 79-530 to 533  
Every Student Succeeds Act (ESSA) Section 1116[a-f]

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NDE Guidance – Revised: 01/11/2024

## 9110.1 Título I PARTICIPACIÓN DE PADRES Y MIEMBROS DE LA FAMILIA

Título I, Parte A, de la Ley de Educación Primaria y Secundaria (ESEA), según lo reautorizado por la Ley Cada Estudiante Triunfa (ESSA), requiere que las agencias educativas locales (LEA) lleven a cabo actividades de extensión a todos los padres y miembros de la familia e implementen programas, actividades y procedimientos para la participación de padres y familiares. Dichos programas, actividades y procedimientos se planificarán e implementarán consultando significativamente con los padres de los niños participantes. (ESSA Sección 1116[a][1]). A los efectos de esta política, "padres y familiares" significa "padres y personas en una relación parental con el estudiante". Esta Política se distribuirá a todos los padres anualmente, en un idioma que los padres puedan entender. El Distrito de Escuelas Públicas de Grand Island reconoce las necesidades únicas de los estudiantes que reciben servicios a través del Programa Título I y enfatiza la importancia de la participación de los padres y familiares en el éxito académico de sus hijos. Se brindarán oportunidades para que los padres y miembros de la familia participen en la educación de sus hijos de la siguiente manera:

1. Los padres y familiares participarán en la planificación, revisión, desarrollo y aprobación de la Política de participación de padres y familiares a través de al menos una reunión anual que se llevará a cabo en un momento conveniente durante el primer semestre.
2. El Distrito se esforzará por desarrollar la capacidad para una fuerte participación de la escuela, los padres y los miembros de la familia mediante el desarrollo de Pactos entre la escuela y los padres para fortalecer la comunicación entre el hogar y la escuela:
  - Proporcionando reuniones anuales en edificios de Título I para explicar el Título I a los padres y miembros de la familia;
  - Capacitando a los padres y familiares sobre cómo ayudar a sus hijos en el hogar;
  - Compartiendo los estándares, puntos de referencia y evaluaciones del distrito con los padres y miembros de la familia y explicándoles cómo ayudar a monitorear el progreso de sus hijos; y
  - Proporcionando centros de recursos para padres y familiares en cada sitio.
3. Los padres y miembros de la familia recibirán información oportuna sobre el plan de estudios del Distrito, las evaluaciones académicas utilizadas y los niveles de competencia esperados de todos los estudiantes a través del manual del estudiante, conferencias de padres y maestros, boletas de calificaciones e informes de progreso junto con otras oportunidades de comunicación.
4. A los padres y miembros de la familia se les brindarán oportunidades para participar, según corresponda, en decisiones relacionadas con la educación de sus hijos con respecto a asuntos tales como currículo, evaluaciones y estándares de desempeño estudiantil a través del Plan de Mejoramiento Escolar, revisiones y planes del Título I, y otros medios disponibles.
5. El Distrito coordinará e integrará programas y actividades de participación de padres y miembros de la familia con otros programas comunitarios como Head Start, Título III y programas para migrantes, bibliotecas públicas, pre-escuelas públicas, servicios de apoyo educativo y otros programas federales, estatales y locales.
6. Los padres y familiares recibirán asistencia, oportunidades y/o materiales para desarrollar su capacidad para una fuerte participación de padres y familiares y ayudarlos a comprender los temas relacionados con el rendimiento académico de sus hijos. Esto se hará en un idioma que puedan entender, incluida la participación de padres y familiares con dominio limitado del inglés, padres y familiares con discapacidades y padres y familiares de niños migratorios.
7. El Distrito llevará a cabo una evaluación anual mediante encuesta escrita, encuesta telefónica o en persona, del contenido y la efectividad de la Política de participación de padres y familiares del Título I y sus elementos de procedimiento. El Distrito utilizará la encuesta para guiar la implementación del programa Título I, para determinar si se están satisfaciendo las necesidades y reducir las barreras a la participación.

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Legal Reference: Neb.Statute 79-530 to 533  
(esto es para SE)

Ley Cada Estudiante Triunfa (ESSA) Sección 1116[a-f]

Guía de NDE– Revisado: 01/11/2024

## 9110.2 Request for Exception/Exclusion Form

### Grand Island Public Schools Request for Exception/Exclusion from Activities or Curriculum

Student \_\_\_\_\_

School \_\_\_\_\_

What do you object to regarding instruction, materials, testing, curriculum, textbooks, surveys or other school experiences and activities? Please be specific.

Why do you find this objectionable?

What suggestions do you have to resolve the issue that might be satisfactory to you and the school district?

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**9110.2 Formulario de Solicitud de Excepción/Exclusión**

**Escuelas Públicas de Grand Island  
Solicitud de Excepción/Exclusión de Actividades o Currículo**

**Estudiante** \_\_\_\_\_

**Escuela** \_\_\_\_\_

**¿A qué se opone con respecto a la instrucción, los materiales, las pruebas, el plan de estudios, los libros de texto, las encuestas u otras experiencias y actividades escolares? Por favor sea específico.**

**¿Por qué lo encuentras desagradable?**

**¿Qué sugerencias tiene para resolver el problema que podrían ser satisfactorias para usted y el distrito escolar?**

\_\_\_\_\_  
**Firma del Padre/Tutor**

\_\_\_\_\_  
**Fecha**

# GIPS Extra Standard Schedule

2025-2026

Committee Members in Attendance: Carrie Kolar, Jill Kissler, Chris Ladwig, Eon Lemburg, Lori Forsythe, Angie Nasr, Barry Carlson, Amanda Wilson, Lisa Albers, Carly Hirschert, Emily Bailey, Gina Conyers, Michelle Carter, Brent Heikes, Evan Lee, Quentin Zeller

# Update Activity Names

- Vocal music will be changed to Show Choir
  - Eliminates confusion about the assignment
  
- FBLA (Future Business Leaders of America) will be changed to DECA (Distributive Education Clubs of America)
  - Both are business focused

# New additions

School	Request for Coach/ Sponsor	Category Request	Cost (Step 1)
GISH	Assistant Track Coach	V	\$3,908.00
GISH	Unified Assistant Track Coach	I	\$1,221.00
GISH	Assistant XC Coach	IV	\$3,175.00
Middle Schools	Speech Sponsor	II	\$1,710.00
Middle Schools	Assistant Speech Sponsor	I	\$1,221.00
GISH	Assistant HOSA Sponsor	I	\$1,221.00
GISH	Assistant Bowling Coach	II	\$1,710.00
<b>Total</b>			<b>\$14,166.00</b>

**2025-2026**

**Grand Island Public Schools**

**Certified Staff  
Handbook**

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# Welcome to Grand Island Public Schools

## Section 1: Intent of Handbook

Welcome to Grand Island Public Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Grand Island Public Schools 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 Grand Island Public Schools and the Grand Island 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.

Every staff member is subject to the Policies of the Board of Education. As such, every certified staff member should review the Policies of the Board of Education, available online at [www.gips.org](http://www.gips.org). Specific department information is located on the [GRID](#) for staff members.

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 decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2025-2026 and subsequent school years unless replaced by a later edition.

### VISION

Students prepared to make positive contributions to society and thrive in an ever-changing world.

### MISSION

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

### STUDENT COMMITMENTS

Within the school district of Grand Island:

*Every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;*

*Every student will be treated with fairness and dignity;*

*Every student will be honored for their unique qualities and backgrounds;*

*Every student will experience a sense of belonging, contribution and success; and*

*Every student will develop responsibility and show respect for others as well as oneself.*

In educating students, we teach hearts as well as minds.

# Article 1: Contract Days

## Section 1: Contract Days

Teachers are contracted for 187 of contract days for the school year. Contract days shall be serviced by individual teachers on varying schedules as established by the Superintendent or Superintendent's designee.

## Section 2: Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will 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

On March 15 of each school year teachers will be requested to accept employment for the next school year. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract.

Should a teacher wish to resign from employment the teacher must give written notice of resignation to the Superintendent. The request to resign may 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 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.

## Section 2: Assignments and Transfers

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent or designee. A teacher will be expected to devote full time during days of school to the teacher's position and to perform the assigned duties diligently and faithfully to the best of the teacher's professional ability. Job descriptions, where available, may 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 program of the District is an integral part of the overall educational program of the 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.

Although the ultimate decision relative to individual transfers is based upon several considerations,

the prime consideration is that of the welfare of the students in the school system. When employees are assigned, attention is given to the proper balance of experience, and specialized competence on the part of the staff in each of the schools. Transfer to another building is made after consultation with the individuals involved-- staff member, principal, and department head if appropriate. Any employee desiring a transfer should submit a response on the Request to Transfer Google Form distributed by the

Human Resources Office (prior to the stated due date) of the current academic year.

## 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. Contact the human resources office with questions concerning a personnel file.

## 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, including the process set forth in board policy ([see GIPS Board Policy 6270](#)).

## 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, and the extra-duty salary schedule also incorporated into the negotiated agreement. Paychecks may be viewed by logging onto School ERP Pro.

### Salary Payments

Salary is payable over twelve equal installments. Teachers will be paid on the 15th of each month. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. In no event shall the Board advance more than one month's salary to any staff member. 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.

### Salary Schedule Movement

Teacher salary schedule movement is completed as set forth in the [negotiated agreement](#). Directions for movement on the Certified Salary Schedule and the Verification of Graduate Hours Form may be found in [The GRID](#) under Human Resources.

## Section 6: Benefits

Teachers are provided benefits in accordance with the negotiated agreement. Benefits are completed online and questions may be directed to the business office. The Benefit Guide may be found in The GRID under [Employee Benefits](#).

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

## Section 7: Payroll and Payroll Deductions

Payroll deductions shall be made in accordance with law, the negotiated agreement, and/or consent of the

teacher. Questions concerning payroll may be directed to the Business Office.

## Section 8: Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. 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. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

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 Building Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. There is no guarantee that teachers will be reimbursed for the purchase of materials or meals. Therefore, teachers should obtain prior authorization from the Building Principal before making such purchases.

## Section 9: Injuries at Work

All injuries to students or to adults which occur on district-owned grounds or buildings, should be reported to the supervisor or principal immediately and an accident report should be completed. In the event the injury involves a student, the teacher responsible for the student either as a 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 the report. The principal or immediate supervisor will submit the accident report to the Benefits Specialist. Depending upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

## Section 10: The GRID

The GRID is a warehouse of information for staff. You can access the site by going to: [grid.gips.org](http://grid.gips.org) (or in the GIPS folder in the top left hand corner of your toolbar). On The GRID, employees are able to access district information from each department, access salary schedules, printable calendars, quick links, a staff directory and many more helpful items.

# Article 3: Absences from Work

## Section 1: Paid Leaves

All leaves (paid or unpaid) are identified in the [Negotiated Agreement](#). If any teacher has a question about their availability or access to leaves, the teacher must contact the human resources office for verification. All leaves (paid or unpaid) are to be entered into Timeclock Plus in a timely manner so substitutes, if required, may be found.

## 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.

## Section 3: Jury Duty Leave

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

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

If a teacher 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 Building Principal.

## Section 4: Family and Medical Leave Act

### Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave will 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 childbirth;
- 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 service member 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, a teacher's health coverage under a "group health plan" will be maintained on the same terms as if the teacher 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.

A teacher's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

### **Eligibility Requirements**

A teacher is eligible if he or she has been employed with Grand Island Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Grand Island Public Schools 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 the teacher from performing the functions of his or her 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**

A teacher does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The teacher 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**

The teacher may choose, or the District may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, the teacher must comply with the District's normal paid leave policies.

### **Employee Responsibilities**

The teacher 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 the teacher is 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. The teacher also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The teacher also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

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

The District will 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 will notify the employee.

### **Enforcement**

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

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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on an FMLA leave, contact the human resources office at (308)385-5900.

## **Section 5: Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or 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 Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

## **Section 6: Adoption Leave**

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher'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 teacher for purposes of adoption. The teacher 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 teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

## **Section 7: Subpoena to Testify Leave**

A teacher must promptly notify the Building Principal when the teacher 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 teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

## **Section 8: Voting Leave**

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

When voting leave is available, a teacher will be entitled to be absent from work on election day for such a period 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 teacher's salary on account of such absence. The Building Principal may specify the hours during which the employee may be absent for voting leave.

## **Section 9: Leave Sharing Program**

In the event a teacher has exhausted all paid leave options and has a medical emergency resulting in a prolonged absence from work with a substantial amount of income loss, the teacher may request donated days from the Leave Sharing Program. See the [GRID](#) under Human Resources for more information and appropriate paperwork.

# **Article 4: Duties and Responsibilities**

## **Section 1: Hours of Work & Meetings**

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

Certificated employees are required to serve at the playground, lunchroom and hall supervision as designated by the Principal.

Teachers shall attend meetings assigned by the Superintendent of Schools, principals, department heads and team leaders.

In accordance with the negotiated agreement, the work year for staff will be 187 days. Staff will maintain a professional schedule and have professional responsibilities. Eight (8) hours is the base for a work day and includes a duty-free lunch period of thirty (30) minutes.

## **Section 2: Arrival to Duty Assignments**

Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their class or assignment ends. 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. See [GIPS Board Policy 6280](#) regarding professional schedules.

## **Section 3: Leaving School**

Teachers are to be always on duty 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 may not leave school during duty hours without the 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 reasons 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**

On each contract day, teachers must prepare written lesson plans which cover at least three days of advance instruction. The plans must be in a format accessible to the Principal or substitute teacher if the teacher is absent from school. The lesson plans must be sufficiently clear in establishing objectives and related activities of standards based lessons so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The lesson plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

## **Section 5: Daily Class Records**

Every teacher is required to keep a complete and easily understandable written or electronic record of the attendance and achievement of every student.

Upon request, a student's individual record in the teacher's class record 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.

## **Section 6: Classroom and School Procedures**

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

### **Photo ID Card**

A Photo ID card should be worn at all times whenever they are working in the district. If the photo ID card (badge) should be stolen or lost, please report to your supervisor or the HR department immediately.

### **Use of Cell Phones**

Teachers shall not use personal cell phones during duty time unless the teacher is using a District-issued application or website that directly relates to their teaching duties.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Teachers 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 will be utilized by all occupants.

### **Use of Paraprofessionals**

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Teachers ultimately bear responsibility for the actions that occur in the classroom. A paraprofessional is not a sufficient substitute for a teacher's duties. Paraprofessionals 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. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the para to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

### **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. Student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

### **Classroom Environment**

At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

## Section 7: Supervision of Students

Proper supervision of students is necessary for teachers and other adults responsible for students. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

### 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 the classroom unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that a teacher leave the classroom, request that another nearby staff member cover the class, or notify the office so someone can help. If the teacher is on recess duty, the teacher’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, the primary duty is supervision, and the teacher is to be aware of what all students are doing.
- If the teacher has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the teacher’s 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. 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 language. Profanity or abusive language may not be used. Teachers must be good role models for students. If a student uses such language, the teacher should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

### 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 they will be remembered.

### 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 Principal immediately so repairs may be undertaken.

### **Proper Warnings**

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

### **Contact the Principal for Assistance**

The Principal 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 Principal 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**

The Principal should also be contacted before performing searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until another adult is present, or to follow the teacher to the office if the teacher cannot leave his or her 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 (including skin color, hair texture and protective hairstyles), color, religion, gender, or disability. Students who need reasonable special accommodation 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 and throughout the year as needed, 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 restrooms, at assemblies, at pep rallies, in other open spaces and 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. For specific expectations, see the principal's behavior flowchart.

1. On the first day of class, students must be made aware of classroom expectations.
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, problems continue, talk to the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."

4. If a student continues to cause problems, inform the Principal. 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.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student needs 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 the 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.
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. 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; except for 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. Any questions about these rules are to be addressed to the Principal.

## **Section 10: Reporting Child Abuse**

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

# **Article 5: Personal and Professional Conduct**

## **Section 1: Professional Ethics Standards**

The School District 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 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 (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, parents, school patrons, or school board members 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, colleagues, employees, or board members.
- 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 responsibility for instilling an understanding of 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.
- 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 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 District's [Board Policy 6710](#). 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**

At all times, 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.

### **A. Notification of Arrest**

Teachers must notify Superintendent by the next business day after:

#### **1. Arrest or Criminal Charges**

The teacher 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 teacher's job responsibilities, including offenses that:

- i. Would impact the responsibility to be a role model for students or relations with other employees of Grand Island Public Schools;
  - ii. Would impact the teacher's ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
  - iii. Would impact the teacher's Commercial Drivers License if the teacher's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Grand Island Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

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

## **2. Certificate or License**

The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher'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 teacher's position.

## **3. Child Abuse**

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

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher's notice of such determination.

Teachers 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 teacher's confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

## **B. Civility**

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Grand Island Public Schools. 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, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

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

## B. Tobacco

The use of tobacco products is prohibited on school grounds.

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

## 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 support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

### Professional Boundaries Between Employees and Students

All teachers 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 teachers 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 or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee’s position and not impair the employee’s capacity to maintain the respect of students and parents or impair the employee’s ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- 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.
- 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 topic 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.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student’s or employee’s personal matters when it is not appropriate outside of the instructional setting.
- “Grooming,” which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## Section 5: Professional Attire

It is important for teachers to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Teachers are expected to maintain professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. See [GIPS Board Policy 6212](#) for details. 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 without the prior permission of the Superintendent. 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 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.

## 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 must 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 regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

## Article 6: Academic Matters

### Section 1: 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.

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 2: Measuring & Reporting Academic Achievement**

### **Grades and Grading**

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.

### **Recording Grades**

Each teacher shall record grades in the daily class record or other applicable electronic format in order to justify a summative grade that each student earns.

### **Reconsideration of Grades/Marks**

Questions raised concerning duly assigned grades should 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 may 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.

### **Reduced Credit**

Some students in certain situations may qualify for less than the number of credits normally granted for a course. 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 approved by the Principal.

### **Reports to Parents**

Grades and credit are assigned on a trimester or semester basis. Reports will be made available to parents at the close of each quarter during the school year.

## **Section 3: 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, 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 Principal and in advance.

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 before the Parent-Teacher conference.

## **Article 7: Use of School Facilities & 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 tobacco (including electronic nicotine delivery systems), alcohol or a controlled substance is prohibited in the workplace. 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 on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. 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 workplace or on duty time shall be a violation of the drug-free workplace. 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 workplace 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 arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or 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.

## Section 2: 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. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

## Section 3: Use of District Computer Network and Internet

### [GIPS District Policy 6213](#)

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 District.

As a condition of using the computers and the Internet, employees agree to [GIPS District Policy 6213](#). Any violation of any part of the policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

## Section 4: Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is only for work-related purposes or has been approved in advance by the Principal.

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 prior approval from the Principal.

## Section 5: Care of School Property

Teachers are responsible for the proper care of all books, equipment, computers, supplies, and

furniture supplied by the school. If an item needs maintenance or repair, report it to the Principal. If a teacher learns that a student has damaged school property or equipment, or if a teacher is responsible for damage to school property, the teacher must 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 6: 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.

## **Section 7: Recording of Others**

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

## **Section 8: Copyright and Fair Use Policy**

It is the District'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.

# Article 8: State and Federal Programs

## Section 1: Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected 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.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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

## 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: Grand Island Public Schools, Kneale Administrative Building, 123 S Webb Road, Grand Island, NE 68802, (308-385-5900).

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

### Section 3: 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 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.

**2025-2026**

Grand Island Public Schools

**Classified Staff  
Handbook**

# Table of Contents

# Welcome to Grand Island Public Schools

## Section 1: Intent of Handbook

Welcome to Grand Island Public Schools! 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. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: [www.gips.org](http://www.gips.org). Specific department information is located on the [GRID](#) for staff members.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

### VISION

Students prepared to make positive contributions to society and thrive in an ever-changing world.

### MISSION

Every Student, Every Day, A Success! In educating students, we teach hearts as well as minds.

### STUDENT COMMITMENTS

Within the school district of Grand Island:

*Every student will be taught to read, write and communicate effectively; solve problems; acquire and apply knowledge; and demonstrate mastery through performance to the best of the student's abilities;*

*Every student will be treated with fairness and dignity;*

*Every student will be honored for their unique qualities and backgrounds;*

*Every student will experience a sense of belonging, contribution and success; and*

*Every student will develop responsibility and show respect for others as well as oneself.*

In educating students, we teach hearts as well as minds.

# Article 1: School Calendar and Schedules

## Section 1: Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check the local news, their phone, and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day. Classified employees are hourly employees. Official snow days called by the Superintendent are not compensated, however, employees may use a floating holiday or a vacation day if they have them available.

# Article 2: Employment, Compensation and Benefits

## Section 1: Employment

Classified employees may be asked in the spring whether they wish to continue 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 Chief of Human Capital Management or the employee's immediate supervisor.

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 at any time.

## Section 2: Assignments

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

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully 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 regarding an employee's personnel file. Contact the HR Office with any questions concerning a personnel file.

## Section 4: Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy ([see GIPS Board Policy 6270](#)).

## Section 5: Compensation

The Board of Education establishes the pay scale for each fiscal year. Following board action, the most current pay scales and grade ranges will be posted on the [GRID under Human Resources](#). Employees will be paid on the 15th of each month. It is mandatory for all employees to have their pay deposited electronically in a financial institution of their choice. Paychecks may be viewed by logging onto School ERP Pro. Employees must complete 90 days in the position before requesting a transfer to a different position within the district.

The Chief Financial Officer and Chief of Human Capital Management are responsible for establishing all position titles and determining starting salaries for all new classified employees. Generally, new employees are placed at the training wage for the appropriate job title. All classified employees, other than those hired as temporary employees, are paid on steps.

### New Employee Training Period

The training period for new employees is normally up to 90 calendar days (never less than 30 days). New employees must be evaluated by their supervisors within the training period before they can be moved to Step 1. New employees are encouraged to ask their supervisors about the evaluation prior to the end of the training period. The supervisor must recommend the rate change to the Human Resources Director before the rate can be changed. Rate changes will be effective at the beginning of the pay period after the recommended increase has been approved through the Human Resources Department.

### One Year of Experience

One year of experience is defined as:

- 9 or 10 month employees working one complete semester or more
- 12 month employees working 6 months or more prior to August 5
- 12 month/part time employees working 6 months or more prior to August 5

Employees who do not receive one year of experience in their present job category in a current year will not advance one step on the schedule for the next year.

Definitions of Employment:

- 9 Month Employment - working 1235-1525 hours per year and less than 12 months
- 10 Month Employment - working 1526-1819 hours per year and less than 12 months
- 12 Month Employment - working 1820-2080 hours per year
- 12 Month/Part-Time- working less than 1820 hours per year
- Full-time Employment- working at least 7 hours per day and 35 hours per week, totaling not less than 1235 hours
- Temporary Employment- working summers and special assignments
- Actively Employed- indicates that the employee is on the job, on paid vacation, or on paid sick leave. Does not include employees who are on unpaid leave of absence, workmen's comp or disability.

### Movement on the Salary Schedule

If an employee has completed a "successful" year of experience, one step on the pay range is granted for the next school year. A "successful" year of experience is based on an overall rating of basic, proficient or distinguished on the Classified Staff Performance Appraisal form for the year. Employees who have reached the maximum pay (step 9) for the position they are assigned will be eligible to receive a "longevity" pay increase annually following the year they reach step 9.

If an employee does not receive a performance appraisal for the year, the performance of the employee will be considered "satisfactory" and the employee will advance one step on the pay range for the next school year. All Board action takes precedent for the salary schedule.

If an employee receives an overall rating of “not satisfactory” on the Classified Staff Performance Appraisal form for the year, an Improvement Plan must be completed at the time of the appraisal conference. The employee will **not** advance one step on the pay range for the next school year. The employee is at-will and may be discharged with a “not satisfactory” performance appraisal.

## Section 6: Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

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. An employee who falsified their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate 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 1 1/2 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 Chief of Human Capital Management will agree upon the overtime rate, in compliance with FLSA regulations.

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 shall 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 Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

## Section 7: Benefits

The Benefit Guide may be found in The GRID under [Employee Benefits](#).

## Section 8: The GRID

The GRID is a warehouse of information for staff. You can access the site by going to: [grid.gips.org](http://grid.gips.org) (or in the GIPS folder in the top left hand corner of your toolbar). On The GRID, employees are able to access district information from each department, access salary schedules, printable calendars, quick links, a staff directory and many more helpful items.

# 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 through the Timeclock Plus. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more 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 unexpected leave, employees are to contact their immediate supervisor as soon as practical. 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 immediate supervisor whether the employee will be able to return to work on the next duty day.

### Returning from Absences

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, the employee may 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.

## Section 2: Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

## Section 3: Leaves of Absence

An employee may apply to the Chief of Human Capital Management for a leave of absence. The Chief of Human Capital Management may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

## Section 4: Sick Leave

Full-time employees must be actively employed to be granted sick leave for unavoidable absences due to personal illness or injury. Sick leave is accumulated at the rate of one day per month and is available for use after the end of the month in which it was earned. Unused sick leave may be accumulated to a maximum of 90 days of sick leave at full pay. Absences which exceed the employee's accumulated sick leave days are not paid. However, an employee may elect to use accumulated vacation time as additional sick leave.

Employees who use sick leave must indicate the illness on the corresponding days on their time record (TCP). In the case of any extended period of absence (three or more days) due to illness or injury, the supervisor or the Human Resources Director may require a doctor's written statement verifying the need for continued leave and specifying the probable time the employee will be able to return to work. After an absence due to illness of three or more days, a written release to return to work may be required from the employee's physician. Full-time classified employees are allowed to use, from their accumulated sick

leave, up to a maximum of ten (10) days, for an illness of the employee’s immediate family members, defined as spouse, child, step child, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family and to attend the birth of a child or grandchild when the delivering mother is (i) spouse of the faculty member; (ii) a dependent daughter; (iii) a daughter- in-law; or (iv) a nondependent daughter, provided that the absence in excess of three (3) days to attend the birth of a child of the faculty member’s spouse or dependent daughter shall require a physician’s statement and absence in excess of three (3) days to attend the birth of a non-dependent daughter shall be permitted only when severe medical conditions exist.

## Section 5: Bereavement Leave

Full-time employees are eligible for a maximum of three (3) days per year with full pay for absence in case of death of an immediate family member, defined as spouse, child, step child, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or person in the same home as part of the family. One day may be allowed for the funeral of a relative or close friend not defined as “immediate family.” Employees who are hired after the beginning of the fiscal year (August 5th) will receive a prorated benefit for the remainder of that fiscal year.

## Section 6: Vacation Leave

Full-time employees who are in a vacation earning status must be actively employed to be eligible for paid vacations. Actively employed indicates that the employee is on the job, on paid vacation, or on paid sick leave. Actively employed does not include employees who are on unpaid leave of absence, workman’s comp or disability.

Please note the following schedules:

### Twelve Month Employee Schedule

Continuous and Eligible Service	Vacation Days	Total Vacation Days
First day of work*		vacation accrued from start date per FTE- 5 days
Beginning 2nd through 3rd year	5/6 day per month	10 days anniversary date to anniversary date
Beginning 4th through 6th year	1 day per month	12 days anniversary date to anniversary date
7th through 14th years	1.25 days per month	15 days anniversary date to anniversary date
Beginning of 15th year	1.66 days per month	20 days anniversary date to anniversary date

### Ten Month Employee Schedule

Continuous and Eligible Service	Vacation Days	Total Vacation Days
After 1 year**	1/2 day per month accrued	5 days per August to August fiscal year

\*A new employee must complete a minimum of 12 months of employment to receive paid vacation days. The days may be taken prior to 12 months of continuous employment. However, if the employee leaves the district prior to one year of service they will be docked for vacation days which have been utilized.

\*\*Employee’s move on vacation schedule on anniversary of employee’s start date of full time employment. New employees hired on or after February 16, will be considered first year employees from the date of employment through the next fiscal year.

Nine-month employees and part-time employees do not receive paid vacation days.

Vacation days should be used during the fiscal year in which they are earned. However, vacation days for one year’s employment may be carried over to the next school year, but must be used prior to August 4 of that year. An employee will not be permitted to accrue any hours beyond 1 year of vacation.

When an employee separates from the district, unused and accrued vacation time will be paid out to the employee.

## Section 7: Holiday Leave

Full-time employees (working at least 7 hours per day and 35 hours per week or more) are eligible for the paid holidays which fall during their months of employment. These holidays are:

9 Month	10 Month	12 Month
Labor Day Thanksgiving Day Christmas (1 day) New Year’s Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year’s Friday before Easter Memorial Day Floating Holiday (2) + (1)	Labor Day Thanksgiving Day Christmas (2 days) New Year’s Friday before Easter Memorial Day Independence Day Floating Holiday (2) + (1)

If a holiday occurs while a full-time employee is on sick leave or vacation, that holiday is paid and is not counted as a sick day or a vacation day. An employee must be actively employed the workday before and after the holiday to be paid for the holiday.

## Section 8: Floating Holiday Leave

Floating Holiday pay is included in the employee’s total annual budgeted hours, and may be taken any time **during the employee’s normal work schedule** with approval from the employee’s immediate supervisor at least one week in advance of the day requested. Full time classified employees will receive two floating holidays per year, plus, staff who were eligible for sick leave the previous year and who used three or less days of sick leave will earn an additional floating holiday the next year. Full time employees **must work the entire previous fiscal year** to be eligible for the third floating holiday. Employees who are hired after the beginning of the fiscal year (August 5) will receive a pro- rated floating holiday benefit for the remainder of the school year, and floating holidays taken after notice of resignation is submitted will be prorated for that year. Floating holidays cannot be taken during the final week of school. An

employee **must** be actively employed the workday before and after the floating holiday to be paid for the Floating holiday.

## Section 9: Unpaid Leaves

The District complies with all laws that require leave 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 unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed.

## Section 10: Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

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

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 11: Family and Medical Leave

### Employee Rights and Responsibilities under the Family Medical Leave Act

Family and medical leave 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 childbirth;
- 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 service member 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, an employee's health coverage under a "group health plan" will be maintained on the same terms as if the employee 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.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

### **Eligibility Requirements**

An employee is eligible if he or she has been employed with Grand Island Public Schools 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 continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her 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**

The employee 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**

An employee may choose, or Grand Island Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District's normal paid leave policies.

### **Employee Responsibilities**

The employee 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 the employee is 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. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

### **Employer Responsibilities**

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

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

For additional information you may refer to FMLA poster at school 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](http://www.wagehour.dol.gov)

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Human Resources Office.

## **Section 12: Military and Family Military Leave**

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Human Resources Office 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 immediate 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 Human Resources Office of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

## **Section 13: 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 Chief of Human Capital Management and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Human Resources Office as early as possible.

## Section 14: Subpoena to Testify Leave

An employee must promptly notify their 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.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Human Resources Office shall make the final determination as to whether a matter is personal to the employee.

## Section 15: 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 between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

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 immediate supervisor may specify the hours during which the employee may be absent for voting leave.

## Section 16: Leave Sharing Program

In the event a classified employee has exhausted all paid leave options and has a medical emergency resulting in a prolonged absence from work with a substantial amount of income loss, the employee may request donated days from the Leave Sharing Program. See [the GRID](#) under Human Resources for more information and appropriate paperwork.

# Article 4: Duties and Responsibilities

## Section 1: Hours of Work & Meetings

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

The district is able to best serve students when each staff member conscientiously makes a sincere effort to satisfy the requirements of their work schedule. This includes, but is not limited to:

1. Being ready to work at the beginning of your scheduled day/shift.
2. Honoring the established break/lunch schedules.
3. Working through to the end of your scheduled day/shift.
4. Reporting to work each day you are scheduled to work.

In the event a staff member is unable to report to work as scheduled, the staff member is expected to notify their supervisor, in person, as soon as they know they will not be at work. This also applies to reporting late to work. In the event of an emergency or other circumstances which prevents the staff member from notifying their supervisor in advance of their absence, the staff member is expected to make contact with their supervisor as soon as possible after they are to report to work.

Any staff member who fails to report an absence in a timely manner will be considered to have abandoned their job and will be subject to replacement.

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

Eight hour employees are given at least one-half hour of unpaid time for a meal period and two paid breaks of fifteen minutes each. The break times are determined by the immediate supervisor and can be changed at any time.

## **Section 2: Arrival to Duty Assignments**

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to arrive five minutes prior to their scheduled shift.

## **Section 3: Leaving School**

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must clock out of Timeclock Plus and follow the building procedure when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

## **Section 4: School Procedures**

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

### **Photo ID Card**

A Photo ID card should be worn at all times whenever they are working in the district. If the photo id card (badge) should be stolen or lost, please report to your supervisor or the HR department immediately.

### **Use of Cell Phones**

Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is 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 must be used by all occupants.

### **Checking Out of Equipment**

All equipment must be checked out through the Supervisor. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by the Superintendent or designee.

### **Accidents and Safety**

All injuries to students or to adults which occur on district-owned grounds or buildings, should be reported to the supervisor or principal immediately and an accident report should be completed. The principal or immediate supervisor will submit the accident report to the Benefits Specialist. Depending

upon the seriousness of the injury, the injured person should either be taken to his/her doctor or to the hospital and a request for a doctor made to the office of the doctor specified.

## Section 5: Supervision of Students

Proper supervision of students is necessary. 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.

### 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 the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s 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 language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

### 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 they will be remembered.

### 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 Principal immediately so repairs may be undertaken.

### **Proper Warnings**

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

### **Contact the Principal for Assistance**

The Principal 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 Principal 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**

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. 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.

## **Section 6: Reporting Child Abuse**

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, 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
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 the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term “promptly” means “within a 24-hour period.”

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 with any questions or concerns that you may have.

## Article 5: Personal and Professional Conduct

### Section 1: Ethics Standards

The Grand Island Public School District 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 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 (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
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 Chief of Human Capital Management any known violation of above paragraphs.
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.
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 confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect from 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 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:

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;
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 or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- 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.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is 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.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the

sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Chief of Human Capital Management as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

## 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.

## 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, texting, 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 Chief of Human Capital Management. There will be no retaliation against the person for making the report.

## Section 6: Notification of Arrest, etc.

Employees must notify Chief of Human Capital Management 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 Chief of Human Capital Management 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.

### **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 receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Chief of Human Capital Management 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, 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.

An employee's retention in a position and advancement on the pay scale are dependent on the employee receiving a basic, proficient or distinguished overall rating on the evaluation. If the overall rating of the performance appraisal is "unsatisfactory," an Improvement Plan must be completed immediately. The employee is at will and may be discharged with an "unsatisfactory" performance appraisal.

Appropriate documentation needs to be received in the Human Resources Office by the 1st of the month to enable the employee to receive the new rate of pay for that month. Evaluations received after the 1st of the month will be effective for the following month. Pay adjustments are based on the date the appropriate documentation is received in the Human Resources Office, and not by the date of hire.

## Section 8: Employee Complaints or Concerns

Employees are to inform their supervisor or the Chief of Human Capital Management 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 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 classified employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Classified employees are expected to maintain professional attire and grooming when on duty. See [GIPS Board Policy 6212](#) for details. The administration may establish more detailed guidelines for individual classified 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.

## Section 11: Employee 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.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

# Article 6: Use of School Facilities & 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 tobacco, alcohol or a controlled substance is prohibited in the workplace. 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 on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. 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 workplace or on duty time shall be a violation of the drug-free workplace. 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 workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Chief of Human Capital Management 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, or 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 on school grounds.

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

## 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.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

## Section 4: Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. 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 during any weekend or evening use.

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 5: Recording of Others

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

## Section 6: Use of District Computer & Internet

Classified employees 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 District.

As a condition of using the computers and the Internet, classified employees agree to the [GIPS District Policy 6213](#). Any violation of any part of the policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

# Article 7: State and Federal Programs

## Section 1: Notice of Nondiscrimination

Grand Island Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in 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 (including skin color, hair texture and protective hairstyles), 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 (including skin color, hair texture and protective hairstyles), 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) 669-4000  
 TDD: (800) 669-6820  
 (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

## 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: Grand Island Public Schools, Kneale Administrative Building, 123 S Webb Road, Grand Island, NE 68802, (308-385-5900).

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

## Section 3: Anti-discrimination & Harassment Policy

Grand Island Public Schools is committed to offering employment and educational opportunities 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 workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

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.

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.

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 workplace, classroom, or educational environment. Sexual harassment may exist when:

- Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- 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.
- 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, classroom, 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

Employment related grievances or complaints shall be addressed through the administrative chain of command, including the process set forth in board policy (see [Personnel Policy 6270](#)).

## 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 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.

## RESOLUTION APPROVING CERTAIN STAFF TRAININGS

**WHEREAS**, during the 2024 legislative session, the Legislature enacted LB 1329; and,

**WHEREAS**, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

**WHEREAS**, to ensure that the District’s planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

<b>Subject</b>	<b>Required by</b>	<b>Approximate Length of Training</b>
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	60 minutes (once every 3 years)
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	35 minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	60 minutes
Safe Seizure Schools	Neb. Rev. Stat. § 79-3204	60 minutes (once every 2 years)
Anti-Bullying	Neb. Rev. Stat. § 79-2,137; NDE Rule 10.011.01F; NDE Guidance	25 minutes
Pupil Transportation and Safety	Title 92, Chapter 91	3 hours (only those transporting students)
Blood Borne Pathogens	Department of Labor: Standard 29 CFR 1910.1030	5 to 25 minutes (may test out)
Online Safety	Stat: 79-2, 137; Title IX	5 to 20 minutes (may test out)
Sexual Misconduct	Stat: 79-2, 137; Title IX	5 to 40 minutes (may test out)

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or

designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

**DATED** this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_ **PUBLIC SCHOOLS**

**BY:** \_\_\_\_\_  
President

**ATTEST:**

\_\_\_\_\_  
Secretary

## **Changes to Student Handbook for 2025-2026**

**Key:** Page # - type revision needed (Please note that after these revisions we may need to update the Table of Contents page numbers)

Also, please remove all “the” in front of “The Grand Island Public Schools”

**Cover**–Change to 2025-2026

### **Page 4–School Phone Numbers**

Remove Seedling Mile from phone list

### **Page 5–Policies & Guidelines**

Change Student Appearance to Student Grooming & Appearance

### **Page 6–School Hours**

Middle School times changed to 7:50 a.m. - 3:20 p.m.

### **Page 6–Lunch**

Under lunch, reword the last sentence to be: “Parents may eat a school lunch with their child, and if they bring in lunch from an outside vendor, they may sit with their student in an alternative setting.”

### **Page 6–Time and Space for Student Prayer**

Reword the section to the following:

GIPS Policy 7370 - Religion in the Curriculum, states that school administrators may support informal conversations with parents and students to find a mutually agreed upon solution that allows the students to fulfil their religious prayer requirement without excessive entanglement with the school. Schools may not dedicate a space as a mosque, prayer room or meditation room, and may not release students from classes to attend a prayer service in the school building, as this may be viewed as excessive entanglement.

### **Grand Island Senior High School:**

GIPS recognizes the religious requirement of prayer for students and provides a space and time for this to occur with minimal loss of instructional time.

Grand Island Senior High Process:

- Use the foyer of the auditorium as a common space and establish practice of entering and exiting the foyer through the main entrance near door 34 (interior halls are off limits).

Alternate locations would be:

1. Upper Deck of East Gym
2. East Conference Room
3. West Conference Room.

- Students will be allowed one 15 minute prayer time during the school day.
- Morning and late afternoon prayers should take place outside of the school day.
- Prayer time should take no more than 15 minutes including travel to and from the location.
- Students using prayer time should communicate with their counselors and teachers to be released and should travel directly to the prayer location. They should not stop in other classrooms or wait to meet other students who might be praying. Students should go directly to the location, pray and return directly to their assigned location.

**Other School Processes:**

Students and families may work with their building principal to secure time and space for prayer.

**Page 7–Enrollment Information**

Remove “one week prior to the start of school” (2nd to last line of the section)

**Page 7–Visitors**

Add “Schools utilize a visitor management system that requests all visitors, including parents/guardians, to provide an ID card or driver’s license to enter the building.”

**Page 7–Smoke-Free Environment**

Remove an “s” in the word Premisses and add at the end “Policy 8440 Use of Tobacco, Alcohol, and Controlled Substances by Students.”

**Page 7–Care of School Property**

Change the 2nd sentence to, “Students may be assessed fines and/or charges for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property.”

**Page 8–Student ID:**

2nd paragraph, please reword beginning of sentence to High School and Middle School students...

**Page 9–Fees**

Change to Fines and Activity Charges

**Page 9–Student Fees**

Change the header to Student Supplies

### **Page 9–Participation and Activity Charges**

Change to Activities and Participation charges

Change GIPS fees to GIPS fines for lost or damaged property...

Change Fees to Fines for lost or damaged Electronic Communication Devices (add “and equipment)

Under this section, change all to Fines (replace fees)

### **Page 9–Student Activity Fee Waivers**

Change to Student Activity Charge Waivers

On first bullet, please change to: “Families seeking a waiver based upon their status as identified by the Alternative Income Form or through Direct Certification such as SNAP or Medicaid eligibility must complete a sharing form or Alternative Income form on a yearly basis.”

Change Application for Student Fees and Supplies to Student Charges and Supplies Waiver

Change Retroactive refunds of Student Fees to Student Charges

### **Pg. 10–Breakfast and Lunch Costs**

Please change the 2024-2025 to 2025-2026 in both spots.

### **Page 15–Academic Promotion and Retention**

Revise first sentence to read, “Students normally progress annually from grade to grade.

Exceptions may be made through the Multi-tiered System of Supports process or **Policy 8730 Promotion, Retention, Acceleration.**

### **Page 17–Middle School**

Under the Course-Specific Standards, please add a NA choice box.

### **Pg. 18 High School**

Eliminate the first sentence “Grading at Grand Island Senior High differs from elementary and middle school grading.” THEN

Move the rest of the High School Section down below the current GISH Grading and Credit Information. CHANGE that header to High School Grading and Credit Information

### **Pg 18-Student Schedules and Schedule Changes**

Remove “during the fall semester”

### **Pg. 25–Safe and Drug Free Schools-Parental Notice - Board Policy 8570**

Remove first three paragraphs and replace with the following:

Grand Island Public Schools is concerned about the academic growth and the personal welfare of every person associated with the schools. The use of alcohol, tobacco products, and other illicit drugs can seriously interfere with one's health and academic functioning.

It shall be the policy of Grand Island Public Schools, in addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation, to prohibit the possession, use, or distribution of illicit drugs or alcohol, including displaying evidence of intoxication, on school premises or as a part of any of the school's activities. Further, the student use or distribution of tobacco products shall be prohibited on school premises or during activities. This shall include regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

For the purposes of this policy:

1. "Tobacco products" include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect, or any similar product or device that can be used to ingest tobacco.
2. "Alternative nicotine products" include but are not limited to any noncombustible product containing nicotine, whether chewed, absorbed, dissolved or ingested by any other means.
3. "Vapor product" means any noncombustible product that employs a heating element power source, electronic circuit or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine or other substances in a solution or other form, including but not limited to electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes or similar product or device and any vapor cartridge or other container of nicotine.

### **Authorized Use**

Any student whose parent or guardian requests that he or she be given any prescription or nonprescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Table Page 27-Harassment and Bullying - Board Policy 8455 until August review

## Page 35-Internet Safety - Board Policy 8457

Replace contents with the following policy revision (finishing correct numbering)

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

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

Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other

unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
- Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects within the Nebraska K-12 Language Arts Standards. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
- Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online using the GIPS information system.
- Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice and will be reviewed as needed.
- The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

#### Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

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

- Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.  
The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this

## Policy.

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

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

The following is a non-comprehensive list of unacceptable uses of the technology resources:

- **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.
- **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question
- **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:
  - 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).
  - Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - Users shall not engage in activities to gain unauthorized access to the software or unauthorized access to the system of other users.
  - Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 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, malware, or similar name.
  - Users shall not engage in any form of vandalism of the technology resources.
  - Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

- Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening 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.
  - to engage in or promote violations of student conduct rules.
  - to engage in illegal activity.
  - in a manner contrary to copyright laws.
  - in a manner contrary to software licenses.
- Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (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 Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

- Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and authorized IT Department personnel at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
- Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

If a student believes that a website has been improperly blocked by technology protection measures used to block and filter Internet access, the following procedures shall be followed:

- The challenged material will remain as is until a final decision is rendered.
- At any time in the process where appropriate forms are not filed or appropriate steps are not followed the objection is voided.
- If a complaint is in writing, the letter should be acknowledged promptly, including an invitation to the complainant to a conference at the school;
- If the matter cannot be resolved satisfactorily at the school level, the principal shall:
  - ask for a "Citizen's Request for Reconsideration of Internet Materials" form (attached);
  - offer to send the "Request for Reconsideration" form describing the situation to the associate superintendent for student services;
  - send a brief written statement describing the situation to the associate superintendent for student services;
  - assure the complainant that they will be contacted promptly by the associate superintendent for student services; and
  - explain that the internet materials will not be changed while a decision is pending.
- Upon receipt of the "Request for Reconsideration" form, the Associate Superintendent for Student Services shall take appropriate action to see that the material is reviewed. If warranted, a meeting of an advisory committee shall be called.
  - Committee members may include a student if appropriate, IT staff, teacher, media specialist, parent, and/or BOE member.
  - Committee members shall review the internet material in advance of the meeting.
  - Committee members shall report their findings to the Associate Superintendent for Student Services.

- Upon receiving the advisory committee’s report, the Associate Superintendent for Student Services shall make a decision, notify the complainant by letter and explain any appeal procedures.

**Pg. 43 –Who can Attend**

On bullet #2, reword to the following: GISH and Success Academy students in the senior cohort who graduate at semester or graduate early in the Spring semester may attend prom. Students graduating in their 11th grade year cannot attend the senior prom.

On last bullet, change to “GISH students with 3 unexcused absences in the prior quarter up to a dance will not be able to purchase a ticket or attend Homecoming or Winter Ball.”(delete Prom)

**Page 45–Supply Lists**

Remove GIPS Elementary Supply List and GIPS Middle School Supply List as it is listed on the district website

**Page 59–Appendix A**

8505 Title IX Sexual Harassment (Student)

Replace current information with the following:

It is the policy of Grand Island Public Schools (GIPS) to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. GIPS does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. Inquiries about the application of Title IX to GIPS may be referred to the District’s Title IX Coordinator, to the Regional Office of Civil Rights of the Department of Education, or both.

The GIPS Board encourages students, employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the Title IX Coordinator or building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination with the Title IX Coordinator.

The Board designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent

Coordinator for Student Complaints and Compliance Coordinator

Office address: Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68803

Email: [sstephens@gips.org](mailto:sstephens@gips.org)

Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management

Coordinator for Staff Complaints

Office address: Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68803

Email: [ckolar@gips.org](mailto:ckolar@gips.org)

Phone number: 308-385-5900

Other district employees filling key roles for implementing Title IX sexual harassment procedures include investigator(s), decision-maker(s), individuals to handle appeals, and individuals to facilitate an informal resolution process. Specific individuals filling these roles may vary from complaint to complaint as appropriate.

The Director of the Regional Office of Civil Rights can be contacted at the Kansas Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, by email to [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

The district is committed to providing a nondiscriminatory workplace for employees. It is committed to the maintenance of a safe, positive learning environment for all students by providing student course offerings, counseling, assistance, services, employment, athletics, and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of employees and students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by

electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "Title IX sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30). These definitions are included in the procedures to this policy.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events, or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

When the alleged harassment or discrimination does not meet the Title IX definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable process for investigation.

#### Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, or acted in opposition to practices the person reasonably believes to be discriminatory, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

#### Confidentiality

The District must keep confidential the identity of any individual who has made a report or

complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising under the regulations.

#### Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) holding collective bargaining agreements with the district with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

#### Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including examination of evidence, handling hearings, appeals and informal resolution processes, when applicable, how to address complaints that do not qualify as Title IX sexual harassment, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and judgments of formal complaints of sexual harassment and are made publicly available on the District's website.

#### Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

### Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

6461 REDUCTION IN FORCE

1. Reduction in certificated staff which may be required due to decreasing enrollments, limited financial support, changing programs, or other factors, will be accomplished when possible, through the normal procedures of resignations, retirements, leaves of absence, other methods of attrition of staff, and/or alternative assignment of personnel. ~~Reduction in force may result in termination of employment, an amendment to the employee's contract reducing the employee from full-time to part-time status or an amendment to the contract of a part-time employee further reducing that employee's percentage of employment.~~

2. In the event that it becomes apparent that the necessary staff reductions may not be accomplished through the normal attrition of staff, the Superintendent will recommend to the Board of Education the ~~names of those individuals~~ positions impacted by the reduction in force provisions of the continuing contract law.

3. Permanent or tenured employees will not be subject to the provisions of this policy while a probationary employee is retained to render service which such permanent employee is qualified by reason of certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area. (79-846)

~~The selection of personnel for reduction shall be based on seniority and placement on a Performance Improvement Plan in endorsed fields. Seniority shall be defined as the number of years of uninterrupted contractual service with the district. Teachers shall have full seniority in all their endorsed fields, even if outside their current teaching assignment. Also, full seniority shall be granted retroactively to all endorsements acquired in the future. A Performance Improvement shall be defined as an employee on a written plan of improvement, initiated at least 60 days prior to Board of Education approval of RIF. Teachers on a plan of improvement will be considered first for reduction in force in endorsed fields. The Performance Improvement Plan will follow GIPS guidelines.~~

~~If the reduction of an employee, based upon the provisions of this policy would place this school district in non-compliance of any federal or state law or regulations requiring affirmative action employment practices, the district may vary from this policy only to the extent necessary to comply with such laws and regulations. (79-849)~~

~~A teacher who is removed from the teaching force by this policy shall be considered to be dismissed with honor and shall upon request be provided with a letter to that effect. (79-848)~~

~~4. Those employees who have been terminated through a reduction in force will receive priority consideration for replacement for a period of twenty-four months. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. One step vertical advancement on the salary schedule, and any approved horizontal advancement, shall be granted from the point of termination. If the period of absence is spent teaching in another district, that year or years shall be included when determining the employee's position on the salary schedule.~~

The selection of personnel for reduction shall be made with consideration given to the following:

- programs to be offered
- areas of certification and endorsement
- state and federal regulations which may mandate certain employment practices
- special qualification that may require specific training and/or experience
- contributions to activity programs
- performance improvement as determined by the principal and/or superintendent through employee evaluation procedures
- the organizational and educational impact created by multiple part time certificated employees
- any other reasons which can be rationally related to the instruction in or administration of the school system.

If after consideration of the above, there is no significant difference existing between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Seniority shall be defined as the number of years of uninterrupted contractual service with the district. Teachers shall have full seniority in all their endorsed fields, even if outside their current teaching assignment. Also, full seniority shall be granted retroactively to all endorsements acquired.

Performance Improvement shall be defined as an employee on a written plan of improvement, initiated at least 60 days prior to Board of Education approval of RIF. Teachers on a plan of improvement will be considered first for reduction in force in endorsed fields. The Performance Improvement Plan will follow GIPS guidelines.

When seniority in the area of endorsement is equal for two or more employees, as indicated by the seniority lists:

- A. Evaluation status: an employee on a plan of improvement will be the deciding factor
- B. Number of years in that endorsed field in the district shall then be the deciding factor
- C. In the event that parity still exists, the highest seniority will be given to those who have attained the greatest educational level approved by the district
- D. Priority will then be given to the date of signing the original contract by the teacher.

If the reduction of an employee, based upon the provisions of this policy, would place this school district in non-compliance of any federal or state law or regulations requiring affirmative action employment practices, the district may vary from this policy only to the extent necessary to comply with such laws and regulations. (79-849)

A teacher who is removed from the teaching force by this policy shall be considered to be dismissed with honor and shall upon request be provided with a letter to that effect. (79-848)

4. Before a reduction in force shall occur, it shall be the responsibility of the board of education and the school district administration to present competent evidence that a change of circumstance has occurred necessitating a reduction in force. (79-847)

5. Due to the nature of the relationship between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school district.

~~7. Definitions of several key terms listed in this policy are attached for clarification.~~

~~A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members even if the number or percentage of employment of the certificated staff overall may be increased by other hiring or increases in the percentage of employment of other employees. Reduction in force may result in termination of employment, an amendment to an employee's contract reducing the employee's employment, reducing an employee from full-time to part-time status or reducing a part-time employee's percentage of employment.~~

~~Seniority and length of service shall be defined as the number of continuous full-time equivalent years of employment in the district as a teacher. A full-time equivalent year is defined as employment on a full-time basis for an entire school year. Less than full-time employment would reduce a teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with a half-year of full-time equivalent employment. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absences will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.~~

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~~For the purpose of this policy a teacher is defined as any certificated employee whose major assignment is not administrative in function.~~

~~Endorsement: Shall mean area(s) of specialization or teaching majors and grade level(s). Title 92, Nebraska Administrative Code, Chapters 21 & 24.~~

~~8. All employees, upon notification of possible reduction in force, shall be provided with copies of this policy and procedures.~~

6. For the purpose of establishing seniority only, individuals who are re-employed from the recall list will continue the date of employment as that which was established when first placed on the recall list.

7. Employees whose employment is terminated due to a reduction in force are entitled to the following:

- A. For a period of twenty-four (24) months following their termination date, RIF-affected employees will receive preferred reemployment rights, which includes placement on the priority-recall list for any vacant positions for which they are qualified. This includes positions requiring endorsements or certifications obtained through college preparation. The priority-recall list will be ranked by length of service to the district.
- B. Waiver of Recall Rights: Employees under contract with another educational institution may waive their right to immediate recall. However, this waiver does not forfeit their right to be considered for subsequent vacancies within the twenty-four (24) month period.
- C. Salary and Benefits Upon Re-employment: Rehired employees will be placed on the salary schedule according to existing district policies and the current negotiated agreement, with the following adjustments:
  - a. One step vertical advancement from their salary level at the time of termination.
  - b. Any approved horizontal advancement (e.g., for additional education credits) will also be applied.
  - c. If the employee taught in another district during the period of absence, that experience will be included when determining their position on the salary schedule.
- D. Employee Responsibilities: Employees on the recall list must maintain current contact information (address and telephone number) with the district's administrative office.
- E. Offer of Re-employment: The district may make initial offers of re-employment by telephone, but must confirm the offer in writing via registered mail. Employees have one week to accept or reject the offer, unless an extension is mutually agreed upon.
- F. Assignment Requests: Employees who accept re-employment must adhere to the district's transfer policies if they wish to request a change in their assignment.

8. In case of termination the following opportunities concerning fringe benefits will be available to the affected individual:

- A. Health Insurance - Persons terminated may continue, while on the recall list, to participate in the group health insurance, subject to any limitations by the insurance carrier, by providing the established rate of monthly payment one month in advance to the Central Office Business Department.

9. Nothing contained in this RIF policy denies the district or any employee any rights created by the reduction in force statute, §§ 79-846 through 79-849.

Policy Adopted: 08/12/1991  
Policy Revised: 09/11/2003  
Policy Reviewed: 01/08/2009  
Policy Revised: 08/11/2011  
Policy Revised: ??/??/????

6461.1 Administrative Procedures for Policy 6461

1. Separate lists of certificated staff members shall be prepared for each area of endorsement annually as of January 1. The names will be listed in order of length of uninterrupted service with the district. Leaves of absence, when officially granted by board action, shall not be considered as interruption in service. Each list will contain the names in the proper order of all teachers endorsed in that area, regardless of their current teaching assignment. Additionally, each list will contain the names of teachers currently teaching in a given area who are not endorsed in that area.
2. The data referred to in the above paragraph shall be maintained in the district's personnel files as of January 1 of each year. It is the responsibility of each employee to furnish any information concerning hours of credit, certification, and endorsement which would update the records. An official transcript confirming advanced training must be filed in the Superintendent's office on or before October 1 if a teacher wishes to be placed on additional endorsement lists for the January 1 release. Failure to submit this information by October 1 will disqualify the employee from having the information changed until the following school year. Copies of all endorsement lists shall be available in all buildings as of January 1 of each year. Individuals may appeal their placement upon the list by February 15 through the Superintendent's office. Any challenge to the accuracy of information will be limited to information submitted by the teacher by October 1.
3. In the event that the Board of Education acts to terminate any certificated employee through reduction in force provisions of the continuing contract law, the seniority lists will become the official lists from which the determinations of seniority will be made.
4. When seniority in the area of endorsement is equal for two or more employees, as indicated by the seniority lists:
  - (1) Evaluation status: an employee on a plan of improvement will be the deciding factor;
  - (2) Number of years in that endorsed field in the district shall then be the deciding factor;
  - (3) In the event that parity still exists, the highest seniority will be given to those who have attained the greatest educational level approved by the district;
  - (4) Priority will then be given to the date of signing the original contract by the teacher.
5. Following enrollment projections, program determinations, and financial estimates for the ensuing year staffing allocations will be provided to the building principals.
6. Building principals, after reviewing the known possibilities of resignations, leaves of absence, and retirements in their respective buildings, will certify to the Superintendent that excess personnel exists, and in what areas.
7. The Superintendent will review the lists of excess personnel provided by the building principals and compare them with known vacancies in an effort to determine whether any required reduction can be performed through normal attrition, by the transfer of personnel from one building to another, or by moving from one endorsed area to another.
8. When the reduction in force cannot be accomplished through normal attrition or transfer, the Superintendent, by April 15, may notify teachers of the possibility of reduction in force and provide a seniority list for examination. The board may take action prior to April 15 to amend or terminate certain positions or the number of teaching positions, but should not be involved to any further extent because of the possibility of hearings involving RIF actions. After notification of possible reduction, if the employee wishes a hearing, he or she must submit a request to the superintendent within seven calendar days. Unless extended by written agreement between both parties, final action by the Board must occur before May 15. (79-831)
9. Any employee who has been terminated to effect a reduction in force shall have preferred rights to re-employment for a period of twenty-four months commencing at the end of the contract year, and his/her name shall be placed upon a priority-recall list based upon length of service to the district. He/she shall be recalled when a position for which he/she is qualified and/or endorsed by college

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preparation becomes available. At the end of twenty-four months the individual will be dropped from the recall list.

10. During this twenty-four month period, an employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his/her right to subsequent recall (79-848). The employee shall be responsible for maintaining his or her current address and telephone number with the district's administrative office. Offers of re-appointment may be made by telephone but shall be confirmed in writing by registered mail and the employee shall have one week to accept or reject the offer of re-appointment unless extended by mutual consent. If an individual accepts re-employment, any request for change of assignment must be made through the transfer policies of the district.

11. For the purpose of establishing seniority only, individuals who are re-employed from the recall list will continue the date of employment as that which was established when first placed on the recall list.

12. Individuals on the recall list shall be given first consideration as substitute teachers.

13. In case of termination the following opportunities concerning fringe benefits will be available to the affected individual:

Health Insurance - Persons terminated may continue, while on the recall list, to participate in the group health insurance, subject to any limitations by the insurance carrier, by providing the established rate of monthly payment one month in advance to the Central Office Business Department.

14. Nothing contained in this RIF policy denies the district or any employee any rights created by the reduction in force statute, §§ 79-846 through 79-849.

8430 STUDENT ~~APPEARANCE~~ DRESS CODE AND GROOMING

~~The~~ Grand Island Public School District is dedicated to celebrating the diverse racial and religious backgrounds of our students. The school district supports students' rights to express themselves through their attire. The purpose of this policy is to facilitate and encourage an inclusive and positive learning environment while complying with any applicable health and safety law, rule, regulations or ordinance.

~~The~~ Grand Island Public Schools endorses the concept that appropriate school attire is conducive to a learning atmosphere. The responsibility for the appearance of the students in the Grand Island Public Schools rests with the parents and students. Apparel must comply with the health and safety codes and not interfere with the educational process. Apparel will be tolerated only to the point of compromising safety or, based on the training and expertise of district officials, communicating an intimidating, hostile, threatening, obscene, or similar detriment to the educational environment or rights of other students to receive their education, including when any apparel causes or is reasonably likely to cause a material and substantial disruption. Apparel that advocates tolerance for or advertises controlled or illegal products or substances, promotes gang-related affiliation or activity, or in any other way causes or is likely to cause disruption will not be permitted unless required by law. This policy applies to student appearance during the school day and to after school events when disruptive to the event. The Superintendent designates the building administrator, teacher, coach, and/or sponsor to address any disruption to the school or event environment concerning appropriate apparel during school and before/after school events.

Grand Island Public Schools attire guidelines exist to recognize that our schools and community partners require a more respectful attire than what is sometimes worn ~~on social media and in the community~~ outside of Grand Island Public Schools. ~~These guidelines are also created to allow students to honor cultural and religious holdings.~~ Respectful guidelines include but are not limited to:

- All students must be covered from mid-thigh to top of chest in clothing that covers all undergarments
- Items that cover the head, neck, or face are not permitted - other than district required mask, approved religious attire, or protective hair coverings ~~specific to policy 8455~~
- For grades 6-12, school issued ID must be made visible on the upper torso
- ~~Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel.~~
- ~~Students are permitted to wear natural and protective hairstyles.~~
- ~~Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion.~~
- ~~The school bullying policy remains in effect and should be consulted where clothing or attire may be an issue.~~
- ~~Attire should not promote violence, drugs, alcohol, profanity, or hate speech. The District reserves the right to request immediate attire changes from students.~~

All students, parents, and staff are responsible for implementation of the attire guidelines in Grand Island Public Schools. Students violating the attire guidelines will be asked to change their clothing before continuing in school. Students participating in extracurricular activities will follow coach or sponsor clothing guidelines.

~~If a student violates the policy on a repeated basis (3 or more violations), the student shall be subject to such consequences as are determined to be appropriate by the school administrator(s) in light of the particular situation. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension, and expulsion.~~

Legal Reference: Neb Statute 79-526

Cross Reference: [8431 Body Piercing, Jewelry, and Tattoos](#)  
[8432 Unsponsored Organizations or Gang Activities](#)  
[8455 BULLYING AND HARASSMENT \(Students\)](#)

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Policy Adopted: 11/03/1980  
Policy Reviewed: 05/05/1997  
Policy Revised: 04/12/2011  
Policy Revised: 12/12/2019  
Policy Revised: 11/12/2020  
Policy Revised: 03/14/2022  
Policy Revised: ??/??/????

~~The~~ Grand Island Public Schools does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both. The GIPS Board of Education designates the following individuals to serve as GIPS Title IX Coordinators for students and staff and serve as Compliance Coordinator:

Title: Dr. Summer E. Stephens, Associate Superintendent  
Coordinator for Student Complaints and Compliance Coordinator  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: sstephens@gips.org  
Phone number: 308-385-5900

Title: Dr. Carrie Kolar, Chief of Human Capital Management  
Coordinator for Staff Complaints  
Office address:  
Kneale Administration Building, 123 S. Webb Road, Grand Island, NE 68802  
Email: ckolar@gips.org  
Phone number: 308-385-5900

For information regarding the Grand Island Public Schools procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints see Board Policy, 6205 Staff and 8505 Student, located on the GIPS web site.

8511 PHYSICAL EXAMINATIONS AND IMMUNIZATIONS FOR STUDENTS

The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate ~~issued by the state in which the child was born~~, upon admission of a child for the first time, within 30 days of enrollment. ~~If a birth certificate is unavailable, other~~ reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. Failure to provide the birth certificate does not result in non-enrollment or disenrollment; ~~however, state statute does require the school district to refer the matter but may result in a referral to local law enforcement for investigation.~~

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes that an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

**Physical examinations & immunizations**

~~Students enrolling in kindergarten (or the beginning grade), students entering the seventh grade, or students transferring to any grade in the district from out of state shall have a physical examination by a licensed physician within six months prior to entrance and provide proof of such an examination to the school district. Students, ages 2 through 5 entering preschool, are also required to have the Haemophilus Influenza B (HIB) and pneumococcal vaccines.~~

~~A certificate of health stating the results of a physical examination and signed by a physician, physician assistant, or an advance practice registered nurse-nurse practitioner shall be on file at the attendance center.~~

~~Students enrolling in the school district shall also submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and chicken pox (varicella) as required by law. The student may be admitted conditionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Students, ages 2 through 5 entering preschool, are also required to have the Haemophilus Influenza B (HIB) and pneumococcal vaccines. Failure to meet the immunization requirement will be grounds for suspension, expulsion or denial of admission.~~

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~~The superintendent, or designee, shall annually file a report on behalf of the board on the schedule required by the Department of Health and Human Services summarizing the immunization status of the district's students as required.~~

### Visual evaluation

~~Students enrolling in kindergarten (or the beginning grade) or students transferring to any grade in the district from out of state shall also have a visual examination, including tests for amblyopia, strabismus, and internal and external eye health, and visual acuity. The visual evaluation must be completed within six months prior to entrance and proof of such evaluation shall be provided to the school district.~~

~~A certificate of health, or other form, stating the results of the visual evaluation and signed by a physician, optometrist, physician assistant, or advance practice registered nurse nurse practitioner shall be on file at the attendance center.~~

### Notifications to parents

~~The student's parent or guardian shall be notified in writing of their right to submit a written statement refusing such physical or visual examinations or immunizations for the student and shall be provided with a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify. (Forms 8511.1 or 8511.2)~~

~~No child shall be required to submit to a health inspection, including those provided by the district if the child's parent/guardian provides the district with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse nurse practitioner practicing in accordance with statutes stating that the child has undergone the required inspection within the past six months. If such a statement is not received, the child shall submit to required inspections.~~

~~Parents will be promptly notified of any condition requiring professional attention.~~

### Other health inspections

~~During each school year the district will provide for inspections of all students for defective sight and hearing, dental defects and any other conditions as specified and scheduled by the Department of Health and Human Services. Parents will be promptly notified of any condition requiring professional attention.~~

~~Any student enrolling during the school year after these inspections will have such an inspection made immediately upon entrance. Any student showing symptoms of any contagious or infectious disease shall be sent home as soon as practicable and the principal notified of the circumstances.~~

Legal Reference:                   Neb. Statute 79-214  
  79-217 to 223  
  79-248 et seq.  
  Title 173 NAC 3

Policy Adopted: 11/03/1980  
Policy Revised: 04/12/1993  
Policy Revised: 12/09/2010  
Policy Revised: 06/11/2015  
Policy Revised: ??/??/????

8511.1 REFUSAL OF IMMUNIZATION For Medical Reasons

As the physician of:

<i>Child's Last Name</i>	<i>First Name</i>	<i>Age</i>
<i>Birth Date (mm/dd/yyyy)</i>	<i>School</i>	<i>Grade</i>

I have elected to not immunize this student against the following disease(s):

Each disease for which a vaccine has not been administered must be checked. Parent / guardian must submit dates of immunization for all other diseases.

Diphtheria .....

Tetanus .....

Pertussis .....

Polio .....

Measles (Rubeola) .....

Mumps .....

Rubella (German Measles) .....

Hepatitis B .....

Varicella .....

Pneumococcal Conjugate.....

HIB (Haemophilus Influenzae Type b) .....

In my opinion, this immunization would be injurious to the health and well-being of :

The student.....

A member of the student's household or family.....

Comments:

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*Signature of Physician* *Date*





9110 PARENTAL ACCESS TO EDUCATIONAL PRACTICES

~~Grand Island Public Schools will support and facilitate parental access to information and involvement in educational practices affecting their children. It shall be the policy of the Grand Island Public Schools to provide full access at reasonable times to parents/guardians of students to review curricular materials, student records, and surveys as appropriate and lawful:~~

- ~~● Textbooks and other curricular materials are available for review by parents of students of the Grand Island Public Schools upon request.~~
- ~~● Upon prior approval from the appropriate teacher, counselor, or administrator, parents/guardians will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities as long as conduct or presence does not interfere with the educational process or otherwise conflict with school purposes.~~
- ~~● Students will be excused from testing, instructional activities, and other school experiences upon written parental request unless the test or activity is required for local, state, or national accountability or reporting purposes (9110.2 Request for Exception/Exclusion Form).~~
- ~~● A student may be excused from an activity which contributes to a grade for the course, only when an alternative activity can be reasonably provided. Requests must be received by the appropriate teacher or administrator within a reasonable time prior to the activity in question.~~
- ~~● Parents/guardians will have access to student records as appropriate (Family Educational Rights & Privacy Act, 20 U.S.C. 1232 G, 79-4,157 R.R.S. and School District of Grand Island Policy: 8710- Student Personnel Files And Records).~~
- ~~● Student testing will be utilized to assist in assessment of educational progress and as required by Title 92, NAC, Chapter 10.~~
- ~~● Students may be asked to participate in surveys from time to time as deemed appropriate by district staff. Parents/guardians may remove their students from such surveys with prior written request, citing specific activity, reason for the request, and any applicable regulations. (Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h, 34 CFR Part 98)~~

~~Grand Island Public Schools shall make provision to include parents in program planning; information dissemination; school improvement plan development, implementation, and evaluation; and with Title I parental involvement activities as specified by Every Student Succeeds Act of 2015 (9110.1 Guidelines).~~

**Grand Island 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, guardian, or educational decision maker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decision maker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decision maker 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, guardian, or educational decision maker.**
- 2. Upon reasonable advance request, a parent, guardian, or educational decision maker 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, guardians, and educational decision makers are encouraged to communicate to school staff when the parent, guardian, or educational decision maker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decision maker finds objectionable. The Superintendent or designee shall make a provision on the complaint form**

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hereinabove referenced for receiving information from a parent, guardian, or educational decision maker 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, guardian, or educational decision maker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decision makers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decision maker 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, guardians, and educational decision makers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decision makers 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, or educational decision maker of such student shall be prohibited unless a parent, guardian, or educational decision maker requests in writing that such tests be administered to their child.
6. Parents, guardians, and educational decision makers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:
  - Political affiliations or beliefs of the student or the student's parent, guardian, or educational decision maker;
  - Mental or psychological problems of the student or the student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decision maker; or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decision makers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decision makers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

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No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

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, guardians, or educational decision makers as to any concerns, objections, or other information such parents, guardians, or educational decision makers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Legal Reference:       Neb. Rev. Stat. Sections 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

Reference:       Nebraska 79-530 to 79-533  
Every Student Succeeds Act of 2015, P.L. 114-95 § (20 U.S.C. 6301)  
Family Educational Rights & Privacy Act (FERPA), (20 U.S.C. §1232 J;  
34 CFR Part 99).  
Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h, 34 CFR Part 98)  
Title 92, NAC, Chapter 10  
9110.2 Request for Exception/Exclusion Form – attached to this policy

Policy Adopted: 08/14/1995  
Policy Revised: 05/12/2005  
Policy Revised: 06/14/2007  
Policy Revised: 06/11/2013  
Policy Revised: 05/14/2015 – Public Hearing  
Policy Revised: 05/12/2016 – Public Hearing  
Policy Revised: 05/11/2017 – Public Hearing  
Policy Revised: 06/13/2019 – Public Hearing  
Policy Revised: 07/09/2020 – Public Hearing  
Policy Revised: 06/09/2022 – Public Hearing  
Policy Reviewed: 06/08/2023 – Public Hearing  
Policy Revised: 01/11/2024  
Policy Revised: ???/??/???? – Public Hearing

9110.1 Title I PARENT AND FAMILY MEMBER ENGAGEMENT

Title I, Part A, of the Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), requires that local educational agencies (LEAs), conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children (ESSA Section 1116[a][1]). For the purpose of this policy “parents and family members” means “parents and persons in a parental relation to the student.” This Policy will be distributed to all parents annually, in a language that parents can understand. The Grand Island Public School District recognizes the unique needs of students who are being served through the Title I Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
  - By providing annual meetings in Title I buildings to explain Title I to parents and family members;
  - By training parents and family members in how to help their children at home;
  - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
  - By providing parent and family member resources at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title I reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.
6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title I Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title I program, to determine if needs are being met, and reduce barriers to participation.

Legal Reference:           Neb. Statute 79-530 to 533  
Every Student Succeeds Act (ESSA) Section 1116[a-f]

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NDE Guidance – Revised: 01/11/2024

## 9110.1 Título I PARTICIPACIÓN DE PADRES Y MIEMBROS DE LA FAMILIA

Título I, Parte A, de la Ley de Educación Primaria y Secundaria (ESEA), según lo reautorizado por la Ley Cada Estudiante Triunfa (ESSA), requiere que las agencias educativas locales (LEA) lleven a cabo actividades de extensión a todos los padres y miembros de la familia e implementen programas, actividades y procedimientos para la participación de padres y familiares. Dichos programas, actividades y procedimientos se planificarán e implementarán consultando significativamente con los padres de los niños participantes. (ESSA Sección 1116[a][1]). A los efectos de esta política, "padres y familiares" significa "padres y personas en una relación parental con el estudiante". Esta Política se distribuirá a todos los padres anualmente, en un idioma que los padres puedan entender. El Distrito de Escuelas Públicas de Grand Island reconoce las necesidades únicas de los estudiantes que reciben servicios a través del Programa Título I y enfatiza la importancia de la participación de los padres y familiares en el éxito académico de sus hijos. Se brindarán oportunidades para que los padres y miembros de la familia participen en la educación de sus hijos de la siguiente manera:

1. Los padres y familiares participarán en la planificación, revisión, desarrollo y aprobación de la Política de participación de padres y familiares a través de al menos una reunión anual que se llevará a cabo en un momento conveniente durante el primer semestre.
2. El Distrito se esforzará por desarrollar la capacidad para una fuerte participación de la escuela, los padres y los miembros de la familia mediante el desarrollo de Pactos entre la escuela y los padres para fortalecer la comunicación entre el hogar y la escuela:
  - Proporcionando reuniones anuales en edificios de Título I para explicar el Título I a los padres y miembros de la familia;
  - Capacitando a los padres y familiares sobre cómo ayudar a sus hijos en el hogar;
  - Compartiendo los estándares, puntos de referencia y evaluaciones del distrito con los padres y miembros de la familia y explicándoles cómo ayudar a monitorear el progreso de sus hijos; y
  - Proporcionando centros de recursos para padres y familiares en cada sitio.
3. Los padres y miembros de la familia recibirán información oportuna sobre el plan de estudios del Distrito, las evaluaciones académicas utilizadas y los niveles de competencia esperados de todos los estudiantes a través del manual del estudiante, conferencias de padres y maestros, boletas de calificaciones e informes de progreso junto con otras oportunidades de comunicación.
4. A los padres y miembros de la familia se les brindarán oportunidades para participar, según corresponda, en decisiones relacionadas con la educación de sus hijos con respecto a asuntos tales como currículo, evaluaciones y estándares de desempeño estudiantil a través del Plan de Mejoramiento Escolar, revisiones y planes del Título I, y otros medios disponibles.
5. El Distrito coordinará e integrará programas y actividades de participación de padres y miembros de la familia con otros programas comunitarios como Head Start, Título III y programas para migrantes, bibliotecas públicas, pre-escuelas públicas, servicios de apoyo educativo y otros programas federales, estatales y locales.
6. Los padres y familiares recibirán asistencia, oportunidades y/o materiales para desarrollar su capacidad para una fuerte participación de padres y familiares y ayudarlos a comprender los temas relacionados con el rendimiento académico de sus hijos. Esto se hará en un idioma que puedan entender, incluida la participación de padres y familiares con dominio limitado del inglés, padres y familiares con discapacidades y padres y familiares de niños migratorios.
7. El Distrito llevará a cabo una evaluación anual mediante encuesta escrita, encuesta telefónica o en persona, del contenido y la efectividad de la Política de participación de padres y familiares del Título I y sus elementos de procedimiento. El Distrito utilizará la encuesta para guiar la implementación del programa Título I, para determinar si se están satisfaciendo las necesidades y reducir las barreras a la participación.

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Legal Reference: Neb.Statute 79-530 to 533  
(esto es para SE)

Ley Cada Estudiante Triunfa (ESSA) Sección 1116[a-f]

Guía de NDE– Revisado: 01/11/2024

## 9110.2 Request for Exception/Exclusion Form

### Grand Island Public Schools Request for Exception/Exclusion from Activities or Curriculum

Student \_\_\_\_\_

School \_\_\_\_\_

What do you object to regarding instruction, materials, testing, curriculum, textbooks, surveys or other school experiences and activities? Please be specific.

Why do you find this objectionable?

What suggestions do you have to resolve the issue that might be satisfactory to you and the school district?

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**9110.2 Formulario de Solicitud de Excepción/Exclusión**

**Escuelas Públicas de Grand Island  
Solicitud de Excepción/Exclusión de Actividades o Currículo**

**Estudiante** \_\_\_\_\_

**Escuela** \_\_\_\_\_

**¿A qué se opone con respecto a la instrucción, los materiales, las pruebas, el plan de estudios, los libros de texto, las encuestas u otras experiencias y actividades escolares? Por favor sea específico.**

**¿Por qué lo encuentras desagradable?**

**¿Qué sugerencias tiene para resolver el problema que podrían ser satisfactorias para usted y el distrito escolar?**

\_\_\_\_\_  
**Firma del Padre/Tutor**

\_\_\_\_\_  
**Fecha**



Grand Island Public Schools Foundation  
Notes for Board of Education  
7-10-2025

1. The 2024 Harvest Gala will be held on September 25th, 2025 at Riverside Golf Club with the presenting sponsor being Tom & Kim Dinsdale
2. In July the Foundation will announce the recipient of the Miller Legacy Professional Development grant and 2 NEW GIPS Foundation Professional Development grants to teachers that is furthering their education.
3. 2025 Scholarship Program Statistics were presented to the GIPSF Board. The Board acknowledged another amazing year of supporting students to fulfill their dream of continued education.
4. Teacher of the Year committee convened and chose the winners that will be celebrated at the 2025-2026 Welcome Back
5. The Foundation will not have a July Board Meeting.