

**Board of Education Regular Meeting
Monday, May 10, 2021 7:00 PM**

**Bayard High School Library
726 4th Avenue
Bayard, NE 69334**

Notice is hereby given that a Board of Education Regular Meeting of the School District of Bayard in the Counties of Morrill, Scotts Bluff, Box Butte, and Banner in the State of Nebraska will be held on Monday, May 10, 2021 at 7:00 PM in the Bayard High School Library located at 726 4th Avenue, Bayard, NE 69334, which meeting shall be open to the public. An agenda for such meeting, kept continuously current is available for public inspection during normal business hours at the office of the Superintendent, located at 726 4th Avenue, Bayard, NE 69334.

AGENDA

- I. Opening the Meeting
 - I.A. Call to Order
 - I.B. Open Meetings Act
 - I.C. Notice of Meeting
 - I.D. Roll Call
 - I.E. Status of Absent Board Members
- II. Approval of Agenda
- III. Introduction of Guests
- IV. Public Comments
- V. Recognition of Student Achievements
- VI. Invited Presentations and Discussions with Presenters
 - VI.A. Presentation and Review of the 21st Century Community Learning Center (Pathfinders Program) with Mrs. Kristin Maag
 - VI.B. Strategic Plan Progress Presentation and Discussion
 - VI.B.1. Presentation and Discussion of the Following Strategies with Mrs. Jenny Gier: Utilize integrated technology to engage and inspire students in an effort to support efficacious instruction and growth of learning. Support advancements in technology for students and staff by evaluating opportunities for technological investments, through the inventory of current resources and infrastructure, and by efficiently managing existing equipment.
- VII. Board Committee Reports and Recommendations
- VIII. Action Items
 - VIII.A. Consent Agenda
 - VIII.A.1. Minutes of Previous Meeting
 - VIII.A.2. Bills
 - VIII.A.3. Board Member Reports
 - VIII.A.4. Reports and Correspondence Requiring No Action
 - VIII.A.4.a. General Reports and Financial Reports
 - VIII.A.4.b. Reports for Information Only
 - VIII.A.5. Approval of Contracts within Policy Guidelines
 - VIII.B. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Employment of Mr. Colton Ehler as Physical Education Teacher for the 2021-2022 School Term
 - VIII.C. Discuss, Consider, and Take All Necessary Action in Regard to Purchase and Installation of a "Zoom Room" (Distance Education Equipment) at Bayard High School

- VIII.D. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the Classified Staff Handbook, Preschool Handbook, and the Pathfinders Program Handbook
- VIII.E. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Resignations
- VIII.F. Discuss, Consider and Take All Necessary Action in Regard to Review and Approval of Extra-Duty Assignments
- VIII.G. Discuss, Consider, and Take All Necessary Action in Regard to Establishing Compensation of the Superintendent for the 2021-2022 Term.
- VIII.H. Discuss, Consider, and Take all Necessary Action in Regard to Adding a Mental Health/Counseling Support Professional Position to School Staffing
- VIII.I. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff for the 2021-2022 School Term
- IX. Discussion Items
 - IX.A. Review and Discussion of Policies 1000 through 1401 in the 1000 series.
- X. Reports
 - X.A. Principals and District Administrators
 - X.B. Superintendent
- XI. Set Next Meeting Date
- XII. Adjournment

The Bayard Public Schools Board of Education reserves the right to convene a Closed Session for purposes in accordance with 84-1410(1). The Board of Education also reserves the right to change the order of agenda items at the discretion of the Presiding Officer of the Board of Education.

Board of Education – REGULAR MEETING
Bayard Public Schools Board Room

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 - VIII.A.3. Board Member Reports
 - VIII.A.4. Reports and Correspondence Requiring No Action
 - VIII.A.4.a. General Reports and Financial Reports
 - VIII.A.4.b. Reports for Information Only
 - VIII.A.5. Approval of Contracts within Policy Guidelines
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AMENDMENT TO THE CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

This Amendment to the Contract of Employment with Superintendent (“Amendment”) is made by and between the Board of Education of Morrill County School District No. 62-0021, commonly known as Bayard Public Schools (the “Board”) and Travis Miller (the “Superintendent”).

1. The Board and the Superintendent are the parties to the Contract of Employment with Superintendent signed by the parties on January 9, 2017 (the “Contract”). The parties desire to amend the Contract in the manner set forth in this Amendment.

2. The Superintendent’s annual salary for the contract year of July 1, 2021 through June 30, 2022 shall be \$144,460.00. The Board and Superintendent agree to negotiate in good faith adjustments to the annual salary for each contract year thereafter, provided that, if the Board and Superintendent cannot agree on an annual salary for any contract year, then the annual salary shall remain the same as the then current salary.

3. Except as specifically amended by this Amendment, the Contract shall remain in full force and effect.

Executed _____, 2021

Executed _____, 2021

Superintendent:

Board of Education of Morrill County School District No. 62-0021, commonly known as Bayard Public Schools:

By: _____
Travis Miller

By: _____
President

Attest: _____
Secretary

Superintendent Pay Transparency Notice—Proposed Contract (Dr. Travis Miller)

Notice is hereby given that Bayard Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on May 10, 2021 at 7:00 pm at the Bayard High School Library in Bayard, Nebraska.

After the 2021/22 school year, how many years remain on the contract:

(Column

2

F must be completed if additional years remain on contract.)

The estimated costs to the district for the 2021/22 year and future years are listed below:

	2021/22 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 144,460.00	\$ 288,920.00	\$ 433,380.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 300.00	600	\$ 900.00
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 27,574.00	\$ 55,148.00	\$ 82,722.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
• <i>Cell Phone/Internet reimbursement</i>			\$ -
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 175,834.00	\$ 351,668.00	\$ 527,502.00

Pathfinders Board Report School Year 2020-21

We had a total of 103 students K-6 attend Pathfinders at least one day this year. For the 21 CCLC grant, students who attend 30 days or more are considered regular attendees. Our attendance goal for the grant is 105 students attending at least 30 days. We will not meet this goal, but 21 CCLC has let us know that there will be adjustments because of COVID-19 this year.

The daily schedule for Pathfinders has changed slightly from last year. For the first hour of Pathfinders the students have a snack, recess, and about 30 minutes of time to work on homework. When the students don't have homework we provide alternative activities. Monday - Thursday from 4:30 - 5:30 we do club activities. We have divided the students into 3 groups and those groups have input into the clubs. So students don't get to pick their clubs for the day, but they help choose and plan what their group does monthly. On Fridays we don't have homework time so we start clubs at 4:00 and participate in 3 different activities chosen by the student groups.

This year Pathfinders was awarded a Nebraska One-Year Opportunity Grant. For this grant we partnered with 4-H Extension to increase healthy habits of Pathfinders Participants. With the grant funds we purchased the SPARK's curriculum for After School, the CATCH curriculum for K-5, and the equipment used with these curriculums. Our partners provided weekly zoom activities during the fall and they are going to be providing activities during Summer Pathfinders. We use the curriculums and equipment almost daily. It looks like the Opportunity grant will be extended for another year because of COVID's impact on programs receiving this funding. In the grant we applied for SPARKS training funds and 4-H Extension was going to provide staff training that we have not been able to accomplish.

These are some of the changes that should happen in the 2021-2022 school year. The students would like to go back to having more club choices. Pathfinders program should have a site observation done by Nebraska Afterschool Quality and Continuous Improvement System. The 21st CCLC will have different reporting requirements to the Federal Government changing how we report attendance, surveys, and student data collected.

Board of Education Regular Meeting

Monday, March 8, 2021 7:00 PM

Bayard High School Library
726 4th Ave.
Bayard, NE 69334

Carolyn Applegate: Present
Joe Applegate: Present
Kim Burry: Present
Becky Henkel: Present
Kim Kildow: Present
Donna Stuart: Present

I. Opening the Meeting

I.A. Call to Order

The regular meeting of Bayard Public Schools Board of Education was called to order by President Kildow at 07:04pm. President Kildow noted a copy of the Board Member Code of Ethics and the Annual Calendar of the Board of Education were included with the meeting materials for board members' reference.

I.B. Open Meetings Act

The Board President informed the audience that the Open Meetings Act was posted and informed the audience of the Board's policy and procedures regarding public comment.

I.C. Notice of Meeting

The public notice of the regular meeting of the Bayard Board of Education, Morrill County School District No. 21 was published in the Bayard Transcript in accordance with Board Policy No. 9238. The agenda remained on file at the office of the superintendent and was open for public inspection.

I.D. Roll Call

The following members were present: Carolyn Applegate, Kim Burry, Becky Henkel, Kim Kildow, Joe Applegate, Donna Stuart Student Representative Madison Oliverius Administrators present: Superintendent Miller, Principals McLaughlin and Rice, Directors Miller and Foreman

I.E. Status of Absent Board Members

II. Approval of Agenda

Motion Passed: Motion to approve the agenda presenting item VII.B. before item VII.A. passed with a motion by Donna Stuart and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

Change..... VII.A.1 -Forney
VII.B.

III. Introduction of Guests

Dr. Miller introduced the guests to the board: Candace Wolfe, Kierra Miller, Mrs. Rafferty, Attorney John Selzer, Mrs. Rawlings, Andrew Forney via Zoom.

IV. Public Comments

Bayard Public School's attorney John Selzer introduced himself to the board.

V. Recognition of Student Achievements

Mr. McLaughlin praised Preschool Students Jacob Wynne and Ryan Parry for reading 1000 books prior to Kindergarten.

VI. Student Board Representative Report

Student Representative Oliverius gave her report to the board. Student Activities: Basketball - Season ended. Boys 13-11, Girls 11-11, Wrestling- 5 went to state, Christian got 4th. On Wednesday there was an FFA contest: Nursery Landscape-2nd, Meat Judging 4th, Junior Livestock 8th. On Sunday/Monday the sophomores will be taking a trip to get the plants for the greenhouse. Esports are 3-1. Speech- Matt and TruLee placed 4th WTC, 3rd on the 12th, 2nd at MAC, and 2nd on the 27th. Also at MAC Matt placed 5th, Megan 5th, and Hunter 5th. On 27th Matt placed 3rd. Hunter also placed 6th at WTC. Track- Girls started practice Wednesday, boys Monday. DI- has competition due dates throughout this month. Progress on Student Representative Initiative: Jeff from Paul Reed Construction is bringing up seal for podium Friday, will bring samples of the material for the wall to see what works best on brick walls

VII. Invited Presentations and Discussions with Presenters

VII.A. Strategic Plan Progress Presentation and Discussion

VII.A.1. Presentation Regarding the Following Strategy: Develop a system to evaluate the effectiveness of current curriculum, programs, and services.

Mr. McLaughlin presented the following strategy: Develop a system to evaluate the effectiveness of current curriculum, programs, and services.

VII.B. Presentation by Mr. Andrew Forney with D.A. Davidson Regarding Proposed Refinancing of the School District's Bonds.

Mr. Andrew Forney with D.A. Davidson presented to the board regarding refinancing of the School District's Bonds.

VII.C. Presentation and Request by the Bayard High School Choir to Travel to Washington, D.C. to Perform in the 100 Year Commemoration of the Lincoln Memorial.

Mrs. Rawlings and students Kierra Miller and Candace Wolfe presented on a Choir trip to perform as Nebraska's Representative for 100 year Commemoration of the Lincoln Memorial.

VIII. Board Committee Reports and Recommendations

The Budget Committee met.
The Curriculum Committee also met.

IX. Conduct Tour of the School District Facilities

Tour started at 8:05pm
Tour ended at 09:08p.m.

X. Action Items

X.A. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda passed with a motion by Becky Henkel and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.A.1. Minutes of Previous Meeting

X.A.2. Bills

X.A.3. Board Member Reports

X.A.4. Reports and Correspondence Requiring No Action

X.A.4.a. General Reports and Financial Reports

X.A.4.b. Reports for Information Only

X.A.5. Adoption of the Following Policies on Second Reading: POLICY NO. 5084 - Vehicles on School Property, Policy No 5134 High School Credit for Middle School Courses, Policy NO 8101 Committee on American Civics, POLICY NO. 8201 - Limitations of Board Members, Policy NO 8202 Reimbursement for Travel Expenses

X.A.6. Approval of Contracts within Policy Guidelines

X.B. Discuss, Consider, and Take All Necessary Action in Regard to Purchase of Halo Vape Detectors

Motion Passed: Motion to approve the purchase of Halo Vape Detectors passed with a motion by Donna Stuart and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.C. Discuss, Consider, and Take All Necessary Action in Regard to a Request by the Bayard High School Choir to Travel to Washington, D.C. to Perform in the 100 Year Commemoration of the Lincoln Memorial.

Motion Passed: Motion to approve up to 5 days travel for the High School Choir to travel to Washington D.C. to perform in the 100 Year Commemoration of the Lincoln Memorial on March 26, 2022 passed with a motion by Carolyn Applegate and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.D. Discuss, Consider, and Take All Necessary Action in Regard to Review of Curriculum Offerings and Approval of the 2021-2022 Course Catalog

Motion Passed: Motion to approve the Curriculum Offerings and approval of the 2021-2022 Course Catalog passed with a motion by Becky Henkel and a second by Carolyn Applegate.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.E. Discuss, Consider, and Take All Necessary Action in Regard to Purchase of Elementary Art Curriculum and Supplies

Motion Passed: Motion to approve the purchase of an Elementary Art Curriculum and supplies passed with a motion by Kim Burry and a second by Becky Henkel.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.F. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Certificated Staff Resignations

Motion Passed: Motion to accept the resignation of Mr. James Miller and thank him for three years of service to the Bayard Public Schools. Passed with a motion by Becky Henkel and a second by Carolyn Applegate.
Votes: Donna Stuart: Nay, Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea

X.G. Discuss, Consider, and Take All Necessary Action Regarding a Resolution Authorizing the Redemption of the Districts General Obligation Bonds, Series 2016

Motion Passed: Motion to approve resolution to redeem the bonds passed with a motion by Kim Burry and a second by Donna Stuart.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.H. Discuss, Consider, and Take All Necessary Action in Regard to a Resolution Authorizing the Issuance of General Obligation Refunding Bonds, Series 2021 of Morrill County School District, Bayard Public Schools in the amount of not to Exceed \$1,300,000 for the Purpose of Interest Cost Savings.

Motion Passed: Motion to approve resolution authorizing the issuance of general obligation refunding bonds, Series 2021 of Morrill County School District, Bayard Public Schools in the amount of not to exceed \$1,300,000 for the purpose of interest cost savings passed with a motion by Kim Burry and a second by Carolyn Applegate.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.I. Review and Discuss Limited Voluntary Early Retirement/Separation Incentive Program

Dr. Miller discussed the limited voluntary early retirement separation incentive program.

X.J. Discuss, Consider, and Take All Necessary Action in Regard to Adopting Resolution 2021-01 approving Limited Voluntary Early Retirement/Separation Incentive Program and selecting National Insurance Services to set up and administer the School District's 403(b) Plan for the Program.

Motion Passed: Motion to approve the Limited Voluntary Early Retirement/Separation Incentive Program and select National Insurance Services to set up and administer the School District's 403(b) plan for the program passed with a motion by Donna Stuart and a second by Joe Applegate.
Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.K. Discuss, Consider, and Take All Necessary Action in Regard to Approval of the 2021-2022 School Calendar.

Motion Passed: Motion to approve the 2021-2022 School Calendar passed with a motion by Becky Henkel and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.L. Discuss, Consider, and Take All Necessary Action in Regard to a Proposed Salary Schedule for Principals and Directors beginning in the 2022-2023 School Term

Motion Failed: Motion to approve the salary schedule for the Principals and Activities Director as amended and table Special Education Director by Donna Stuart

Votes: Carolyn Applegate: No, Joe Applegate: No, Kim Burry: Yea, No: Yea, Kim Kildow: No, Donna Stuart: Yea

Motion Passed: Motion to approve the Activities Director Salary Schedule as amended passed by Donna Stuart and a second by Carolyn Applegate .

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.M. Discuss, Consider, and Take All Necessary Action in Regard to Adopting Resolution Pertaining to Non-Resident Students

Motion Passed: Motion to adopt resolution pertaining to non-resident students passed with a motion by Donna Stuart and a second by Kim Burry.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.N. Discuss, Consider, and Take All Necessary Action in Regard to Approval of an Interlocal Agreement with Hershey Public Schools and Paxton Public Schools to Share the Services of a Spanish Teacher.

Motion Passed: Motion to approve an Interlocal Agreement with Hershey Public Schools and Paxton Public Schools to share the services of a Spanish Teacher passed with a motion by Kim Burry and a second by Becky Henkel.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

X.O. Discuss, Consider, and Take All Necessary Action in Regard to Approval of Michael Simons as Jr. High Assistant Track Coach

Motion Passed: Motion to approve Michael Simons as Jr. High Assistant Track coach passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

XI. Discussion Items

XI.A. Review and Discussion of Policies 9001 through 9239 in the 9000 series.

The board discussed policies 9001 through 9239.

XI.B. Discussion and Review of 5 Year Facilities Plan

Dr. Miller discussed the facilities plan with the board.

XI.C. Discussion Regarding Compensation of the Superintendent

The board tabled the discussion of the compensation of the Superintendent.

XII. Reports

XII.A. Principals and District Administrators

Mr. McLaughlin provided his report to the board. Academics: MTSS team just completed a 4 day process of curriculum alignment and program alignment so that we have a process in place where everyone in our school knows how we do business around here. The purpose is to know our students as well as possible, to match our programs with student need, and finally collaborate on all three fronts (teachers, admins, and families) to make sure our school provides a world class education to each student. Teacher Evaluations are going well. We completed our NWEA Maps assessments this month and our staff has begun inputting the data into our spreadsheets so that we address each student and better understand our data. Leadership: Leader in Me is going full steam ahead, our staff are incorporating data binders, and working with the program each day. Our culture and academic teams are working toward our goal of being a lighthouse school. We are continuing to focus on highlighting student accomplishments via videos. Our school is working toward a clear vision of education and our staff is commended for working toward overall clarity in all of our programs. Engagement: We are planning on having a BBQ with outdoor stations at some point this spring as an attempt at a spring into summer learning, and community activity. More on this in the coming months. Preschool and Kindergarten roundup are planned for this month. 182 enrolled at Bayard Elementary School 18 preschoolers, and March 15th we should have 1 student on Hiflex only. I think we can attribute the numbers on hiflex to the risk dial and people being a little more comfortable with the safety measures the school takes, we definitely need to be cautious the next nine weeks and stick to our plan. Family Liaison Report: Academics: HyFlex student attendance tracking Reviewed attendance records and found discrepancies. Participate/facilitate SAT and 504 meetings to accommodate student needs and partner with parents and teachers. Weekly Attendance Team meetings. Leadership: COVID-19 Team meetings to work with administrators and other staff members to problem solve needs. Hope Squad February 1 Meeting, February 26 Meeting - Self Care. Engagement: Susan Barton training. Community: Community Coffee, Coordinate School Psych/ LMHP caseloads for mental health services, Mental Health Team meetings- discussion and assistance with the BIMAS screener

Mrs. Rice provided her report to the board. Academics: Teachers have spent part of their in-service time looking at NWEA data and updating their standards alignment forms to ensure continuity of learning. All teacher evaluations are complete at the secondary level. Now that the dial is in yellow, I have begun to revoke the virtual learning option for some of our students who have not been academically successful and are at risk of attending summer school, repeating a grade level, or not graduating. Administration and staff are looking to change the eligibility practice to require students to pass all of their classes in order to participate in activities. As we continue to track academic success, it is important that we increase our expectations. We are currently working with students to sign up for the April ACT date. The deadline to register is March 12th. Leadership: The culture committee has put a proposal together to purchase a rug for the entrance and speakers for both gyms. They are also looking for ideas to paint murals and cover some of the white space in our building. I have directed them to work with Maddie as our student board representative so efforts are not duplicated. Registrations for next year will be sent home with third quarter report cards. Mrs. Rafferty is to be commended for her efforts to create a schedule that meets the needs of our students. There is a babysitting clinic that will be offered through UNL Extension on April 30th for any student 11 years of age or older. Students will learn about Ages and Stages of small children, how to plan simple meals and snacks, and will be certified in First Aid and CPR. Scholarships are available to help cover the cost through Tiger Care. On Wednesday we will be working with Bob Hessler to conduct an emergency drill with our staff and students. This drill will allow our Sophomores and Juniors to complete their CERT training and receive their bags as well as provide opportunity for the school to practice our reunification and shelter in place protocol. Community: We are planning transition activities for our 6th grade students at the end of April to help them prepare for 7th grade. Current enrollment is 177 students at the secondary level. Our virtual numbers fluctuate on a regular basis. We are continuing to communicate with families to ensure the safety of our students.

Mr. Miller provided his report to the board. Academics: We had another SFI meeting on February 24, 2021. The session was titled, "Assessing and Diagnosing Unfinished Learning in Math." This is the second meeting in our series to address our response to COVID. I am currently working with Bobbie and Mrs. Gier to finalize our purchase of Chromebooks for our students in grades K-3. I would like to propose that Bayard Public Schools transition from FamilyID to Infinite Campus, to allow parents to submit school forms electronically. This transition will allow for us to have one location for all of our student paperwork. EL testing has been

completed. Leadership: Mr. Posey - Our Esports team is currently 3-1 on the season. We have a home match on March 25 against Hemingford, that we will be hosting in the auditorium to allow for guests to come and watch. Mrs. Rafferty - Has begun working on scheduling career day on April 1. Engagement: WTC Speech - TruLee and Matt's duet came in 4th, Hunter Miller earned 6th in extemp . MAC Speech - TruLee White 6th in Serious, Matthew Applegate 5th in humorous, Megan Cawley 5th in Poetry, Hunter Miller 5th in Extemp, TruLee & Matt 2nd in duet. Quiz Bowl - We have 16 high school students participating in Quiz Bowl and 16 junior high students participating in Quiz Bowl. JH Track - We have 37 students participating in Junior High track. HS Track - We have 35 students participating in High School track. Boys Golf - We have 9 students participating on the High School Boys Golf team. Esports - We have 10 students participating on the Esports team. Community: FFA - Students traveled to Central City/Grand Island to learn about Greenhouse Principles and to gather materials for the High School Greenhouse. Spring Events: JH Track Meet - April 12 CD Track Meet - April 10, High School Band Concert - April 19 , High School Choir Concert - April 20 , 21st Century Show - April 30 , BCD Track Meet - May 7, Blood Drive - May 7

Mrs. Foreman provided her report to the board. Academics: IEP teams are considering the impacts of the disruption of learning due to covid for our students. Since Bayard Schools provided on-line instruction last spring and offered hyflex learning along with in person options this year, we are in much better shape than some schools but we want to ensure we are considering the impacts and acceleration needs of our students. Leadership: Bayard's MTSS team has participated in 4 days of training with the Nebraska MTSS state and regional leaders. This team developed a framework for student learning. This team will continuously analyze student and implementation data, and participate in progress monitoring to make decisions about the effectiveness of core instruction and interventions for our elementary students. Given the tight association between the MTSS model and already existing groups such as CIP, ILCD, and problem-solving teams, we are aligning MTSS work to a more streamlined and collaborative process. Engagement: I was able to observe a voice to text lesson where students were provided with instruction to assist them in using the technology to complete a book report. This is an evidence based learning option that can help to level the playing field for many students with disabilities. Community: During the 20-21 school year, we have had 77 students with 11 moving and 1 student testing out. There are currently 65 active verified special education students. 8 students are in the evaluation process. Evaluators are working diligently to complete these before the end of the school year.

XII.B. Superintendent

Dr. Miller provided his report to the board. Teachers attended the ESU#13 Winter Conference on Presidents' Day New teachers were trained by Dr. Rice in the 7 Habits of Highly Effective People during the recent in-service days held in conjunction with the WTC and MAC Speech Meets. The School Improvement Steering Committee is working in initial plans for our school accreditation visit next fall. Mrs. Ferrero's leadership in that process is appreciated. We are in the process of thinking about the ESSER II funding and how that might help with unfinished learning, safe learning environments, and accelerating learning during the ongoing pandemic and concurrent recovery. I am taking ideas from staff, students, and community members at this time. We will make our application for these grant funds in early April. NDE has certified our state aid. However, there is the possibility that the Legislature might decertify our state aid, change the formula, and cause NDE to issue a re-certification. Under the current certification, we are scheduled to receive \$1,992,532 in state aid for the 2021-2022 school term. Under the current certification we will receive an increase of \$18,037 from this year's state aid of \$1,974,495. We have received reimbursements from some grants in the past month. That has improved our cash position for the month. Bobbie Stuart's persistence with requesting reimbursement from NDE is commendable. Over the next couple of years cash flow will likely remain a challenge at different times in the school year. Timing of tax payments significantly impacts our cash on hand during the winter and spring. This is exacerbated by delays in grant reimbursement at NDE. With additional grant funding, cash flow will be an ongoing area where we will need to be vigilant. We have been notified by NEMA that with higher than anticipated costs, the generator project will not be able to meet the FEMA Benefit Cost Ratio requirements. With the higher costs, the project is not currently feasible. Farris Engineering has agreed to accept payments made for the work done to date and close out the project. We will be eligible for reimbursement through NEMA/FEMA for a portion of project costs to date and will be applying for that

reimbursement. We continue to seek another full-time bus driver. If you know anyone who would be interested, please have them contact Mr. Richard Pieper. The 90-day “long” Legislative session continues. I would encourage everyone to keep an eye on the happenings in the Legislature. Decisions made in Lincoln impact what happens to and for the students in our school community. We continue working within state and regional parameters to provide opportunities for students to participate in a variety of activities and learning opportunities. We hosted a community meeting by Twin Cities Development and the University of Nebraska regarding the possibility of a community supported grocery store. I would like to commend Mr. Herman Ziegler for his quick response in providing the Heimlich maneuver in the cafeteria this past week. His actions in being attentive to the needs of our students are appreciated.

XIII. Set Next Meeting Date

Next meeting set for April 12, 2021

XIV. Adjournment

Motion Passed: Motion to adjourn the meeting at 10:44p.m. passed with a motion by Kim Burry and a second by Donna Stuart.

Votes: Carolyn Applegate: Yea, Joe Applegate: Yea, Kim Burry: Yea, Becky Henkel: Yea, Kim Kildow: Yea, Donna Stuart: Yea

Secretary

Bayard Public Schools

05/10/2021

GENERAL FUND

Vendor Name	GL Acct #	Description	Amount
ALARM SECURITY TECHNICIANS	01 2620 352 002 002 2	mar 21 ast monitoring	28.95
	01 2620 352 001 001 1	mnr 21 ast monitoring	<u>28.95</u>
	Total		57.90
APPLEGATE, CAROLYN	01 2310 580 000 000 0	meals reimb	31.99
	01 2310 580 000 000 0	mileage reimb	<u>304.64</u>
	Total		336.63
BAYARD AUTOMOTIVE	01 2610 610 001 001 1	flag pole rope	19.98
	01 2610 610 001 001 1	glue for pipe	<u>24.00</u>
	Total		43.98
BAYARD PUBLIC SCHOOLS - ACTIVITY	01 2220 640 001 001 1	2020-2021 Yearbook	10.00
	01 2220 640 001 001 1	2020-2021 Yearbook	<u>40.00</u>
	Total		50.00
BAYARD PUBLIC SCHOOLS - LUNCH	01 1160 610 000 000	apr 21 staff meals	<u>940.18</u>
	Total		940.18
	Bayard Tiger Paws	01 2320 580 000 000 0	nex gen meeting
01 2610 626 001 001 1		tractor fuel	14.18
01 2710 626 000 000		discount	(0.28)
01 2710 626 000 000		ROUTE FUEL	788.09
01 2712 626 000 000 0		SPED FUEL	276.91
01 2710 626 000 000		discount	<u>(21.30)</u>
Total			1,071.38
BAYARD TRANSCRIPT		01 2310 540 000 000 0	publications
	Total		26.92
	BLACK HILLS ENERGY	01 2610 621 000 000 0	#267959 heating fuels
01 2610 621 002 002 2		#462419 heating fuels	1,259.30
01 2610 621 001 001 1		#242155 heating fuels	<u>2,822.37</u>
Total			4,360.93
BLUFFS SANITARY SUPPLY INC.	01 2610 610 001 001 1	Cranberry Ice Lite 'n Foamy	84.99
	01 2610 610 001 001 1	Toilet tissue	119.97
	01 2610 610 001 001 1	paper towel	233.98
	01 2610 610 001 001 1	freight	<u>3.00</u>
	Total		441.94
BOX LIGHT INC	01 2510 531 000 000 0	return shipping for replacement bulb	<u>18.43</u>
	Total		18.43
	Cadwallader, Deb	01 1291 591 003 000 0	apr 21 resource teacher 3-5
01 1292 591 003 000 0		apr 21 resource teacher 0-2	<u>275.00</u>
Total			669.00
CARDMEMBER SERVICE	01 2510 531 000 000 0		511.91
	01 1100 610 001 001 1	Corel Video Studio Pro 2021	85.19
	01 1100 610 001 001 1	Corel Video Studio Pro 2021	(85.19)
	01 3540 610 002 002 2	1000 Books Before Kindergarten Official	45.00
	01 3540 610 002 002 2	Trend Enterprises T-17006-6 Preschool	35.98
	01 2510 382 000 000 0	1 mo cell phone	37.10
	01 3535 610 000 000 0	WHITE 1kg PLA filament -	200.13
	01 1100 610 001 001 1	Orphan Train online books	6.93
	01 2510 810 000 000 0	mailchimp	9.99
	01 2510 531 000 000 0	postage	47.10
	01 2320 810 000 000 0	journal star	<u>9.99</u>
	Total		904.13
CENTURY LINK	01 2510 382 001 001 1	#0450 mar 21 telephone	175.37
	01 2510 382 001 001 1	#1785 mar 21 telephone	547.24
	01 2510 382 002 002 2	#7931 mar 21 telephone	202.03
	01 2510 382 002 002 2	#1510 mar 21 telephone	<u>155.41</u>
	Total		1,080.05
CITY OF BAYARD	01 2610 621 000 000 0	#31200 electric	37.00
	01 2610 621 001 001 1	#75400 electric	5,227.07
	01 2610 410 001 001 1	#75400 utilities	697.50
	01 2610 621 002 002 2	#75600 electric	2,597.31
	01 2610 410 002 002 2	#75600 utilities	<u>873.00</u>
	Total		9,431.88
COMPUTER INFORMATION CONCEPTS	01 1100 810 002 002 2	infinite campus online registration	1,570.00
	01 1100 810 001 001 1	infinite campus online registration	1,570.00
	01 1100 810 001 001 1	infinite campus 21-22	3,274.00
	01 1100 810 002 002 2	infinite campus 21-22	<u>3,274.00</u>
	Total		9,688.00
CONNECTING POINT	01 1100 610 001 001 1	service contract	404.75
	01 1100 610 002 002 2	service contract	404.75

	Total		809.50
E3 DIAGNOSTICS	01 1160 610 000 000	tymp audiometer calibration	<u>200.00</u>
	Total		200.00
EDUCATIONAL SERVICE UNIT #13	01 2190 591 000 000 0	therapeutic behavior mental health	300.00
	01 2190 591 000 000 0	counseling non sped	1,429.48
	01 2190 591 000 000 0	medicaid in public schools	70.00
	01 1100 382 000 000 0	apr 21 dl	747.00
	01 1100 382 000 000 0	apr 21 erate	350.00
	01 1160 610 000 000	apr 21 neva	708.33
	01 1200 591 003 000	sup esu programs school age	685.23
	01 6408 591 004 000 0	meridan b	2,850.60
	01 6408 591 004 000 0	lifelink	3,927.00
	01 1200 591 003 002 2	sup of elem pt	4.29
	01 6408 591 004 000 0	meridan a	1,178.10
	01 1200 591 003 001 1	sup of secondary pt	4.29
	01 6408 591 004 000 0	meridian b	950.20
	01 6408 591 004 000 0	lifelink credit	(1,963.50)
	01 1200 591 003 002 2	sup speech elem meridian	4.85
	01 1200 591 003 002 2	sup elem low vision	14.58
	01 1200 591 003 002 2	sup of elem ot	99.58
	01 1292 591 003 000 0	sup of 0-2 ot	7.20
	01 1292 591 003 000 0	sup of 0-2 esu programs	18.19
	01 2152 591 003 000 0	3-5 speech	1,080.11
	01 2162 591 003 000	3-5 ot	667.80
	01 2161 591 003 002 2	elem ot	1,244.70
	01 2171 591 003 002 2	elem pt	53.60
	01 2171 591 003 001 1	hs pt	53.60
	01 2153 591 003 000 0	0-2 speech	227.39
	01 2151 591 003 002 2	elem speech	3,657.57
	01 2151 591 003 001 1	hs speech	76.18
	01 2151 591 003 002 2	meridian elem speech	60.59
	01 2163 591 003 000 0	0-2 ot	90.00
	01 2181 591 003 002 2	elem low vision	182.25
	01 1291 591 003 000 0	3-5 sup ot	53.42
	01 1291 591 003 000 0	sup of 3-5 esu programs	86.41
	01 2190 591 000 000 0	panhandle beginnings	965.70
	01 1200 330 003 000 0	sped inservice	86.10
	01 2141 591 003 001 1	hs psych counseling	2,209.20
	01 2141 591 003 001 1	hs psych assessment	266.41
	01 2141 591 003 002 2	elem psych counseling	493.82
	01 2141 591 003 002 2	elem psych assessment	1,776.09
	Total		24,716.36
FARM AND RANCH MUSEUM	01 1100 610 001 001 1	tickets	<u>40.00</u>
	Total		40.00
FASTENAL	01 2610 610 001 001 1	shipping on previous invoice	<u>14.40</u>
	Total		14.40
GOPHER SPORT	01 6968 610 002 002 2	SPARKS- After School, Set 3	399.00
	01 6968 610 002 002 2	Rainbow Juggling Scarves 72 Pack	94.95
	01 6968 610 002 002 2	Rhythm Sticks Complete Set	44.95
	01 6968 610 002 002 2	DOM 45"L Excel Floor Hockey Set -	175.00
	01 6968 610 002 002 2	shipping	53.53
	01 6968 610 002 002 2	Rainbow Rhythm Ribbon Wands	84.95
	01 6968 610 002 002 2	shipping	14.44
	01 6968 610 002 002 2	SPARK After School Standard Equipment	7,299.00
	01 6968 610 002 002 2	shipping	1,167.84
	Total		9,333.66
HAMTON INN-KEARNEY	01 2310 580 000 000 0	applegate nrcca lodging	<u>278.00</u>
	Total		278.00
HOLIDAY INN - KEARNEY	01 1200 580 003 000 0	mckibbin nases	<u>219.90</u>
	Total		219.90
IDEAL LINEN SUPPLY	01 2610 610 001 001 1	mats mops	82.80
	01 2610 610 002 002 2	mats mops	82.80
	Total		165.60
IDEAL/BLUFFS FACILITY SOLUTIONS	01 2610 610 001 001 1	hose drain squeegee vac	72.30
	01 2610 610 001 001 1	hose squeegee	47.60
	Total		119.90
INLAND TRUCK PARTS COMPANY	01 2710 610 000 000 0	2013 bus engine light valve isolate kit	<u>1,296.23</u>
	Total		1,296.23
JIRDON AGRI CHEMICALS INC.	01 2610 610 001 001 1	fertilizer, grass seed.	<u>633.24</u>
	Total		633.24
JOSTENS	01 2310 610 000 000 0	grad outfit	<u>54.00</u>
	Total		54.00
KUSKIE OIL CO.	01 2710 626 000 000	route fuel	1,261.11
	01 2712 626 000 000 0	sped fuel	143.00

	Total		1,404.11
LINGO COMMUNICATIONS	01 2510 382 000 000 0	telephone	<u>289.35</u>
	Total		289.35
MCI COMM SERVICE	01 2510 382 000 000 0	apr 21 telephone	<u>37.87</u>
	Total		37.87
MEET THE MASTERS	01 6212 610 061 002 2	Art Curriculum Elementary	<u>12,914.85</u>
	Total		12,914.85
MENARDS	01 1100 610 001 001 1	Picnic Table Supplies	<u>1,399.18</u>
	Total		1,399.18
NATIONAL PEN	01 2320 610 000 000 0	Tote Bags 100	<u>197.55</u>
	Total		197.55
NE COLORADO CELLULAR, INC	01 1100 382 000 000 0	striv/hudl	<u>237.01</u>
	Total		237.01
NE COUNCIL OF SCHOOL	01 2510 330 000 000 0	stuart nasbo conf	<u>90.00</u>
	Total		90.00
ONE SOURCE	01 2510 810 000 000 0	background check re	<u>36.00</u>
	Total		36.00
PAPER101	01 1100 610 000 000 0	paper	<u>3,181.20</u>
	Total		3,181.20
Prepare Smart	01 1100 610 001 001 1	cert backpacks	2,214.00
	01 1100 610 001 001 1	freight	<u>440.00</u>
	Total		2,654.00
QUADIENT FINANCE USA, INC	01 2510 531 000 000 0	postage	<u>437.30</u>
	Total		437.30
QUADIENT LEASING	01 2510 531 000 000 0	postage lease	<u>131.97</u>
	Total		131.97
REISH, ELLIOT	01 1200 580 003 001 1	reimburse mileage	12.32
	01 1200 580 003 001 1	mileage reimb	<u>12.32</u>
	Total		24.64
SOAR PEDIATRIC THERAPY, LLC	01 2172 591 003 000 0	mar 21 pt 3-5	1,097.49
	01 2171 591 003 002 2	mar 21 pt school age	<u>1,016.16</u>
	Total		2,113.65
SOLIANT HEALTH	01 6212 591 053 002 2	school psych	1,148.00
	01 6212 591 053 002 2	school psych	656.00
	01 6212 591 053 002 2	school psych	1,578.50
	01 6212 591 053 002 2	school psych	1,148.00
	01 6212 591 053 002 2	school psych	1,640.00
	01 6212 591 053 002 2	school psych	<u>1,291.50</u>
	Total		7,462.00
STAPLES	01 2510 610 000 000 0	AA batteries	95.19
	01 2510 610 000 000 0	9V batteries	43.19
	01 1200 610 003 000 0	yellow	<u>110.89</u>
	Total		249.27
STATE FIRE MARSHAL AGENCY/BOILER	01 2620 352 001 001 1	hs boiler inspection	<u>36.00</u>
	Total		36.00
STERLING COMPUTERS CORP	01 6212 610 057 002 2	Asus Chromebook CT100 CT100PA-	<u>26,799.30</u>
	Total		26,799.30
Stuart, Bobbie	01 2510 580 000 000 0	mileage reimb	<u>17.92</u>
	Total		17.92
SYNCB/AMAZON	01 1100 610 002 002 2	Big pencils, chair bands, crayons, flash	154.73
	01 6997 610 000 000 0	Summer Brain Quest workbooks	1,204.50
	01 1100 610 001 001 1	2-black tri-fold display boards	26.99
	01 2610 610 001 001 1	metal detector	87.17
	01 1100 610 001 001 1	2TB HDD	47.50
	01 3535 610 000 000 0	Sargent Art (SARAD) 16oz Acrylic Paint A	46.49
	01 3535 610 000 000 0	Mega Value Glad Press'n Seal, All Surfac	22.13
	01 1100 610 001 001 1	eqq incubator refund	(53.99)
	01 1100 610 001 001 1	refund ikling	(59.98)
	01 1100 610 001 001 1	SIMEEGO Egg Incubator, with 9 LED	<u>53.99</u>
	Total		1,529.53
TIME MANAGEMENT SYSTEMS	01 2510 810 000 000 0	timeclock	<u>162.50</u>
	Total		162.50
VAULT, THE	01 2310 610 000 000 0	teacher appreciation drink cards	<u>1,200.00</u>
	Total		1,200.00
VERIZON	01 2710 610 000 000 0	dt mt dew qtd	<u>210.47</u>
	Total		210.47
WALMART COMMUNITY/GECRB	01 6968 610 002 002 2	cooking club cultery clothes pins coffee	43.85
	01 6968 610 002 002 2	cooking club supplies	<u>38.33</u>
	Total		82.18
		General Fund Total	\$129,899.99
		Building Fund	\$0.00

Payroll

\$423,564.57



Travis Miller <travis.miller@bayardtigers.org>

ESU LEGAL WORKSHOP

Kimberly Burry <burrykim@gmail.com>
To: travis.miller@bayardtigers.org

Sun, May 9, 2021 at 10:08 PM

ESU LEGAL WORKSHOP

Here are some of my take-aways.....

In regard to May 14 protests occurring in Nebraska

There is NO 1st amendment while on clock and students can be disciplined for walking out. As for community members....taxpayers do not have right to be on school property whenever they want

Health Standards

Rule 10 requires schools to have health education. The State board adopts new core classes not health classes. The local board doesn't have to adopt state standards but must be similar or exceed standards.

It was recommended to check our curriculum adoption policy and not have it be automatically updated when State Board adopts new standards .

Op-Ed

It can be tricky for a board member wants to write an Op-ed regarding the new health standards (or anything for that matter). My take away was to have 'sup/attorney/NASB read first to make sure it doesn't sound like it's the opinion of the full board or violates any non discrimination policies, etc.

A letter from the whole board can be sent to the state board but must be approved at a board meeting. And obviously any comments can be referred to Robin Stevens, our representative.

FALL 2021-2022

It is not required to offer remote learning unless the student has an IEP. And if there is an IEP, it doesn't have to be live-streamed.

Schools can make kids come back to school.

Homeschool students

It is the district's responsibility to place the student in the appropriate grade level, not the parent's. (NSAA)

Extracurricular issues... if a junior stayed home doing remote learning, but didn't pass, can he/she compete as senior?

Staff and covid vaccinations

It is the district's decision whether or not to offer extra time off for COVID.

The COVID vaccine is not required

The district can ask if a staff member has been vaccinated and can also require the vaccination and/or offer an incentive.

It is up to the employer whether or not to allow the employee to work from home.

Review job descriptions
Intent to return... policy update

Federal level update
Universal pre-k plan with higher wages.

ESSER

Board meetings must be published in paper.... can do 48 hours, 72 is better
Agenda items must be specific
Keep action and discussion items separate

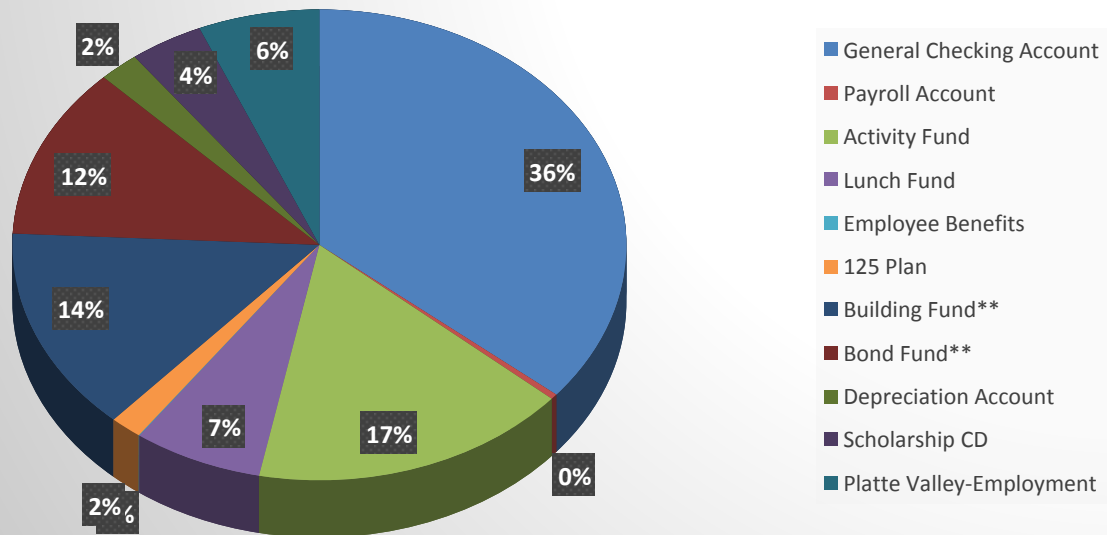
Elementary and high school showcases.....

I also attended the high school and elementary showcases. I am amazed at the talent our students possess. I really feel like the teachers and all the staff really put forth a lot of extra effort to really show off the kids. It was obvious everyone put in a lot of thought and effort into each showcase and I think they were very well attended. I really enjoyed both of them.

BAYARD PUBLIC SCHOOL
 TREASURER REPORT
 BANK STATEMENT BALANCES as of April 30, 2021

General Checking Account	\$	674,741.25	
Payroll Account	\$	6,876.33	
Activity Fund	\$	315,398.28	
Lunch Fund	\$	127,933.32	
Employee Benefits	\$	721.74	
125 Plan	\$	31,505.49	
Building Fund**	\$	264,068.11	
Bond Fund**	\$	222,086.70	
Depreciation Account	\$	39,698.35	
Scholarship CD	\$	72,920.73	
Platte Valley-Employment	\$	119,830.21	
	\$		1,875,780.51

Account Percentages

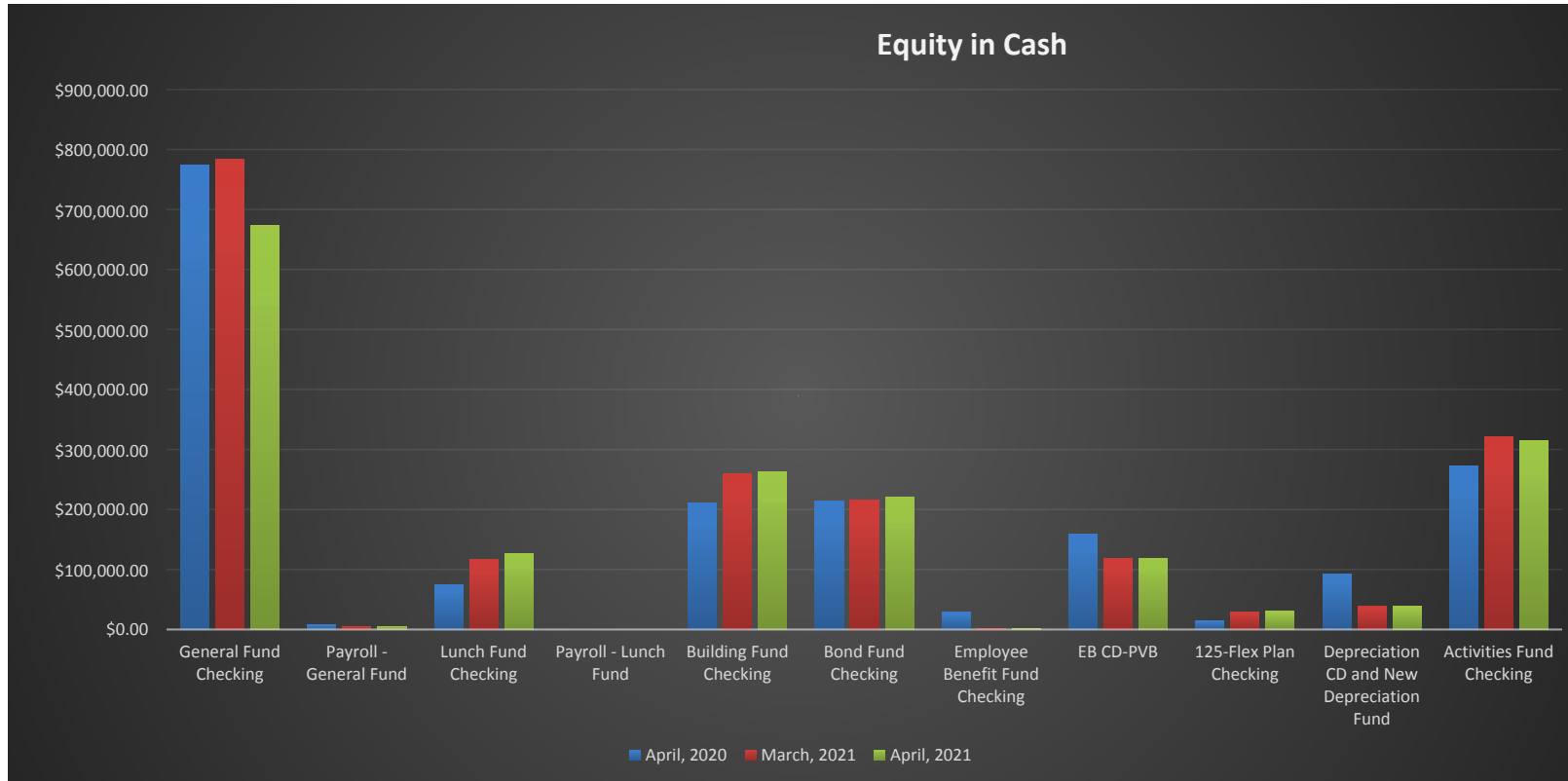


Bayard Public Schools

Equity in Cash

April 30, 2021

Fund	Fund #	April, 2020 PRIOR YEAR BALANCE	March, 2021 PRIOR MONTH BALANCE	April, 2021 REVENUES	April, 2021 EXPENSES	April, 2021 ENDING BALANCE
General Fund Checking	01-101	\$774,905.76	784,387.13	417,448.82	(527,094.70)	\$674,741.25
Payroll - General Fund	01-104	\$9,541.31	6,875.14	422,827.91	(422,826.72)	\$6,876.33
Lunch Fund Checking	02-101	\$76,518.63	118,498.43	31,328.49	(21,893.60)	\$127,933.32
Payroll - Lunch Fund	02-104	\$0.00	0.00	8,298.13	(8,298.13)	\$0.00
Building Fund Checking	03-101	\$211,882.89	260,801.38	3,855.05	(588.32)	\$264,068.11
Bond Fund Checking	04-101	\$215,966.09	217,305.71	4,780.99	0.00	\$222,086.70
Employee Benefit Fund Checking	05-101	\$29,945.92	712.20	1,815.75	(1,806.21)	\$721.74
EB CD-PVB	05-106-1000	\$160,450.73	119,830.21	0.00	0.00	\$119,830.21
125-Flex Plan Checking	05-107	\$16,522.68	30,377.47	4,368.89	(3,240.87)	\$31,505.49
Depreciation CD and New Depreciation Fund	06-101	\$94,492.12	39,641.33	57.02	0.00	\$39,698.35
Activities Fund Checking	07-101	\$274,522.83	321,960.23	16,573.04	(23,134.99)	\$315,398.28
Scholarship CD	07-114	\$79,219.58	72,920.73	0.00	0.00	\$72,920.73
TOTAL		\$1,943,968.54	\$1,973,309.96	\$911,354.09	\$(1,008,883.54)	\$1,875,780.51



2020/2021 Grants DRAFT

Grant Checklist

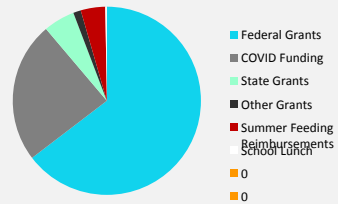
Federal Grants	State Grants	COVID Funding
<input type="checkbox"/> REAP \$23,683	<input type="checkbox"/> Bus Grant \$42,000	<input checked="" type="checkbox"/> ESSERS #1 \$100,454
<input checked="" type="checkbox"/> SFI 2019 \$542,000	<input checked="" type="checkbox"/> Early Childhood \$11,474	<input type="checkbox"/> ESSERS #2 \$ 382,767
<input type="checkbox"/> SFI 2021 \$300,368 + carryover (\$85154)	<input type="checkbox"/> Pathfinder Equipment Grant	<input checked="" type="checkbox"/> FEMA 1 \$9350.55
<input type="checkbox"/> Title I \$142,285	<input type="checkbox"/>	<input checked="" type="checkbox"/> FEMA2 \$3,149.70
<input type="checkbox"/> 21st Century \$50,000	<input type="checkbox"/>	<input type="checkbox"/> ESSERS#3 TBD
<input type="checkbox"/> IDEA 6408 \$ 75,785 64 6406 \$1073	<input type="checkbox"/>	<input type="checkbox"/> Afterschool Grant \$5,550 (awaiting approval)
<input type="checkbox"/> FEMA Generator \$180,000	<input type="checkbox"/>	

Other Grants

	Applied	GAN	Reimbursed		Applied	GA	Reimbursed
Education Quest (5yrs) \$20,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind/Solar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEAK Funds \$1633.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vape Detector Grant \$5,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AfterSchool NASA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grant Budget

CATEGORY	% OF BUDGET	SUBTOTALS	
Federal Grants	68%	\$1,324,147.12	
COVID Funding	25%	\$495,721.25	
State Grants	6%	\$110,587.22	
Other Grants	1%	\$26,883.50	
Summer Feeding Reimbursements	4%	\$86,361.04	
School Lunch	0%	\$5,350.08	
0	0%	\$0.00	
0	0%	\$0.00	
			TOTAL GRANT FUNDS
			\$1,957,339.09
			Does not include Lunch Program



CATEGORY	AMOUNT	COMMENTS
Federal Grants	\$1,324,147.12	
REAP	\$23,683.00	
SFI 2019	\$542,000.00	received 85,00 rolled over
SFI 2021	\$300,368.00	
Title I	\$142,285.00	
21st Century (Pathfinders)	\$50,000.00	
FEMA Generator	\$180,000.00	
IDEA 6408 Ages 5-21	\$75,785.00	
IDEA 6406 Ages 3-5	\$1,073.00	
RUS	\$8,953.12	
	\$0.00	
	\$0.00	
	\$0.00	
COVID Funding	\$495,721.25	
ESSERS #1	\$100,454.00	received
ESSERS #2	\$382,767.00	
ESSERS #3 TBD	\$0.00	
FEMA #1	\$9,350.55	approved waiting on reimbursement
FEMA #2	\$3,149.70	approved waiting on reimbursement
ESSERS III	\$0.00	
	\$0.00	
	\$0.00	
State Grants	\$110,587.22	
Bus Grant	\$42,000.00	
Early Childhood	\$11,474.00	final reimbursement request submitted
Afterschool grant for Equipment	\$15,841.90	
Wind/Solar Grant	\$18,748.32	

Year	Grant	Amount Award	Current Expenditures	Received Reimbursement	Amount Left to be reimbursed	Pending Reimbursemnts	Amount to Rollover
18/19	Solar and Wind Energy (Teacher Evaluation)	\$18,748.32	\$15,414.18	\$0.00	\$18,748.32		
18/19	SFI (CSI)1 yr 2 yr grant	\$542,000.00	\$449,487.00	\$456,846.00	\$85,154.00		\$85,154.00
19/20	ESSERS #1	\$100,454.00	\$100,454.00	\$100,454.00	\$0.00		
19/20	FEMA #1	\$9,350.55	\$9,350.55	\$0.00	\$9,350.55	\$9,350.55	
19/20	FEMA #2	\$3,149.70	\$3,149.70	\$0.00	\$3,149.70	\$3,149.70	
19/20	Diesel Mitigation Bus Grant	\$42,000.00	\$42,000.00	\$42,000.00	\$0.00		
19/20	EdQuest 5yr	\$20,000.00		\$1,400.00	\$18,600.00	\$0.00	
19/20	Afterschool Equip grant	\$15,841.90	\$9,333.66	\$0.00	\$15,841.90		
19/20	FEMA Generator	\$180,000.00	\$22,854.12	\$0.00	\$180,000.00	\$22,854.12	
20/21	Title I	\$142,285.00	\$110,381.00	\$0.00	\$142,285.00		
20/21	21st Century Pathfinders	\$50,000.00	\$43,072.23	\$0.00	\$50,000.00		
20/21	Early Childhood	\$11,474.00	\$11,474.00	\$0.00	\$11,474.00	\$11,474.00	
20/21	IDEA 6408	\$75,785.00	\$56,614.16	\$0.00	\$75,785.00		
20/21	IDEA 6406	\$1,073.00	\$0.00	\$0.00	\$1,073.00		
20/21	SFI Year 3	\$385,451.00	\$250,046.12	\$0.00	\$385,451.00	\$250,046.12	
20/21	REAP	\$23,683.00	\$6,289.00	\$0.00	\$23,683.00		
20/21	ESSERS #2 (pending)	\$382,767.00	\$1,204.50	\$0.00	\$382,767.00		
20/21	Vape Detector Grant	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		
20/21	HAL		\$524.63	\$0.00	\$0.00		
20/21	Flex	\$17,523.00	\$14,099.27	\$0.00	\$17,523.00		
20/21	PEAK	\$1,633.50	\$1,633.50	\$1,750.00	(\$116.50)		
20/21	NASA	\$250.00		\$250.00	\$0.00		
20/21	RLIS	\$8,953.12	\$0.00	\$0.00	\$8,953.12		
20/21	Beyond School Bells -Summer Innovation (pending)	\$15,000.00	\$0.00	\$0.00	\$15,000.00		
21/22	ESSERS III (pending)	\$1,080,899.00	\$0.00	\$0.00	\$1,080,899.00		
20/21	Cares Afterschool Grant	\$5,550.00	\$5,550.00	\$5,550.00	\$0.00		
20/21	Albertson's Grant (Nutrition)	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$1,500.00	
Totals		\$3,141,871.09	\$1,157,931.62	\$613,250.00	\$2,528,621.09	\$298,374.49	\$85,154.00

Total Awarded Grants	\$3,141,871.09
Total money spent toward grants	\$933,991.21
Grant Reimbursement Received	\$613,250.00
Pending Reimbursements	\$298,374.49
Entitled Funds Not yet claimed	\$246,307.13

Bayard Public Schools 2011-2020

Competitive Grants/Donations/Refinances	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Total
NCLB	\$109,680.00	\$101,925.00	\$93,217.00	\$96,011.00	\$93,728.00	\$81,472.00						\$576,033.00
IDEA	\$22,364.00	\$22,364.00	\$22,364.00	\$22,364.00	\$22,364.00	\$22,377.00	\$34,679.00	\$26,364.00	\$76,045.00	\$76,858.00		\$348,143.00
Title I				\$8,137.00	\$4,091.00	\$3,963.00						\$16,191.00
ESSA							\$85,035.00	\$97,367.00	\$125,542.00	\$142,285.00		\$450,229.00
Education Jobs	\$2,071.00											\$2,071.00
Early Childhood Education Grant				\$125,000.00	\$100,000.00	\$100,000.00	\$22,815.00	\$34,225.00	\$29,613.00	\$11,747.00		\$423,400.00
21st Century Community Learning Center Grant					\$69,320.00	\$69,320.00	\$69,320.00	\$55,456.00	\$50,000.00	\$50,000.00		\$363,416.00
Flex								\$15,682.66	\$17,050.00	\$17,523.00		\$50,255.66
Perkins Grants		\$8,000.00	\$12,661.00	\$14,799.00	\$11,000.00				\$10,963.78			\$57,423.78
REAP				\$12,988.00		\$14,407.00	\$21,151.00	\$19,865.00		\$25,325.19		\$93,736.19
RLIS									\$7,372.00			\$7,372.00
Nebraska Department of Environmental Quality			\$20,895.00									\$20,895.00
Quivey Bay Foundation			\$25,000.00									\$25,000.00
Oregon Trail Community Foundation			\$2,500.00						\$5,000.00			\$7,500.00
Sustainable Schoolyards				\$12,000.00								\$12,000.00
Partner Commitments (UNL)					\$20,000.00	\$20,000.00	\$20,000.00					\$60,000.00
Valley Bank and Trust		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00							\$100,000.00
Platte Valley Bank		\$25,000.00										\$25,000.00
Bond Refinance Savings	\$114,298.00				\$246,328.00							\$360,626.00
Dollar General Literacy Grant					\$3,000.00							\$3,000.00
Title IV-A SSAE Grant (FranklinCovey Partnership)							\$78,302.00					\$78,302.00
Comprehensive School Improvement (CSI)(SFI)								\$542,000.00		\$300,368.00		\$842,368.00
Nebraska Diesel Emission Mitigation Program Grant								\$42,000.00	\$42,000.00	\$42,000.00		\$126,000.00
Solar and Wind Energy (Teacher Evaluation)								\$18,748.32				\$18,748.32
FEMA Hazard Mitigation Grant									\$180,000.00			\$180,000.00
FEMA Tornado												\$0.00
Fema Covid									\$12,500.25			\$12,500.25
ESSERS								\$100,454.00	\$382,767.00	\$1,080,899.00		\$1,564,120.00
CenturyLink Grant (Schluterbusch)					\$1,000.00							\$1,000.00
Bayard Public Library Partnership								\$4,000.00				\$4,000.00
												\$0.00
Total	\$248,413.00	\$182,289.00	\$201,637.00	\$316,299.00	\$595,831.00	\$311,539.00	\$331,302.00	\$851,707.98	\$660,540.03	\$1,048,873.19	\$1,080,899.00	\$5,829,330.20

Workforce Partnerships
 Experience Works Partnership
 Foster Grandparent Partnership

Grants/D onations Sought	Funds Requested	Funds Committed	Funds Received
WESTCO	\$10,000.00	\$10,000.00	\$10,000.00
City of Bayard Keno Funds	\$10,000.00	\$8,000.00	
Kelly Bean	\$1,500.00	\$1,500.00	\$1,500.00
Oregon Trail Communi ty Foundatio n	\$10,000.00	\$5,000.00	
FFA Foundatio n	\$10,000.00	\$10,000.00	
Snow Redfern Foundatio n	\$10,000.00		
Farm Credit Services of America	\$10,000.00	\$8,000.00	
Simplot	\$500.00	\$500.00	\$500.00
BNSF	\$10,000.00	\$10,000.00	\$10,000.00
Totals to Date	\$62,000.00	\$43,000.00	\$12,000.00

	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
SPED SA	203514	190292	236959	176641	173212	161004	149226	159657	144585	
SPED SA Trans	34648	35272	35149	13943	7191	1707	0	4889	4426	
Apportionment	45257.2	60184.75	53374.07	56933.23	52911.56	54742.33	50996.05	45439.32	52018.47	42808.41
State Aid	2039213.66	2007080.36	2099946	2109919	2097895	1942483	1877561	1943838	1985757	
Breakfast State	763.5	554.12	875.18	722.95	789.5	1935.45	1858.45	1697.35	1612.8	
Lunch Federal	118230.16	113919.96	124632.4	143382.9	150883.8	154781.1	147439.8	153368	118227.5	
Lunch State	548.02	599.69	614.99	594.91	560.26	513.23	480.07	494.86	463.3	
Fruit Veggie	11144.4	0	0	0	0	0	0	0	0	
Distance Ed	2000	2000	4000	16000	0	0	6425.64	6469.29	10142.28	
IDEA/Poverty	33651	126793	80180	10910	88198	68640	9834	58852	56940	
Summer Food Expanding	0	0	6290.71	6518.12	0	0	0	0	0	
Nutrition Training	0	0	0	1994.26	0	0	0	0	0	
Summer Feeding	0	0	0	10013.98	8134.03	5821.09	7053.04	6434.55	95890.14	
HAL			0	0	0	0	2342	2202	4748	4745

May 4, 2021

Travis Miller, Superintendent
Bayard Public Schools
P.O. Box 607
Bayard, NE 69334

Dear Travis

Enclosed are copies of the annual review of the Safety Procedures for the Bayard Public Schools.

The Bayard School District continues to provide an excellent learning environment for students and staff. Safety is a priority of the school system. The addition of preventative measures for the Covid 19 virus is testimony to the continued efforts of the school district to provide a safe environment for all involved. Communication concerning safety for students and staff appears to be excellent between all parties involved in the district operations.

I appreciate you allowing me to conduct the annual review. If I can be of any further assistance or you have any questions concerning the review, please do not hesitate to contact me at your convenience.

Sincerely

A handwritten signature in cursive script, appearing to read "Allen D. Gross".

Allen D. Gross

Enclosure

ANNUAL REVIEW

OF

SAFETY PROCEDURES

FOR

BAYARD PUBLIC SCHOOLS

BAYARD, NEBRASKA

May 4, 2021

OVERVIEW OF REVIEW PROCEDURE

The annual review of the Safety Procedures for Bayard Public Schools was completed on May 4, 2021. Allen Gross conducted the review. This review is required by Rule 10, Section 011.01D of the Nebraska Department of Education.

The review consisted of an onsite visit on May 3, 2021. During the visit the current safety procedures were discussed. The review included a walkthrough of the district facilities at Bayard. After the visit and review the following report was written.

Safety Committee Chairperson Bobbi Stuart assisted during the visit and answered questions pertaining to the procedures and policies of the school district.

SAFETY PROCEDURES PLAN

Bayard Public Schools has a Safety Plan in place. The plan was originally developed by a committee comprised of parents, faculty, and staff of the Bayard School District, and members from local law enforcement, fire, and rescue services of the community.

Since that time, the school district has continually reviewed and updated the safety procedures in the plan, as changes have occurred in the school climate or the requirements of the Nebraska Department of Education.

SAFETY AND SECURITY COMMITTEE

The Bayard School District has a safety committee in place. The committee is comprised of parents, school personnel, law enforcement personnel, and community members. The Safety Committee continues to meet at least quarterly during the year. The committee considers changes or additions to the safety procedures on a regular basis.

POLICY REQUIREMENTS

The Bayard School District has Board Policies in place to meet the requirements of Rule 10- Section 11 dealing with School Environment. These policies are reviewed on a regular basis.

SUMMARY OF FINDINGS

FACILITIES

The district continues to have all entrance doors to the facilities locked during the school day. Admittance is gained using a video buzzer system, controlled by school personnel. Visitors are identified using visitor tags.

The facilities are clean and free from hazards.

Video cameras are in use in the facilities.

AED devices are found in the buildings.

Safety buckets are in all classrooms.

Exits are clearly marked. Evacuation maps are in the classrooms and other areas.

Hand sanitizers were added to many areas of both the elementary and secondary facilities.

Resin boards were added to the playground at the elementary to help keep gravel off the basketball courts.

The district is installing protective padding to the exit doors in the wrestling room.

Drywall and ceiling repairs were made in the high school auditorium and other areas of the secondary building that were damaged by water entering the facility.

The school is also planning to repair aging concrete at the elementary facility.

The district is adding vaping detectors to the locker room and rest rooms at the secondary facility.

The school is considering adding more video cameras at both the secondary and elementary facilities.

TRAINING

The Bayard School District continues to provide training in the procedures of the safety plan for staff and students of the district. All faculty and staff receive information concerning the Standard Response Protocol used by the district. The staff then trains students in the procedures of the plan.

All staff received training in Asthma Protocol, the use of Epi-Pens, Bloodborne Pathogens, and Suicide Awareness. All coaches received training in concussion management, heat illness, and sudden cardiac arrest as required. Selected staff received training in the use of the AED devices found in the facilities. Elementary personnel who help with recess received training in concussion management.

Members of the Crisis Team and Safety Committee have been trained in Threat Assessment.

The district continues to use video trainings from the Safe Schools program of the Nebraska School Boards Association. The trainings cover a variety of safety topics.

The school district continued to train students in the Community Emergency Response Team protocol.

PROCEDURE PRACTICE

The school district practiced procedures outlined in the safety plan. Drills practiced during the current school term included fire drills, tornado drills, lockdown, and lockout drills, and bus evacuation drills. Tornado drills are practiced one time each semester. The district plans to continue to use these drills in the future to inform and train students and staff in the proper procedures to use in times of crisis.

The Bayard District held a mock training incident during the year. Both schools were involved in the training. The Bayard Police, fire department and Region 21 Emergency District participated in the exercise. Student reunification was incorporated in the training exercise.

OTHER RELATED ITEMS

The district is using the Navigate 360 Safety App. All staff have the capability of notifying administrators and other if a safety issue arises. This app is also being used to store the safety documents of the district, which allows access to the documents by all personnel involved.

AED devices in the facilities as well as the portable unit are checked on a regular basis by school personnel.

The district uses the Common-Sense Media curriculum to promote digital citizenship. This curriculum is presented to students in grades 4, 5 and 6 at the elementary school and to grades 7 and 10 at the secondary facility.

The school has supplied a blood pressure monitor for faculty and staff use. One such device is in each building.

A mental health practitioner is available to students and staff of the district.

District buildings have been designated as Red Cross Shelters.

The district uses computer software to monitor student usage of internet sites on school owned devices.

The school district continues to build positive relationship with local law enforcement personnel.

GPS systems have been installed in the school's route buses.

A new route bus was purchased by the district.

The district is in the process of connecting the fire alarm system to the county communication center. This could shorten response time by emergency personnel.

STRENGTHS OF THE PLAN

1. The facilities of the district are well maintained and exceptionally clean. The grounds were free of hazards that could cause injury to students or staff.
2. Faculty and staff are trained annually in the Standard Response Protocol.
3. Safety related drills are practiced with students and staff taking part.
4. Periodic inspection of facilities including playground equipment is standard practice.
5. The district has limited access points into the buildings which are controlled through the use of electronic locks.
6. The Safety Committee and the administration are very pro active in the promotion of safety for students and staff.
7. Communication within the district concerning safety issues appears to be excellent.
8. The Safety Committee continues to meet and discuss safety issues as they arise.
9. Training of students in the CERT protocol is an excellent idea and is will be a great asset in times of emergency.
10. Chemicals and cleaning items are stored properly.
11. Use of the Digital Citizenship curriculum is excellent.
12. Designated EpiPen locations are an excellent idea.
13. Exits are clearly marked.
14. The availability of a mental health practitioner is a positive.
15. Installation of GPS systems in route buses.

16. Utilization of software to monitor student internet usage.
17. Emergency buckets in classrooms could be beneficial in times of crisis.
18. Use of videos provided by Alicap Safe Schools is a great way to provide training.
19. Training elementary recess personnel in concussion management is a good idea.
20. Adding the Life Safety Stations to building and activity bus is an excellent idea.
21. Signs alerting students to not opening doors for anyone is good.
22. The addition of the Navigate 360 app for use by all personnel is a positive.
23. Addition of vaping detectors is a good preventative measure.
24. Suggestions from past reviews have been addressed.

ITEMS FOR CONSIDERATION

1. Consider installing a sidewalk on the north side of 8th street on school district property.
2. The district is in the process of connecting the fire alarm system to the county communication center. Consider connecting the video camera system to the communication center if they have the capability. This could provide important information in times of crisis.

SUMMARY

The district continues to do an excellent job of providing a safe environment for students and staff. Staff members receive safety training which allows them to act in times of crisis. Drills are practiced with students and staff taking part. Policies are reviewed and revised as necessary to keep up with the changing school climate. The Safety Committee does an excellent job of recognizing hazards and works to eliminate these hazards. A safe and positive learning environment exists through the work and cooperation of the Board of Education, administration, faculty and staff, and patrons of the district.

The Bayard School District has had their safety plan and program reviewed each year as required by the Nebraska Department of Education Rule 10.

Quotation



126 NW Jackson St.
Topeka, KS 66603-3310
Main Office: 785-295-4200
Toll Free 800-255-0064
Fax 785-295-4290
eMail: aaron.baker@cytekmedia.com

Quote #: 328-19796-2

Project: Bayard Zoom Update

Quote Date: 4/26/2021 **Quote Valid:** 120 Days


Terms: Net/30

Freight: 067 Paid By Cytek

Prepared for: BJ Peters
Bayard HS
East 8th St
Bayard NE 69334

Item	Manufacturer	Model	Qty	Unit Price	Price
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Video

1		Sharp	4T-B70CJ1U	1	\$1,529.00	\$1,529.00
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70" 4K Ultra-HD Commercial Display

Give your message a big-screen boost with a Sharp commercial LCD display. The Sharp 4T-B70CJ1U - 70" Class display conveys your message with the true-to-life precision of 4K Ultra-HD resolution. Built-in tuner support and business-friendly features are packed into an elegantly slender frame. In hospital, business and retail settings, the 4T-B70CJ1U display excels at reaching your audience, making them more informed, more entertained and more engaged.

2		Crestron	DM-RMC-4KZ-100-C	1	\$600.00	\$600.00
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DM 8G+ 4K60 4:4:4 HDR Receiver & Room Controller 100

The DM-RMC-4KZ-100-C provides a simple one-box interface solution for a single display device as part of a complete Crestron DigitalMedia system. It functions as a DM 8G+ receiver and control interface, providing a single HDMI output along with Ethernet, RS-232, and IR control ports. In addition to DM 8G+, it is also compatible with HDBaseT, which allows it to be connected directly to an HDBaseT certified source. Its compact, low-profile design allows the DM-RMC-4KZ-100-C to be installed discreetly behind a flat panel display or above a ceiling mounted projector. It connects to the head end or source location using a single CAT type twisted pair cable.

3		Crestron	DM-TX-4KZ-100-C-1G-	2	\$667.00	\$1,334.00
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DM 8G+ 4K60 4:4:4 HDR Wall Plate TX - Black








The DM-TX-4KZ-100-C-1G wall plate transmitter provides a cost-effective solution for a single AV source as part of a complete Crestron DigitalMedia system. Functioning as a DM 8G+ transmitter and control interface, the DM-TX-4KZ-100-C-1G provides an HDMI input and a DM 8G+ output as well as IR and RS-232 control ports. The DM-TX-4KZ-100-C-1G incorporates DM 4KZ technology, which enables 4K60 4:4:4 and HDR (High Dynamic Range) support. The DM-TX-4KZ-100-C-1G is also compatible with HDBaseT technology.




Prepared by:
Aaron Baker
Cytek Media Systems
126 NW Jackson St.
Topeka, KS 66603-3310

Phone: (800) 255-0064
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Fax: 785-295-4290
E-mail: aaron.baker@cytekmedia.com


Bid Quote - Rev 2
April 26, 2021
Page 1 of 4


Item	Manufacturer	Model	Qty	Unit Price	Price
4	 Magewell	32060	1	\$399.00	\$399.00
USB Capture HDMI Gen 2 Record or stream an HDMI signal via USB 3.0 with the Magewell XI100DUSB HDMI USB 3.0 Capture Dongle. With its HDMI v1.4a input, this capture device will accept resolutions of up to 1920 x 1200 at 60p. If you need to stream or record at a certain resolution, the XI100 will internally up or down-convert the input signal to the set resolution. It can also perform frame-rate conversion and de-interlacing in real-time with its own hardware, taking the processing load off of your computer's CPU.					
5	 QSC	PTZ 12x72	2	\$3,333.00	\$6,666.00
PTZ-IP 12x72 Conference Camera The PTZ 12x72 / PTZ 20x60 conference cameras integrate with the Q-SYS™ Platform and Q-SYS bridging peripherals like the Q-SYS I/O-USB Bridge or directly to the Q-SYS Core 110f processor to deliver professional quality conference video feeds alongside industry leading audio processing for small- and medium-sized rooms utilizing soft-codec conferencing or computer-based capture.					
Audio					
6	 QSC	Core 110f	1	\$2,667.00	\$2,667.00
Q-SYS Flex Channel DSP Appliance The Q-SYS™ Core 110f is the latest addition to the Q-SYS CORE family, providing a solution for small, single room projects up to the largest Enterprise scale deployments. The continuity of the Q-SYS software based DSP platform the Q-SYS Core 110f to leverage all the features that are available across the entire Q-SYS™ platform.					
7	 QSC	SL-QSE-110-P	1	\$267.00	\$267.00
Q-SYS Core 110 Scripting Engine Software License, Perpetual Q-SYS Core 110 Scripting Engine Software License, Perpetual					
8	 QSC	SPA2-60	1	\$467.00	\$467.00
2 CH Power Amplifier 250 Watts Up to 60 watts per channel into 4 and 8 ohms — The outputs of the SPA2-60 and SPA4-60 are designed to provide 60 watts per channel into Low-Z loads ENERGY STAR certified amplifier — The SPA2-60 and SPA4-60 are Energy Star certified amplifiers; efficient class-D amplifiers that conserve energy and require no active cooling, so they reduce operational costs.					
9	 JBL	Control 47C/T-WH	4	\$223.00	\$892.00
2-way 6.5" Consistent Coverage Extended Bass Ceiling Speaker The Control 47C/T features extended bass performance with a wide 120° of coverage that allows fewer speakers to cover a large space. Ideal for a wide variety of applications, the Control 47C/T is perfect for settings ranging from restaurant and retail to large casinos and beyond.					
10	 Shure	MXA910W-60CM	1	\$3,799.00	\$3,799.00
Ceiling Array Microphone - 60CM - White Features Steerable Coverage of up to 8 separate lobes to capture sound sources from above more accurately than any other product. Automatic positioning tool in control software easily adjusts lobes toward each talker's voice. Intuitive user interface offers easy configuration of presets, templates and polar patterns.					




Item	Manufacturer	Model	Qty	Unit Price	Price
11	Shure	MX418D/C	1	\$280.00	\$280.00
 <p>18" Cardioid, Desktop Gooseneck Condenser Microphone</p> <p>Shure Microflex MX400 Series microphones are miniature gooseneck-mounted electret condenser microphones designed primarily for speech and vocal pickup. They can be mounted on lecterns, pulpits, or conference tables. All models include a preamplifier and are available with interchangeable cardioid, supercardioid, or omnidirectional cartridges.</p>					

Control



12	Crestron	TS-1070-B-S	1	\$2,000.00	\$2,000.00
 <p>10.1 in. Tabletop Touch Screen - Black Smooth</p> <p>The Crestron TS-1070 series is a stylish and versatile tabletop touch screen that is ideal for residential and enterprise applications. The TS-1070 features a 10.1 in. (257 mm) capacitive touch screen display with custom-programmable control buttons and support for Smart Graphics software and HTML5-based custom UI projects. PoE and Wi-Fi network connectivity and a modern tabletop design allow the touch screen to be deployed just about anywhere.</p>					

13	Crestron	RMC4	1	\$667.00	\$667.00
 <p>4-Series Room Media Controller</p> <p>The Crestron RMC4 provides a secure, high-performance, cost-effective control processor and interface for controlling and monitoring for a single display device, a small AV system, lighting and shading, climate control, security, energy management, and many other specialized applications. A small form factor allows the RMC4 to be placed just about anywhere, with the option to attach it to a flat surface or DIN rail using the included mounting bracket. The RMC4 can fit easily behind a video display or above a projector, and provides enough control ports to control the display device along with a screen or lift.</p>					


Mounting

14	Chief	LTM1U	1	\$227.00	\$227.00
 <p>Large FUSION Micro-Adjustable Tilt Wall Mount</p> <p>Chief upgraded fixed wall mounts based on installer feedback and direct observations of installers in the field. Many new features join Fusion favorites like Centerless shift, Centris tilt, ControlZone leveling adjustment and ClickConnect Latching. New benefits included added stability, faster install, improved lateral shift, easier cable management and enhanced security. Typical Screen Sizes 42 - 86"</p>					

System Integration

15	 Cytek	INT	1	\$8,750.00	\$8,750.00
<p>Installation, Testing, and Commissioning</p> <p>Professional Installation and Testing Travel included</p>					
16	 Cytek	PGM	1	\$1,600.00	\$1,600.00
<p>Custom Programming & Design</p> <p>Cytek Programming and Design</p> <p>Use 3500-PGMA for Audio programming And 3500-PGMC for Control system programming</p>					



Item	Manufacturer	Model	Qty	Unit Price	Price
Cables and Connectors					
17	 Cyttek Cables Connectors, Misc.	CABLES	1	\$800.00	\$800.00
Cyttek Professional Grade Cables, Connectors, Peripheral Hardware, etc.					

Total: **\$32,944.00 ***



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Bid Quote - Rev 2
April 26, 2021
Page 4 of 4

CLASSIFIED STAFF HANDBOOK



Bayard Public Schools 2021-2022

Every Person, Every Day. It's a FACT!

Acknowledgement for Receipt of
Bayard Public Schools
“CLASSIFIED STAFF HANDBOOK”

I, _____ (your name) acknowledge that I was issued a copy of the
Classified Staff Handbook for Bayard Public Schools for the school year 2021-2022.

**I was given an overview of the contents of the handbook by the Bayard Public
Schools Administration. I am responsible for familiarizing myself with the contents of the
Classified Staff Handbook. My signature on this form indicates that I have read and
intend to comply with the contents of the Classified Staff Handbook.**

Date

your signature

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ORGANIZATION

STATEMENT OF EDUCATIONAL PHILOSOPHY BAYARD PUBLIC SCHOOLS

Education is the systematic guiding and directing of a child's experiences from the time he/she enters school until he/she completes his/her formal education. The teacher is the director and guide. Administrative and supervisory personnel exist to serve the teacher, who in turn, serves the children.

Although the primary function of school is to provide and stimulate mental growth and development, the nature of human growth and development is such that all phases of the child's nature must be taken into consideration. Thus, the school program needs to provide for primary emphasis on mental development with simultaneous attention in proper balance to physical, emotional, social, and spiritual needs.

Great differences in talent, intelligence, and ability exist among the children who enroll in a school. Equally great differences are found in economic, cultural, and racial backgrounds. The educational program should be planned and executed with sufficient flexibility so that it provides challenge for all from the most academically talented to the least talented or educationally handicapped youngster.

Much of the real value of the educative process comes from the person-to-person relationships between teacher and pupils. The school needs to be constantly alert to the danger of losing this personal touch, especially as it grows larger and more specialized in its service. Organization, administration, and instruction always need to be planned in such a way so as to preserve the human touch and to give a high priority to the importance of the individual. Respect for the individual is a basic American value and schools must encourage that development of individual capacities which will enable each human being to become the best person he is capable of becoming.

To this end, the Bayard Board of Education, the administration, the teachers, and staff will strive through their individual or collective action:

1. To guarantee equal educational opportunities for each child according to his/her needs and capabilities.
2. To provide each child through experience in democratic living an understanding and appreciation of our forms of government, our country, and its history, a realization of the duties and obligations of citizenship, and a sense of social responsibility.
3. To develop in children an understanding of, and a respect for, all people.
4. To develop in all, ethical character with respect for moral and spiritual values.

5. To provide children with the opportunity for an increasing mastery of the basic skills which are needed for intelligent participation in the modern world.
6. To place the emphasis in the classroom on the application of learning rather than just on mastery of facts.
7. To promote good mental, social, emotional, and physical growth in all youngsters.
8. To provide opportunities for individual guidance and counseling.
9. To develop in individuals an understanding and appreciation of the sciences and the creative arts in the modern world.
10. To develop in students initiative, a desire to learn, and an appreciation of their educational opportunities.
11. To promote participation in community living by providing the opportunity to share in leadership and helpful service.

**MISSION STATEMENT
BAYARD PUBLIC SCHOOLS**

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

**VISION STATEMENT
BAYARD PUBLIC SCHOOLS**

Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.

**CORE COVENANTS
BAYARD PUBLIC SCHOOLS**

Focused on the Student

- Positive Interactions and Relationships
- Focus On Student Potential
- Diverse Opportunities
- Unconditional Acceptance

Attitude of Excellence

- Act With Integrity
- Expect To Be Great
- Accept Daily Challenges & Setbacks
- Think “Big Picture”

Community

- Support Each Other
- Set Aside Self For Benefit Of The Group
- Respect Everyone
- Be A Wing, Not A Weight

Tiger Way!

Every Person, Every Day. It’s a **FACT!**

**STUDENT EXPECTATIONS
BAYARD PUBLIC SCHOOLS**

1. Bayard students respect the rights and property of others and are courteous and polite in action and language.
2. Bayard students display good sportsmanship in representing the school and community.
3. Bayard students strive for honesty and accept responsibility for both their successes and their failures.
4. Bayard students strive for high academic achievement in such a manner that it brings respect to themselves and the school.
5. Bayard students avoid alcohol and drugs.

ACADEMIC SEAL OF BAYARD PUBLIC SCHOOLS

At the center of the seal is an image of Chimney Rock. This historic landmark was used by the first Americans and, later, by the pioneers as a guide on their epic journeys. Chimney Rock continues to inspire countless travelers and residents alike. Chimney Rock enhances our sense of place and instills pride, as the landmark prominently stands above the fertile North Platte River Valley.

The phrase, *Every Person, Every Day*, which is derived from the Core Covenants of Bayard Public Schools, reminds us of the dignity and value of every member of our school community. Every person matters for the future of our school and community, and every day is an opportunity to make a contribution to our greater well-being.

Surrounding the central ring are academic pillars and six icons describing our enduring strengths, values, and aspirations.

Academics: At the top of the seal is a Book of Knowledge, symbolizing academics as our highest institutional value and first priority.

Athletics and Arts: Flanking the Book of Knowledge on the left is the school's Tiger mascot, representing athletics and the fiercely competitive nature of our student-athletes. Flanking the Book of Knowledge on the right is an artists' palette and musical notes, representing the arts and the creative talents of our student performers. Athletics and arts support and enhance the academic and personal development of our students.

Community: The efforts of the school are supported by the entire community. Regular interactions between the faculty, staff, students, parents, and patrons are essential to a vibrant community and a strong school.

Opportunity: Two keys and a lock represent the importance of opportunity. Education provides a key to unlocking many opportunities for our students. Equally important, providing our students with many opportunities is key to their development.

Agriculture: Our community and economy are supported by an agricultural base. The plow symbolizes agriculture and the strong agrarian work ethic of our community and our students.

PURPOSE

This handbook is prepared for the purpose of providing information on customs and policies pertaining to the Bayard Schools. It is intended for use by the staff as a guide in developing a well coordinated instructional support program. It is hoped the statements set forth in this handbook will improve understanding and cooperation among all school personnel in the coming school year.

It is the purpose of this handbook to establish uniformity of operation. It will be supplemented from time to time as board policy, superintendent policy or the principals' policies are changed.

The quality of educational achievement is directly related to the employees of the school district. Each employee has been selected to provide for a certain phase of the child's needs as he/she grows in the educational program. As we coordinate our work and as each school employee grows professionally in his effectiveness, so grows the Bayard Schools as a more effective school system.

WORK AGREEMENT AND RELATED ITEMS

Classified school employees are appointed to their position by the Superintendent. They are directly responsible, in coordination with the school's certificated staff, for the welfare of the students under their control, which includes the development of the child's capacities in all phases: mental, physical, social, and moral.

Classified school employees are jointly responsible to the superintendent of schools, the principals, and their immediate supervisors in accordance with Board of Education Policy. School employees are expected to carry out the policies of the Board of Education.

EMPLOYMENT

Classified employees are "at-will" employees, and may be terminated at any time by the school district.

ASSIGNMENT

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties. Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability

PERSONNEL FILE

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file. If an employee elects to view their file, it will be under the supervision of the Superintendent or their designee.

GRIEVANCES AND COMPLAINTS

Employee grievances or complaints shall be addressed through the administrative chain of command following the process set forth in Board Policy 8305/8305-A.

PAYMENT

Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. The September payroll will reflect days worked in August. The check will be small for staff that did not work all possible August days.

VOLUNTEER WORK

Any individual volunteering will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

BENEFITS

Classified employees are provided benefits in accordance with their employment classification and Board Policy No. 4019 and Policy No. 4046. Annual fringe benefit elections are to be made

by September 1 of each school year. Should an employee fail to make such election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the school bookkeeper in writing of any changes in benefit status.

PAYROLL

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employee start date will be at least two working days after required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Classified Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

DIRECT DEPOSIT

The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

ADDRESS CHANGE

If an employee's address or phone number changes at any time during employment with the District, the employee must contact the school bookkeeper as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

PAYROLL DEDUCTIONS

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions required by law or authorized by an employee on the appropriate sheet in compliance with applicable laws.

Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available.

RETIREMENT

Bayard Public Schools employees over the age of 18 who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System.

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the cost at 101%. Any member who terminates employment with Bayard Public Schools may:

- 1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.
- 2) Receive a refund or make inquiries to:

Nebraska Retirement System
PO Box 94816
Lincoln, NE 68509
1-800-245-5712

TAX-SHELTERED ANNUITY

All classified employees can have a payroll deduction toward a selected tax-sheltered annuity.

OVERTIME OR COMP TIME

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at your workplace or a copy is available from the Human Resources Department. The District may provide compensatory time in lieu of overtime pay to employees, at the Superintendent's discretion on a case by case basis, in accordance with applicable law. ALL overtime and comp time must be pre-approved by supervisor.

The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. 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 through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid overtime rates 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 calculations do not include payment for idle hours when the employee is not at work. Idle hours include vacation, holiday, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses

eight hours of personal leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

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

A non-exempt employee may request or the district may provide compensatory time in lieu of overtime pay, with prior written approval of the Superintendent, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time must be used within a month of earning the time. Extended time for using compensatory time must be approved by the Superintendent on a case by case basis.

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

DISCIPLINARY SUSPENSION

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance.

WORKER'S COMPENSATION

All employees come under the provisions of the Nebraska Workers' Compensation law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal. The principal will work the employee to provide the forms and direct the employee on how to complete the proper incident forms.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will then use the employee's available sick and vacation leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and vacation leave are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

ABSENCE PROCEDURES

Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available.

REQUESTING LEAVE

An employee who wants to use available leave is to submit a leave request through the Weblink online leave system to the employee's supervisor. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted in the month they occur or before, in order to be paid for the time. Vacation leave, if applicable, must be approved by the Superintendent.

REPORTING LEAVE

Employees must report leave through the Weblink online leave system to the business office within three days of taking the leave. Employees must report leave in a timely fashion or the employee will not be compensated for the leave.

GIVING NOTICE OF UNSCHEDULED ABSENCES

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

RETURNING FROM ABSENCES

1. Justification for Absences Taken Without Prior Approval. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

2. Establishing Fitness for Duty. Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

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

PAID LEAVE

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

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

UNPAID LEAVES

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

JURY DUTY LEAVE

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. Compensation during jury duty will be handled as indicated in Policy 4019.

FAMILY MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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

The 12 month period for the purposes of FMLA is the period from June 1st through May 31st.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**

Benefits and Protections

During FMLA leave, the District will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Employees must continue to pay their share of any health insurance premium when they become due. If an employee does not return from FMLA leave, he or she will be required to reimburse the District for the District’s share of health plan premiums during a period of unpaid FMLA leave unless the reason the employee does not return is due to the continuation, recurrence, or onset of either a serious health condition of the employee or the employee’s family member, or a serious injury or illness of a covered servicemember, which would otherwise entitle the employee to leave under the FMLA, or due to other circumstances beyond the employee’s control. An instructional employee who is on FMLA leave at the end of the school year must be provided with any benefits over the summer vacation that employees would normally receive if they had been working at the end of the school year. As used herein, “*instructional employees*” are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for the District for at least 12 months and have 1,250 hours of service in the previous 12 months.

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 the employee's 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 3 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

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary, as further provided below. Employees 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.

Leave taken for a period that ends with the school year and begins the next semester is leave taken consecutively rather than intermittently. The period during the summer vacation when the employee would not have been required to report for duty is not counted against the employee's FMLA leave entitlement.

If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered servicemember, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:

- Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the District may require the employee to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the District may require the employee to delay the taking of leave until the notice provision is met.

If an employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

If an instructional employee begins leave more than five weeks before the end of a semester, then the District may require the employee to continue taking leave until the end of the semester if —

- The leave will last at least three weeks, and
- The employee would return to work during the three-week period before the end of the semester.

If an instructional employee begins leave during the five-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember then the District may require the employee to continue taking leave until the end of the semester if—

- The leave will last more than two weeks, and
- The employee would return to work during the two-week period before the end of the semester.

If an instructional employee begins leave during the three-week period before the end of a semester because of the birth of a son or daughter; the placement of a son or daughter for adoption or foster care; to care for a spouse, son, daughter, or parent with a serious health condition; or to care for a covered servicemember, then the District may require the employee to continue taking leave until the end of the semester if the leave will last more than five working days.

In the case of an employee who is required to take leave until the end of a semester, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. The District has the option not to require the employee to stay on leave until the end of the semester. Therefore, any additional leave required by the District to the end of the semester is not counted as FMLA leave; however, the District shall be required to maintain the employee's group health insurance (to the extent stated herein) and restore the employee to the same or equivalent job including other benefits at the conclusion of the leave.

Substitution of Paid Leave for Unpaid Leave

The District requires to use all accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures. Employees 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. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

As a condition of restoring an employee whose FMLA leave was occasioned by the employee's own serious health condition that made the employee unable to perform the employee's job, the District requires that all employees who take leave for such conditions to obtain and present certification from the employee's health care provider that the employee is able to resume work and perform the essential functions of the employee's job.

District Responsibilities

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

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

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- 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.

The foregoing is a general overview of FMLA leave. For more information, please contact the Superintendent.

DUTIES AND RESPONSIBILITIES

HOURS OF WORK AND MEETINGS

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

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

Classified employees are to utilize a method determined by the superintendent to record work time. Employees are to clock in and clock out at their scheduled work start and end times each day. Failure to do so may result in a review of the employee's work responsibilities and schedule. Non-compliance with assignments may result in termination of employment.

Classified Staff shall not read and respond to work emails or texts outside of regular work hours, unless specifically directed to by an administrator. In the event a classified staff member is directed to read and/or respond to an email or text outside of working hours, then the staff member shall record all time spent in doing so as time worked.

ARRIVAL TO DUTY ASSIGNMENTS

Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times and to be on time for work. All duty times are subject to assignment by the direct supervisor, the building principal, and the superintendent.

LEAVING SCHOOL/ASSIGNMENT

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

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided. When employees leave school for any non-work reason, including lunch, they are to clock out before leaving and clock in upon return. If employees are on site and available/willing to work during the lunch period they may remain clocked in during their lunch time.

SCHOOL PROCEDURES

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

1. Use of Cell Phones. Employees are to refrain from use of personal cell phones for non-school purposes during duty time.

- 1.a Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using school vehicles. This rule applies to the driver when

the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants.

1.b Employees are not to use radar detectors, laser detectors, or similar devices while transporting students or using school vehicles.

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Superintendent.

4. E-mail. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy.

5. Employee Mail Box. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mail boxes are to be limited to communicate regarding school business.

SUPERVISION OF STUDENTS

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

1. Proper Supervision

a. Report to all duty assignments on time.

b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.

c. Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).

e. Be careful when physically contacting students. Physical contact with 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.

f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.

g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

a. 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.

b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.

c. When you go over safety rules with students note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

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

b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. Proper Warnings

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

Contact the Office for Assistance: The principal's office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not 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: School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. Classified staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Student Rights: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities.

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

DISPENSING MEDICATION

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

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

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

REPORTING CHILD ABUSE

Employees are to be familiar with and follow the Child Abuse Policy No. 4105

PERSONAL AND PROFESSIONAL CONDUCT STANDARDS

ETHICS STANDARDS

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

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

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

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

Principle II - Commitment to the Student:

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

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

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

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

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

COMPETENT PERFORMANCE

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

Therefore, each employee shall:

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, with or without a reasonable accommodation, 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.

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.

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

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

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

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

CIVILITY

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

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

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

GENERAL INFORMATION

BAD WEATHER/SCHOOL CLOSING

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your employment file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KNEP TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

COMMUNICATION

Employees of Bayard Public Schools are expected to utilize effective communication strategies and technological resources when appropriate to collaborate and engage with students, parents, families, and the community to create meaningful relationships that enhance the learning process.

In order to facilitate such communication between the school and homes, teachers are expected and directed to follow the communications plans and protocols developed at the school and district levels. Such communications plans will include directions for frequency, content, and method/mode of communication teachers will be expected to utilize.

COMMUNITY RELATIONS

The Board of Education, through the administration, demands dignity, neatness, and seriousness of purpose for its employees. The education profession, as a whole, is frequently and unjustly judged by the attitude and conduct of a single school employee. Since all are judged by what only a few may do, it is imperative that each of us give considerable thought to our actions as they relate to community customs.

School employees should regard the community in which they are employed as their home. You should be interested in its institutions, its worthwhile activities, and participate in those in which you have special interest and abilities. Good judgment should be used in all practices.

Poor public relations can ruin the finest faculty in a good school. It is imperative that we all use common sense and discretion in and out of school.

CONCESSIONS/CASH BOXES

Concessions and other cash boxes, such as gate receipts for athletic events, are to be counted and signed-off by two adults before the funds are remitted to the school administration and office staff.

CONCUSSIONS: RETURN TO LEARN

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Bayard Public Schools adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

CONFIDENTIALITY AND CONFIDENTIALITY OF RECORDS

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students or staff should be referred to the principal. School staff shall maintain student records in compliance with state and federal law.

COPYRIGHT AND FAIR USE POLICY

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

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

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

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

CRISIS SITUATIONS

Behavior in the first moments, by those actually involved in a crisis situation, will largely dictate the outcome. In the event of a crisis situation, Bayard School personnel are expected to follow the procedures as written in the Emergency Crisis Procedures Guide.

CUSTODIAL ASSISTANCE

Our custodians strive to keep the school neat, clean and functional. It is a difficult job, and we should all encourage students to conduct themselves in ways that contribute to an attractive and safe environment. If custodial assistance is needed, all requests must go through the building principal's office. Staff members who observe any areas of custodial/maintenance concern are expected to complete a Custodial/Maintenance Work Request Form and submit the form to the building principal.

DISCIPLINE

School employees are expected to support students in engaging in positive and appropriate behavior. Students should know what behaviors are expected, and these expectations should be firmly but fairly enforced. Discipline does not automatically mean punishment, but it does always mean encouraging a desired behavior. Threatening, yelling, criticism, sarcasm, etc. are questionable discipline techniques and often prove inadequate. The student's improper behavior should be the focus of the discipline and not the student's personality, family, dress, appearance, etc. Discipline that punishes all students for the wrong doing of a few is discouraged. The forms of discipline used by school employees should be consistent, reasonable, and fair.

Discipline is the responsibility of each individual school employee under the direction of the certificated staff and the principals. The principal's role is to assist and advise in the event of flagrant or continued misbehavior. Flagrant misbehavior should be brought to the attention of the principal immediately. A student shall not be sent to the office without an explanation of the offense. If assistance is needed in the removal of a student, the school employee is to send someone to the principal's office immediately for assistance. Each student dictates different strategies, but effective teaching and adequate preparation prevent many behavioral problems from occurring.

Corporal punishment shall not be administered. Students causing excessive discipline problems may be recommended to the Superintendent for discipline.

FORMS, REPORTS, AND RECORDS

The following items need to be supplied to the appropriate office as scheduled.
Superintendent's Office

New or changes on

1. W4's
2. Address
3. Telephone Number
4. Marital Status

Payroll Deductions

1. Annuities
2. Health Insurance Coverage
3. Supplemental Insurance
4. Savings or Investment Plans

NOTE: All of the above are due prior to September 1st.

FUNDRAISERS AND ACTIVITIES ACCOUNTS

In order to ensure that the resources of the community are not strained as a result of multiple fundraisers occurring at simultaneously, all student organization fundraisers (other than the concession stand) must be approved by the organization's sponsor, the activities director, building principal, bookkeeper, and superintendent. When an organization wishes to engage in a fundraising activity the sponsor will need to complete a Fundraiser Request Sheet and submit the form to the Activities Director. Fundraising activities should not begin until the request has been approved by the superintendent.

Funds earned in the name of a school organization belong to the organization rather than to the individual student. When students engage in fundraising as a member of a school organization (such as activities, groups, teams, or clubs) the proceeds from the fundraising shall remain with the organization regardless of the continued participation status of the student in such organization. If organizations are disbanded all funds remaining with the organization will be transferred to the activity travel account.

Senior class funds remaining after graduation expenses are paid may be designated for a specific school project or activity by a majority vote of the senior class. If no project or activity is designated prior to graduation the remaining funds will be transferred to the secondary school account in the activities fund.

HALL SUPERVISION

School employees are expected to step into the hall between classes to help maintain order. Students must be supervised at all times when they are on school premises because of possible accidents and subsequent liability. School employees are to file all accident reports no matter how large or small. Lawsuits can happen several years later. A written record could be of great assistance in presenting requested testimony.

IDENTIFICATION BADGES/NAME TAGS

Bayard Public Schools employees may be required to wear identification badges, name tags, or similar items to improve security and increase visual identification to students, visitors, and community members.

INSTRUCTIONAL AND WORK AREAS

Each staff member is responsible for the appearance and organization of their assigned work areas. The appearance of the school and school grounds has an impact on the learning that occurs; therefore each staff member should devote time and energy to developing an attractive, stimulating, and orderly instructional setting. Take pride in your educational setting, as well as your work. Be an example for students. When a room is unoccupied, lock and shut doors behind you and shut off lights. ***School employees assigned to supervise students are expected to be with their students during the entire period for which their supervision is assigned.***

Occasionally school employees are required to share rooms. Upon leaving an area please insure that: a) materials and equipment are stored properly, b) chairs and desks are properly placed, c)

the floor is free of litter. On leaving your room for a length of time or for the day, school employees will turn out all lights, close and lock all windows and close and lock all doors. School employees using the building after hours must check all lights and doors and see that all students are out of the building. Students are not to be left to close the building. Whenever the facility is being used, there must be a staff person present and directly supervising the students. Do not give your keys to students or any other person. Individuals and organizations wishing to use the school facilities must complete an Application for Facility Use and submit such application to the office for approval.

MUTUAL RESPECT

The Bayard Public Schools expects every staff member and student to be treated with respect and dignity.

OBSERVING AND ENFORCING RULES

It is the duty of each school employee to become familiar with the rules, regulations, and policies of the school and to do all that you can at all times to see that they are enforced. Ignorance of the rules does not excuse you.

PARKING AT THE ELEMENTARY SCHOOL

In order to provide a safe and invitational atmosphere to parents and visitors, staff members are to refrain from parking in the parking spaces located on the concrete on the south side of the elementary school. These spaces are to be reserved for parents and other visitors to the school.

PROFESSIONALISM AND CODE OF ETHICS

Professional deportment is expected from all personnel of Bayard Public Schools. This behavior is reflected in your dress and grooming, relationships with students and parents, and interaction with your peers. A positive school climate is critical to everyone's success. All classified employees must be familiar with and adhere to the Personal and Professional Conduct Standards section of this handbook.

PUBLICITY/PUBLICATIONS

Take pride in the school and be proud to tell about the positive elements of the school. Any items to be submitted to local papers or sent home to the parents should be appropriate and approved by the building principal. Any concerns should be presented to the principal in advance. The Secondary Principal shall serve as the editor of all student publications.

PURCHASING

Board Policy on Purchases: **Any employee who purchases supplies or equipment without expressed authorization of the Superintendent shall be personally liable for payment of the bill.** School Employees should make requests for supplies or equipment in sufficient time to allow for economical and wise purchasing.

Class and club sponsors will have responsibility for supplies ordered through their organizations. In many cases, items can be procured through regular school channels more

economically. All purchases which are handled through the activity fund should be cleared through the Office of the Superintendent or the Activities Director.

All purchases charged to the school district or to any organization of the school will be accompanied by a requisition order approved through the Weblink online requisitioning system. Requisition Orders for a class or organization must be approved by the authorized personnel in the Office of the Superintendent or the Activities Director. No bills will be paid by the Board of Education or from the Activity Fund which have not been authorized.

RECORDS MANAGEMENT AND DISPOSITION – LITIGATION HOLDS OF ELECTRONIC MESSAGES

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

RADIOS AND OTHER COMMUNICATION DEVICES

In order to facilitate effective and timely communication, employees may be assigned to wear and use a handheld radio or similar communications device while on duty.

ROOM MAINTENANCE

Before leaving the work area each day, close windows, turn out all lights, and lock the room. Elementary staff members, please make sure your air-conditioners are turned off when you leave. When repairs are needed, notify the principal in order for arrangements to be made for the repair

SAFETY INSTRUCTIONS

All head coaches will conduct a safety lecture in regards to potential dangers that might be incurred by participating in that particular sport. All coaches will instruct participants in their sports in the correct fundamentals of the sport and will not teach fundamentals that have been determined as illegal or unsafe.

All other faculty members who supervise activities or classroom activities where a student could sustain an injury from the activity, will also conduct a class on the dangers and the safety precautions to be used during the activity or classroom sessions.

SCHOOL BOARD POLICIES

School Board policies are made available to the staff and to the public. Employees shall become familiar with Board policies. Please direct any questions about Board policy to the Superintendent.

SCHOOL LUNCH

School employees are strongly encouraged to utilize payroll deduction to pay for school lunches purchased by themselves and or members of their family. This ensures convenience for employees and timely payment of lunch bills to the school. Lunches must be paid for in advance. The school will not charge meals to employees or students with negative lunch account balances.

STUDENT CONDUCT

A student handbook will be used to familiarize students and parents or guardians with the school's practices and procedures. Students will be given a copy of the handbook, which will explain general regulations and requirements.

Students are expected to act, dress, and conduct themselves in the school building and at school sponsored events, in such a fashion that their behavior and dress will reflect favorably on the individual and on the school, will show consideration to fellow students, and will create a harmonious school atmosphere. All students must recognize their individual responsibilities and obligations, and discharge them in accordance with the school regulations.

All staff members are responsible for overseeing the conduct of students, both during school hours and at school sponsored events. In each instance in which an employee acts to help a student conduct him/herself properly, emphasis shall be placed upon the growth of the student and the ability to discipline him/herself.

SCHOOL KEYS

No key is to be duplicated without the Superintendent's written permission. **DO NOT GIVE YOUR KEYS TO ANY ONE ELSE TO USE.** Prior arrangements must be made if student managers use your keys. Staff members may be required to pay for the cost of lock/key replacement in the event that the staff member's keys are lost, misplaced, or stolen.

SCHOOL RESOURCE OFFICER (WHEN APPLICABLE)

In partnership with the City of Bayard the school district has access to the services of a School Resource Officer (SRO). As per agreement with the City of Bayard, the duties of the school resource officer shall be as follows:

- a. Act as a resource to prevent delinquency and truancy.
- b. Provide guidance on ethical issues in classroom settings.
- c. Provide individual counseling for students.
- d. Explain law enforcement's role in society to students.
- e. Demonstrate the concern of the Bayard Police Department for youth.
- f. Provide safety and security for the school campuses.
- g. Create goodwill and increase the understanding of law enforcement within the school environment.

- h. Strengthen student and police relationships.
- i. Provide a forum where police, students, parents and faculty become acquainted and earn mutual respect.
- j. Open lines of communication between public agencies and youth in the community.
- k. Provide enforcement of all appropriate state statutes and city ordinances.
- l. Assist instructors from time to time with reference to law enforcement related curriculum.

The school resource officer shall have no responsibility concerning enforcement of school codes of conduct or school administrative decisions involving student misconduct.

Teachers are encouraged to invite the school resource officer to help with instruction when the curriculum is aligned to the skills and knowledge of the officer. School employees are not to ask the school resource officer to “cover a class” and need to be present in the classroom for the duration of instructional sessions provided by the school resource officer.

SOCIAL ACTIVITIES

The class sponsor shall be responsible for the approval or disapproval and scheduling of the (7-12) social activities of classes and organizations with the scope of the regulations with the final decision resting with the administration.

School activities shall close at 12:00 midnight with the exception of Homecoming Dance and Junior Senior Prom which shall close at 1:00 a.m.

School activities shall not be permitted on Sunday unless religious in nature as they apply to the school. This includes practice for any activity. Practices are permitted on Sundays before district competition per NSAA rules.

School activities will not be permitted after 5:30 p.m. on Wednesday evening. Buildings must be cleared by 6:00 p.m.

SPONSOR/CHAPERONE DUTIES

Most employees, in addition to their regular assignments, are asked to sponsor a class or organization.

At the first meeting of the year, students in each class or organization should elect officers, and determine projected plans for activities and fund raising activities. Projects must be approved by the principal and scheduled by the activity director to avoid conflicts with other organizations and competition with local businesses. Parliamentary Procedure will be used in all class meetings.

If a project involves the use of the cafeteria and/or kitchen, the head cook must be consulted. If a cook needs to be present at the project, the organizer will be billed for that individual's time. If a janitor is asked to do the cleaning, make prior arrangements and be prepared to pay that individual for the services.

The sponsor is responsible for the financial records for each class or organization. They should review the records with the treasurer of the organization and the district bookkeeper at least once a month.

No students are to be in the building during a project or event unless a sponsor is present. Sponsors should check to see that lights are off and doors locked when they leave. The facilities should be left in a clean condition.

No organization is to meet at the school or any other location for any purpose without prior clearance from the principal. Sponsors are also to be aware that any money earned from fundraisers is to be used to benefit the school or community or for a growth experience. Using the school's name to raise money for a party is prohibited.

STAFF DRESS

School employees should be conscious of the importance of attractiveness, appropriateness, and neatness in dress and grooming. Set a positive example about the importance of school.

STAFF WELLNESS

Bayard Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Staff members are expected to serve as role models for students in the area of wellness. BPS staff members are encouraged to serve as healthy role models for students.

STUDENT DRESS CODE

The school administration and teachers encourage everyone to behave and dress in a fashion reflecting good taste and in a style appropriate for a school day or school activity. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others.

Student dress and personal appearance that disrupts or distracts from the educational environment of the school, is offensive, in violation of any statute, or is a health or safety hazard is not acceptable and is not permitted.

Examples of inappropriate dress: midriff blouses; low cut blouses; hats; caps; headbands; chains or straps on pants; articles displaying obscene or vulgar writing or symbols; articles displaying tobacco, alcohol, or drug advertisement; jewelry with potentially harmful accessories; any clothing in reference to membership in gangs: bandanna; sagging clothes; or tagging with gang signs or letters. Any type of shorts worn to school will reach to the middle of the thigh. Shoes and socks must be worn.

School employees will send students to the office, or notify the office, if a student's clothing or dress is questionable. The final decision will rest with the administration.

If students are participating in extra-curricular activities or school-sponsored activities, their dress or appearance will be the responsibility of the coach or sponsors.

STUDENT ERRANDS

Students are not to be sent on errands during the school hours unless by permission of the principal. Students are entrusted to our care, therefore, it is essential that we know where they are at all times. Notify the principal well in advance when you desire to go with your groups during school time on class trips.

STUDENT HANDBOOK

All staff members should be familiar with and know the student handbook, encouraging students to know and follow its guidelines and regulations, too.

SUMMER BUILDING ACCESS

In order to provide a safe and efficient process for summer custodial and maintenance services staff members are encouraged to plan on the school buildings being closed during the month of July. Additional closures are possible as circumstances may dictate throughout the summer and during breaks in the school term. Staff members are encouraged to have any summer work completed by the end of June and to plan on access to the school buildings for the next year at the beginning of August.

SUPERVISION OF STUDENTS

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the following:

Proper Supervision

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

Proper Instructions

1. 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.

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

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:

1. Student fight
2. Student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not be immediately located, call 911 if the problem appears to be of immediate and serious concern
3. Reported incident or a suspicion that a student has a weapon or other dangerous item(s), drugs, alcohol, or other illegal substances
4. Presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

School staff members should notify the school principal of any situation in which a student is suspected of having an item in violation of school rules. School staff members are not to conduct searches of students or their belongings unless authorized to do so for a specific situation by the school administration.

Student Rights

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

WORK ROOM

The work room is to be kept as neat as possible. Avoid discussing individual students in the workroom. Additionally, ensure that communications in the work room are positive and conducive to a productive and effective school climate. Parents and community members often form impressions of our schools based upon the professionalism exhibited in the school offices and in the work room and break room. Your assistance in this is greatly appreciated.

TELEPHONE

School employees are welcome to use the school telephone. The school telephones are not to be used for personal long distance calls. School telephones are tax exempt and are to be

used for official school business only. School employees who have student supervision responsibilities **will not** be called to the telephone except in case of emergency.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video cameras on Bayard 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; and to further the educational process. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Teachers may videotape instruction and other classroom activities to make available to students who were absent or who would like to otherwise review such content.

VISITORS

All visitors are to be directed to the principal's office. This is for the preservation of classroom order as well as to protect students and staff.

Parental interest and concern should be welcomed. However, if a visitation becomes hostile, a teacher or an administrator should be present. Students and school employees are not to open any doors for non-school personnel, as visitors must enter through the main doors to the building and check-in at the office. School employees have the responsibility and the right to question visitors in the building.

WORK AREA SAFETY AND ACCIDENT REPORTING

All employees share in the responsibility for maintaining a safe and healthy school environment. All staff members shall avail themselves of every possible opportunity to instruct students in the safe use and handling of any school property or equipment that could cause injury to students or school personnel. Any unsafe or unhealthy conditions in the immediate work area, building, or on the school campus should be reported immediately to the school principal. In the event of an accident to an employee, student, or visitor, the safety and care of the injured individual should be of primary concern. A written report of the incident should be made to the principal within 24 hours, if not sooner. An incident which requires the attention of medical personnel and any other incident deemed important by the principal, should be reported to the superintendent of schools.

Instructors or sponsors of groups using laboratories, including science, art or shop areas will be responsible for seeing that individuals or groups working with the following materials or in the following areas will wear the appropriate eye and/or face protection or other protective gear deemed appropriate:

1. Hot molten materials.
2. Heat treatment, tempering, or kiln firing of any metal or other materials.
3. Milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials.
4. Gas or electric arc welding or other welding processes.

5. Repair or servicing of any vehicles.
6. Caustic or explosive materials.
7. Hot liquids or solids, injurious radiation or other hazardous materials.

“WORK FROM HOME” EXPECTATIONS

In the event work from home is needed, (such as during a pandemic or due to other circumstances, the district may employ personnel in work from home. It is essential that remote staff members understand the District’s expectations for those staff members while they are “on duty.” When work from home is authorized, the following expectations apply to all staff members working remotely during the workday and during working hours:

1. If a staff member will appear via videoconference (such as Zoom), the staff member must be dressed professionally and in the same manner expected as if the staff member reported to work in-person. A staff member appearing by videoconference is expected to minimize background noise (such as a dog barking) that may interfere with the communication, and be in a professional setting (such as at a table or in a home office—not in bed).
2. Staff members should respond promptly to school-related communications. “Promptly” will depend on the context but, as a general matter, staff members who are not teachers will be expected to respond to phone calls within 15 minutes of receiving such calls. Teachers who receive a phone call or other school-related communication (such as an email) will be expected to respond after their teaching assignments, but not later than the end of the workday. We understand that staff members may be engaged during the workday with webinars, teaching, holding office hours, talking with colleagues or parents, and so forth. As such, each staff member’s situation will depend on the circumstances. However, generally, all staff members (including teachers) are expected to be checking their phone and email during the workday and responding in a timely manner. The intent of this rule is to ensure that no staff member who is being paid during working hours is misusing worktime by not working.
3. During working hours, all staff members are bound by the same computer and Internet expectations as if they were in the physical classroom. This expectation includes not watching shows or movies, shopping for personal items, browsing social media, and so forth. Staff members who use District-owned devices may be subject to a search of their Internet browsing history. Staff members’ District-owned email accounts may also be searched. We would prefer not to have to use these options, so please use work time for work purposes only.
4. All staff members continue to be bound by the applicable professional boundaries policy and/or rules. Staff members will not communicate directly with students via texting, social media or one-on-one Zoom sessions, unless the staff member has received approval in advance from a school administrator.
5. Hourly staff members must keep track of their work time. Hourly staff members must receive prior approval from their immediate supervisor before working overtime. The District may review each hourly staff member’s Internet browsing history and/or email history to determine whether a staff member was working during their claimed

work time. Hourly staff members must keep current a detailed log of the time they spent on work-related items and the time that they spent working on such items.

6. All staff members must communicate in a professional manner. Although much communication may be accomplished via electronic means, all staff members need to remember that communications should be professional and avoid inappropriate or vulgar language.
7. Staff members should refrain from communicating with each other about non-school business during the workday. For instance, calling or emailing other staff members during worktime to gossip is not an appropriate use of the workday.
8. Staff members should coordinate with their immediate supervisor on clock-in/clock-out procedures so that your immediate supervisor ensures that you are working that workday. If you need to miss work during a workday, you must contact your immediate supervisor as soon as practicable.
9. Each staff member's duty hours will be determined by each staff member's immediate supervisor. As a result, staff members are expected to maintain regular communication with their immediate supervisor about the upcoming workweek.
10. Staff members will comply with the recommendations of the Instructional Technology Coordinator with regards to secure technology arrangements.
11. Staff members are expected to follow all other directives from their supervisors in a positive and professional manner.
12. A staff member who repeatedly violates these expectations may be subject to discipline.
13. All other provisions of board policy and the staff handbook remain in effect.

If a staff member has any questions or needs clarification, they should contact their supervisor in advance for clarification. Please know that these expectations are subject to change and may be modified by the Superintendent or Superintendent's designee.

SELECTED BOARD POLICIES

POLICY NO. 4105

Page 1

REPORTING Child Abuse OR NEGLECT

It is mandatory that every employee of Bayard Public Schools report child abuse and neglect as set forth in this policy.

A. Child Abuse or Neglect Defined

As used herein, “child 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.

The foregoing definition shall apply regardless of whether the perpetrator or perpetrators are student(s), school employee(s), the child’s parent(s), or any other person.

B. Reporting

1. **Mandatory Employee Reporting to Law Enforcement:** If any school employee has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, then the employee shall immediately report such incident to the Bayard Police Department, the Morrill County Sheriff’s Department, the Nebraska State Patrol, or the Nebraska Department of Health and Human Services.
2. **Substance of Report:** A report to a proper law enforcement agency or the Department of Health and Human Services may be made orally by telephone with the caller giving his or her name and address and shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the reporter may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators.
3. **Reporting to Principal:** After an employee makes an oral report as set forth above, the employee shall immediately notify a principal of the report. The employee shall then, within 24 hours, draft a written

report as required above and provide the written report to a principal. The principal shall include in the report any additional information known by the principal and submit the form to the proper law enforcement agency or the Department of Health and Human Services. The principal shall also provide a copy of the report to the Superintendent of Schools. If there is no principal available within 24 hours, then the employee shall provide his or her report directly to the proper law enforcement agency or the Department of Health and Human Services and provide a copy of the report to the Superintendent.

4. **Uncertainty.** *Any uncertainty as to whether reasonable cause exists shall be resolved in favor of making a report to the proper law enforcement agency or the Department of Health and Human Services.* An employee is not obligated to “prove” that child abuse or neglect has occurred or could occur. Having reasonable cause to believe could include having information as minor as an allegation. Employees should not take it upon themselves to investigate the case or contact the family of the child. Law enforcement and the Department of Health and Human Services are responsible for investigating.
5. **Record Keeping.** All employees shall keep written records of information obtained and reports made pursuant hereto.
6. **No Retaliation.** No employee shall be retaliated against for making a report hereunder.
7. **Immunity.** Any employee making a report under this policy is immune from civil or criminal liability, except for in the case of making maliciously false statements.

Legal Reference: Neb. Rev. Stat. 28-710 *et seq.*

Adopted: 8-11-86

Reviewed: 5-10-10

Revised: 1-9-12; 11-11-13

RESTRAINT AND SECLUSION

Restraint and seclusion (as further described in this policy) are behavioral and/or safety interventions and shall only be used in accordance with this policy.

1. General Guidelines

- A. Restraint and/or seclusion should not be used as a first method of safety intervention, except in emergency situations. When used as a safety intervention, other de-escalation efforts such as voice commands should be used prior to using restraint or seclusion.
- B. Restraint and/or seclusion shall never be used as a form of discipline or for retaliation or convenience.
- C. Restraint or seclusion should only be used when and to the extent reasonably necessary to maintain order or prevent a student from causing physical harm to himself or herself or others.
- D. School personnel shall continuously monitor a student's status during periods of restraint or seclusion.
- E. This policy does not apply to physical interventions which a student's health care provider has indicated are medically necessary for the treatment or protection of the student.
- F. Nothing in this policy shall prevent a staff member from using restraint and seclusion as provided for in a student's IEP, 504 plan, or behavior intervention plan.
- G. If a student develops a pattern of behavior which requires or is anticipated to require a recurring pattern of restraint and/or seclusion, the school should conduct a functional behavioral assessment or call a meeting of the student's IEP team to develop or revise a plan to reduce or eliminate the need for restraint or seclusion.
- H. Nothing in this policy shall allow a staff member to use restraint or seclusion which is unreasonable in duration and/or intensity considering the circumstances and school administration shall at all times maintain the authority to discipline a staff member if the administration deems unreasonable the staff member's use of restraint or seclusion.

2. Restraint

- A. Physical Restraint. Physical restraint means the use of physical force to restrict significantly the student's movement. The following circumstances are examples when physical restraint is appropriate:
 - A. To obtain possession of weapons or other dangerous objects.
 - B. To prevent or break up a fight.
 - C. As self-defense or in defense of others.
 - D. To escort a student from one area to another in the interest of safety or to maintain order.

- E. To calm or comfort a student.
- F. To prevent self-injurious behavior.
- G. As reasonably necessary to prevent imminent, severe destruction to school or another person's property.

B. Mechanical Restraint.

- i. Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.
- ii. Mechanical restraints do not include adaptive or protective devices used as recommended by the student's health care provider or safety equipment used as intended by the general population (e.g. seatbelts).
- iii. Mechanical restraints should only be used in the case of an emergency to prevent imminent danger to the student or others when physical restraint or seclusion would not be effective or is not possible.

C. Chemical Restraint.

- i. Chemical restraint is the administration of medication for the purpose of restraint.
- ii. Chemical restraint does not include medication as prescribed by and administered in accordance with the student's health care provider.
- iii. Chemical restraints of students are not permissible under any circumstances.

3. Seclusion

A. Definition. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from or incapable of leaving. Behavior interventions and/or disciplinary methods which do not restrict the student's physical movement or ability to leave are not considered to be seclusion. Examples of behavior interventions and/or disciplinary methods which are not considered seclusion are as follows:

- i. Timeout: Timeout means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- ii. In-school suspension.

iii. Detention.

- B. When Permissible. Seclusion is only appropriate when a student is displaying physical behavior that presents a risk of injury to the student or others and the threat could be diminished if the student is secluded in a safe environment. Seclusion should only be employed as a last resort after other methods of intervention have been attempted without success or would be inappropriate under the circumstances. Seclusion is inappropriate for students who are severely self-injurious or suicidal.
- C. Duration. Seclusion should only be used as long as necessary to present the risk of injury.
- D. Supervision/Observation. When a student is secluded a staff member or the school's resource officer shall continually monitor and supervise the student and shall immediately notify an administrator as to where and why the student is being secluded. The staff member monitoring the student in seclusion should document all observations.
- E. Area of Seclusion. A student in seclusion must be able to exit the room or area if the supervising adult becomes incapacitated or leaves the area. The room or area used for seclusion must have adequate space, lighting, ventilation, heating/cooling for the safety of the student and must be free of objects that could be harmfully used by the student.

4. Documentation/Notices

- A. Reporting. A Restraint or Seclusion Report must be completed for each incident of restraint or seclusion and shall include:
- Name of the student
 - Name of the staff member(s) administering the restraint or seclusion;
 - Date of the incident and the time the restraint or seclusion began and ended;
 - Location of the restraint or seclusion;
 - A description of the restraint or seclusion;
 - A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - A description of the behavior that prompted the use of restraint or seclusion;
 - Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
 - Information documenting parent contact and notification.
- B. Notice to Administrators. The building principal and Superintendent shall be notified of the restraint and seclusion incident as soon as possible.

- C. Notice to Parents. The building principal, Superintendent, or their designee shall attempt to notify the student's parent or guardian of the restraint or seclusion incident as soon as possible after it commences.
- D. Written Report to Parents. Within a reasonable period of time not to exceed 30 days after the incident, building principal or Superintendent shall also provide the parent or guardian with a written incident report. This report must include the following:
 - i. the date, time of day, location, duration, and description of the incident and interventions;
 - ii. the events or events that led up to the incident;
 - iii. the nature and extent of any injury to the student; and
 - iv. the name of a school employee the parent or guardian can contact regarding the incident.

5. **Training.**

- A. Distribution of Policy. This policy shall be distributed to staff members on an annual basis.
- B. Staff Training. Staff members who are reasonably anticipated to use restraint and/or seclusion on a regular basis shall be trained in the proper and safe use of restraint and seclusion.

Adopted: 3-12-12
Revised: 10-9-17

DRUG FREE SCHOOL AND COMMUNITY POLICY

Bayard Public School District is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of the school's activities shall mean, but not be limited to the following:

1. The unlawful possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of the school's activities.

As used herein, the term "school premises" shall mean any property owned, or in the other manner under the control of the Board of Education of the District.

As used herein, the phrase "as a part of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the District when supervising students or students are present.

PROCEDURES

1. All employees and each new employee will receive a copy of this policy.
2. Each employee 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 #4109), 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, C.F.R., Part 86, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may be the District's receipt of federal funds in jeopardy

DRUG FREE SCHOOL AND COMMUNITY POLICY

3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his/her designee at the time this policy is distributed to the employee. If no questions is directed by an employee to the Superintendent of Schools or his/her designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his/her designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees 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 employee. The Superintendent or his/her designee shall maintain a list of such available services and shall from time to time update such list.
5. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
 - a. An oral reprimand.
 - b. A written reprimand.
 - c. Suspension with pay.
 - d. Suspension without pay.
 - e. Termination of employment.
 - f. Cancellation of employment.
 - g. Non-renewal of employment.
 - h. Referral to appropriate authorities for criminal prosecution.
 - i. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment by the District.
 - j. Mandatory enrollment in any training programs that are may be provided by the District or others relating to any of the activities prohibited by this policy.
6. Disciplinary action sought to be imposed by the Superintendent or his/her 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 employee beyond that required by law and the manner in which each case shall be handled in the sole discretion of the Superintendent or his/her Designee subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.

DRUG FREE SCHOOL AND COMMUNITY POLICY

7. Conviction of an employee 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, an employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, 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.
8. 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 an employee as referred to in the immediately preceding paragraph, the District, by and through its Superintendent or his/her designee may require the employee 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 his/her designee has written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his/her designee in his/her sole discretion may require the employee to enroll such aftercare program and to participate in a manner satisfactory to the provider of such aftercare program. The Superintendent or his/her designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his/her designee. The Superintendent or his/her designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

Adopted: 8-13-90

POLICY NO. 4115

EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS DEVICES

The Board recognizes that employees may carry electronic communications devices and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent.

Visible possession of all cell phones is prohibited in any area where there is an expectation of privacy.

Adopted: 4-10-2006

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS

All employees (which for purposes of this policy includes student teachers and interns) 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 which the board deems unacceptable and 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, social networking sites, or any other type of personal communication system to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- 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 topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.

- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
-
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- 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 Superintendent or other administrator

immediately.

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.

Each school year, all employees shall sign a certification verifying that this policy was received and understood.

Legal Reference: LB 1080 (2020)

Adopted: 10-12-09

Revised: 1-11-21

Reviewed: 5-10-10

Network Acceptable Use and Internet Safety Policy

Bayard Public Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Bayard Public Schools encourages the responsible use of computers; computer networks (including the Internet), and other electronic resources in support of the mission and goals of the Bayard Public Schools.

It is the policy of Bayard Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA).

It is the policy of the Bayard Public Schools to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bayard Public Schools recognizes its legal and ethical obligation to protect the well-being of students in its charge.

The following uses of school-provided electronic resources, including Internet and e-mail, are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission; and

- g. to distribute or forward “chain letters” via email.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Students may...

- Design and post web pages and other material from school resources.
- Use direct communications such as e-mail, online chat, or instant messaging with a teacher's permission.
- Use the resources for any educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Enforcement of Policy:

- 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 Children's Internet Protection Act, 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 for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

- A Bayard Public Schools staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access.
- Bayard Public Schools staff will monitor students' use of the Internet by either direct supervision or by monitoring Internet use history to ensure enforcement of policy.

COPPA Notification Statement

Dear parents/legal guardians of school-aged children under the age of 13,

Our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. These include Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and similar educational programs. A list of the possible sites and programs used in our classrooms with the privacy policy for each can be found on our district website's Instructional Technology page. Web-based educational programs and services may be added during the upcoming academic year as needed.

In order for our students to use these programs and services, certain personal identifying information - generally the student's name and school email address - must be provided to the website operator. By law, the operator may only use this information for educational purposes. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits districts/schools such as ours to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the website operator.

For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

Inappropriate Network Usage: To the extent practical, steps shall be taken to promote the safety and security of users of Bayard Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, 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.

Education, Supervision and Monitoring: It shall be the responsibility of all members of Bayard Public Schools staff to educate, supervise and monitor appropriate usage of the online

computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Bayard Public Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

Disclaimers:

- Bayard Public Schools and its individual schools, administrators, faculty, and staff thereof, make no warranties of any kind for the service provided and will not be held responsible for any damage suffered by users. This includes the loss of data resulting from delays, non-deliveries, and intrusion by computer virus, or service interruption.
- Use of any information obtained via network access is at the risk of the user, and Bayard Public Schools specifically denies any responsibility for the accuracy or quality of the information obtained.
- Bayard Public Schools cannot guarantee complete protection from inappropriate material. Furthermore, it is impossible for the district or content filter to reflect each individual or family's opinions of what constitutes "inappropriate material." If a student mistakenly accesses inappropriate information, he/she should immediately notify a district staff member.
- Bayard Public Schools is not liable for an individual's inappropriate use of district's electronic communications systems or violations of copyright restrictions or other laws, or other costs incurred by users through use of Bayard Public Schools' electronic communication systems.
- The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communication systems.

CIPA Definition of Terms:

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **Obscene**, as that term is defined in section 1460 of title 18, United States Code;
2. **Child Pornography**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

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.

Sexual Act; Sexual Contact: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Bayard Public Schools
Network Acceptable Use and Internet Safety Policy
Employee's Agreement

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain or retain access to the Bayard Public Schools computer network systems, I must sign and submit this form as directed. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I as a staff member agree to abide by the rules and standards addressed in this policy as it pertains to me and to help ensure that students also abide by these rules and standards as well. I understand that this agreement will be in effect for the duration of my employment with the district or until the policy is revised.

(Printed) Staff Member Name _____

Staff Member Signature _____

Date _____

Bayard Public Schools**Network Acceptable Use and Internet Safety Policy****Student's Agreement**

By signing this form, I acknowledge receipt of, understand, and agree to abide by the rules and standards set forth in the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that to gain access to the Bayard Public Schools computer network systems, I must return this form signed by me and my parent or legal guardian. I further understand that any violation of the Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary and/or appropriate legal action may be taken. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Student Name _____

Student Signature _____

Date _____

Bayard Public Schools

Network Acceptable Use and Internet Safety Policy

Parent or Legal Guardian's Agreement

I have read, understand, and agree with the Bayard Public Schools Network Acceptable Use and Internet Safety Policy. I understand that by signing this form I give permission for Bayard Public Schools to grant access to district electronic communication systems, including the Internet. I understand that this access is designed for educational purposes. I understand that Bayard Public Schools has taken reasonable precautions to eliminate access to inappropriate material and I will not hold the district or staff members responsible if inappropriate material is inadvertently accessed. I understand that this agreement will be in effect for one school year and must be re-signed in subsequent years.

Teachers or media specialists who are exploring digital content with a class do not need special parental permission for such activity if the teacher or media specialist is in control of the navigation to known educational sites. A student accessing digital content at the constant direction of the teacher is not working independently. This circumstance does not require special parental permission. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

In addition, this form, when completed below and on file with the district, will constitute consent for our schools to provide personal identifying information for your child consisting of first name, last name, school email address and username (for educational use only) to the following web operators: Teach TCI, Big Ideas Math, Amplify Science, Google Apps for Education, Clever, Remind, MobyMax, Pearson, Khan Academy and to the operators of any additional web-based educational programs and services which our schools may add during the upcoming academic year.

(Printed) Parent Name _____

Parent Signature _____

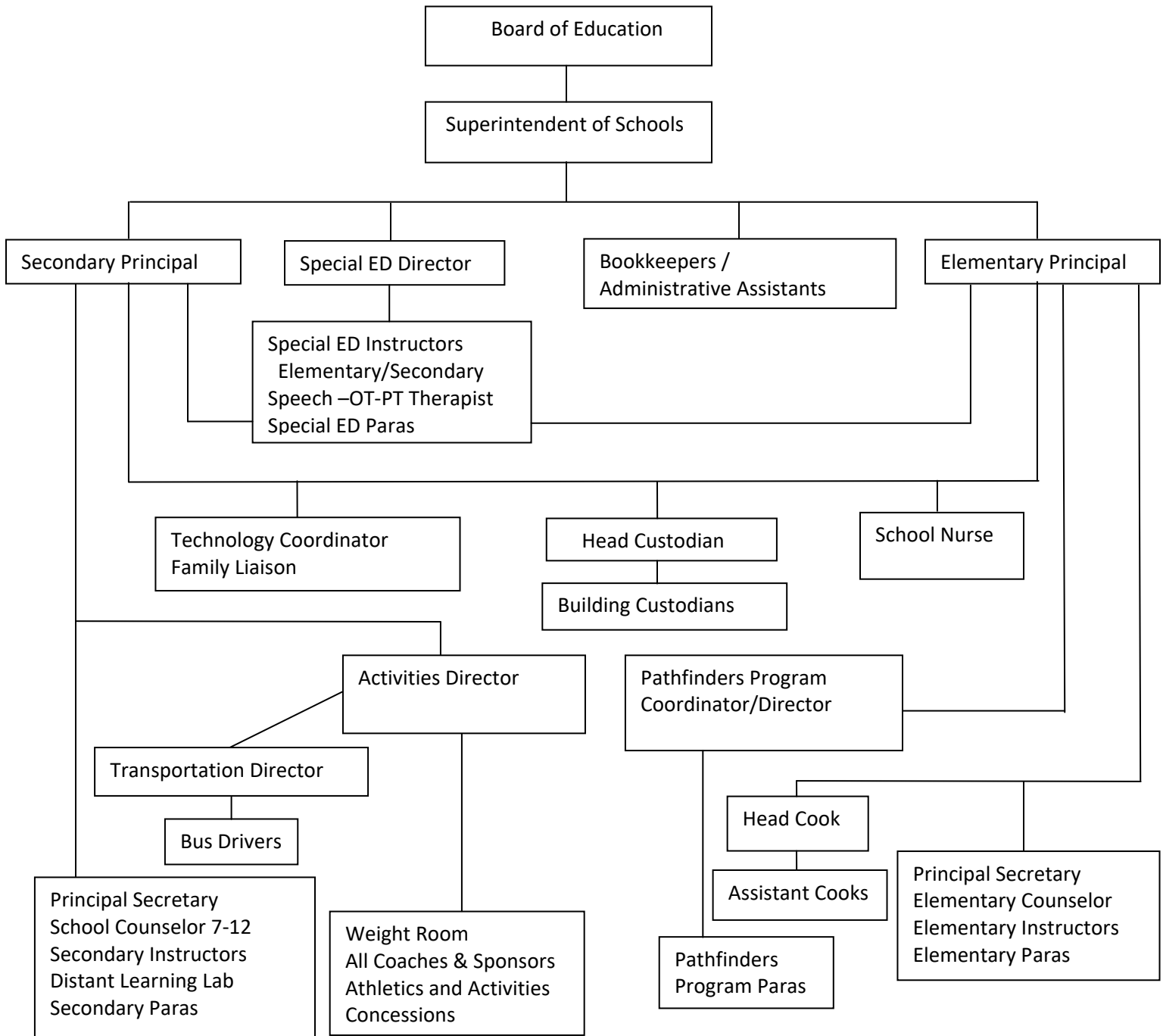
Date _____

Adopted: 2-10-97

Reviewed: 7-12-10

Revised: 6-11-12, 6-8-20

Appendix A
BAYARD PUBLIC SCHOOLS
Chain of Command



Revised May 2021

Appendix B
Sick Leave Bank Request Form
Bayard Public Schools
Guidelines and Limitations to the Use of the Sick Bank

Membership

Any employee wishing to be eligible to receive days from the sick leave bank must donate one full day of sick leave or PTO to the sick leave bank to initiate membership. Membership will be taken only during the first five days of a contracted year. The maximum number of days in the bank will not exceed 180 days for carryover. Donated days may not be withdrawn if membership is dropped. No bank member shall be required, for purposes of maintaining status as a member in the sick leave bank, to contribute more sick leave or PTO days than other members. Members may donate up to a total of 10 PTO or sick leave days at the beginning of the year. Members may donate more than one day at other times when needed, upon agreement of BEA Executive Committee and Superintendent. An employee or his/her designee must request leave from the bank by completing this form and submitting it to the Superintendent. Valid applications for sick bank leave will be acted upon by the BEA Executive Committee and the Superintendent. A majority agreement is needed for sick bank leave approval. Sick bank leave will be acted upon as needed throughout the year. Days requested from the sick bank will be considered in chronological order.

Guidelines and Limitations

___ A. Any member who has used up the entire amount of their accumulated PTO and sick days may request additional days of sick leave from the bank. Members must use all sick days, PTO, vacation, and personal days before requesting from the bank.

___ B. Days may be granted for such situations as extended personal illness, serious illness of a spouse or a child, unusual need for bereavement days, or emergency situations in the family.

___ C. The sick leave bank is not intended to cover routine appointments of a non emergency nature.

___ D. A maximum of 20 days may be used for normal pregnancy and delivery. Additional days for complicating conditions from pregnancy or childbirth may be covered under guideline letter B.

___ E. Employees are limited to a maximum of 30 days per year. The Committee and Superintendent reserve the right to allow additional days under extreme or unusual circumstances.

___ F. Employees eligible for or receiving workers compensation benefits for a work-related injury will not be able to draw days from the sick bank for absences due to such injury.

___ G. An employee must incur two absences per year without pay before being entitled to use of the sick leave bank. The committee reserves the right to waive this provision under extreme or unusual circumstances.

___ I. No employee who is eligible for or receiving long term disability benefits may receive days from the sick bank.

Dates Requested _____

State your reasons for the request. You should also attach supporting documentation for the dates requested.

By signing I certify that the above statements are true and I authorize the committee to check my history of sick bank leave requests.

Signature _____

Date _____

BAYARD SCHOOL SONG

We're here to boost you, Bayard High, here's to you.
The school we love the best of all.
Our colors proudly waving never fall,
We'll carry on and fight, fight, fight, forever more.
And when the victory you have won again,
We will salute your loyal men.
We'll rally 'round your colors, Bayard High,
And always FIGHT, FIGHT, FIGHT.



Bayard Public Schools Pathfinders Program

2021-2022

Handbook



Dear Parents, Families, and Community Members:

Welcome to the Pathfinders Afterschool Program at Bayard Public Schools!

The Pathfinders Program is a 21st Century Learning Center located at Bayard Elementary School. In partnership with the University of Nebraska Extension Center and Morrill County 4-H the program provides a high quality after school program that supports excellence for all participants.

The Pathfinders Program provides services to students Kindergarten through sixth grade, families, and community members as they work to achieve their greatest potential. Participants have the opportunity to engage in educational programming and productive behaviors that promote well-rounded development in academic, career, leadership, and life skills. This program promotes the development of the individual and the community as a whole.

This handbook is designed to give a helpful insight into the after school program offered by the Bayard Public Schools. It includes detailed information about after school program activities, procedures, and policies. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

The Pathfinders Program strives to provide an atmosphere where children can enjoy, grow, and learn. The staff welcomes suggestions and ideas that will help to make students' time at the after school program beneficial and rewarding. Parents are encouraged to share thoughts and ideas for the program with the Pathfinders staff.

Students in the Pathfinders Program are invited to strive for excellence and navigate individual paths to a successful future. Along the way, Pathfinders students are encouraged to be cognizant of the mission, vision, and core covenants of Bayard Public Schools.

Mission: *The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.*

Vision: *Bayard Public Schools will effectively provide and adapt its programs to meet the needs of its students, today and in the future.*

Core Covenants:

Focused on the Student

Positive Interactions and Relationships

Focus On Student Potential

Diverse Opportunities

Unconditional Acceptance

Attitude of Excellence

Act With Integrity

Expect To Be Great

Accept Daily Challenges & Setbacks

Think “Big Picture”

Community

Support Each Other

Set Aside Self For Benefit Of The Group

Respect Everyone

Be A Wing, Not A Weight

Tiger Way!

*Every Person, Every Day. It's a **FACT!***

**PATHFINDERS PROGRAM
HANDBOOK
2021-2022**

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the program director or the building principal.

APPLICATION/REGISTRATION:

- A. Forms are available on-line, in the elementary school office and at the end of this handbook. All students are accepted into the Pathfinders Program. If there is a problem or concern with the registration, we will work with you to find a solution. Please pay close attention to the medical information and emergency contacts. **We must be able to reach a parent or parent-designated person in case of an emergency.**
- B. All paperwork must be completed before a child may attend the after school program.

DROP-OFF and PICK-UP PROCEDURES:

- A. The Pathfinders Program begins when school is dismissed and ends promptly at 6:00 pm. Parents or parent-designated person may sign their student out at any time. Please arrange to pick up your child no later than 6:00 pm. If your child is not picked up, law enforcement will be called.
- B. Children should come to the designated location immediately upon dismissal from school in the Elementary Gym/Multi-Purpose Room. From time to time the Elementary Gym/Multi-Purpose Room may be used by other groups. When this occurs, the children will be directed to an alternative location in the school. Attendance will be taken promptly at 3:30 p.m by the Pathfinders Program staff.
- C. If you want your student to walk/bike home from the Pathfinders Program, please, indicate this on the enrollment form.
- D. For your child's safety NO CHILD will be released to any person other than their parent/guardian or parent-designated person. If a questionable situation arises staff may request identification for proper release of the student.
- E. The Pathfinders Program follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days.

- F. In the event we need to cancel the after school program parents will be notified in the same manner as for other school cancellations.
- G. A written, dated, and signed (by parent or legal guardian) note is needed to change parent designated pick up people or walking/biking permission.

PAYMENT:

- A. Bayard Public Schools and Pathfinders Program is proud to initially offer this program at no cost to our families and community members. Our program is fully funded through the Nebraska Department of Education's 21st Century Learning Centers Grant as well as through our partnership with the University of Nebraska Panhandle Research and Extension Center.

PROGRAM ACTIVITIES:

- A. Each day will include unstructured outdoor play, a healthy snack, a structured activity, supervised free time and homework time. These activities will be planned according to the age, interests, and number of participants. Extended learning opportunities are offered during the after school program.

GOALS OF PROGRAM:

- A. Improve student learning performance in one or more academic areas.
- B. Increase student leadership skills, social benefits and positive behavioral changes.
- C. Increase family and community engagement in supporting students' education.

STAFF AND PERSONNEL:

- A. Problems should first be directed to the Pathfinders Program director. The Pathfinders Program director and staff are directly responsible for the program. If a problem persists, contact the building principal.
- B. Staff members will be required to have current CPR and First Aid training.

VOLUNTEERING:

- A. We encourage all parents and community members to be involved in our program. If you are interested in volunteering or sponsoring one of our clubs please visit with the program director. All volunteers need to pick up and complete a volunteer application form in the elementary office.

WHAT NOT TO BRING:

- A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.
- B. The program and/or staff will not be responsible for the damage or loss of any items.

RULES OF CONDUCT/STUDENT EXPECTATIONS:

Pathfinders Program will incorporate the behavioral expectations of Bayard Elementary School's **ROARS** Program. Under the ROARS Program students are expected to engage in actions exemplifying **Respect, Ownership, Attitude, Responsibility and Safety.**

Respect

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

Ownership

- Accept responsibility and consequences for your actions
- Use an "I" message and say "I'm sorry" for your mistakes
- Participate
- Keep your school and work area clean and neat

Attitude

- Use kind words and actions towards others and self
- Have a “can do” attitude
- Believe in yourself
- Its ok to let adults be in charge
- Say please and thank you
- Be helpful
- Work Together
- Be a good sport
- Use a positive greeting either verbal or silent

Responsibility

- Be a good listener
- Set a good example for others
- Be on time
- Work hard and do your best
- Ask permission
- Make smart choices
- Immediately and accurately report problems

Safety

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

DISCIPLINE PROCEDURES:

- A. Infraction of the above rules will result in a referral and the parent will be notified. Severe misbehavior may result in exclusion from the program and additional student discipline sanctions in accordance with Board Policy and the Student/Parent Handbook.
- B. Once 3 referrals are received, the program director will meet with the parent. The student may be suspended from the program for 1 day or more.

- C. Subsequent referrals may result in additional days of suspension. As a general guideline, a 2nd suspension will be for 3 days.
- D. After two suspensions, if continued infractions occur, students may be excluded from the program for the safety of others. A meeting will occur with the program director, parent, and building principal.

**** Serious infraction will result in an automatic suspension or exclusion pending meeting with the parent, program director, and the building principal.

- A. Serious infraction may include – harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

PROBLEM SITUATIONS:

- A. Please let our staff know if your child is having a problem during the after school program. We will do our best to help your child get along, but we need to work together.
- B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

SUGGESTIONS:

- A. Please be sure all outerwear is marked with the child's name.
- B. Be sure your child/ren is dressed appropriately for outdoor play.
- C. Put any transportation changes in writing.
- D. Please put into writing any information that needs to be shared with the staff.
- E. If a child is ill, the child will not be allowed in the program.

PATHFINDERS PROGRAM CONTACT INFORMATION:

Bayard Elementary School
726 4th Avenue
P.O. Box 607
Bayard, NE 69334

For concerns about your child and/or questions about schedules, policies, or staffing, please call the Elementary School at **308-586-1211**.

To report an absence, a change of pickup information, or a pickup delay, please call **308-586-1211**.

COMMUNICATION:

Pathfinders Program maintains an open door policy. Please feel free to direct suggestions for programming, questions, or concerns related to the program to the program director at any time.

**PATHFINDERS- PARENT HANDBOOK RECEIPT
AND REGISTRATION FORM**

I, _____, have received the Pathfinders Program Handbook for the 2020-2021 school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt, my child and I agree to follow all school policies and Pathfinders program policies and rules of conduct. I understand that failure to abide by the expectations of the program may result in discipline including exclusion from the Pathfinders Program and additional discipline in accordance with the Bayard Public Schools Student/Parent Handbook.

I want my student included in any publicity that the Pathfinders Program may receive including Bayard Public School Website, social media, newspaper, and others.

_____ **YES** _____ **NO**

Parent/Guardian Signature: _____ Date: _____

Phone: Best contact number _____ Alternate number: _____

Address: _____

Emergency Contacts: _____

How will your child get home? Who can pick up your child?

Walk with _____

Ride with _____

Which days are your children attending Pathfinders Afterschool Program? (circle)

Child#1 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#2 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#3 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#4 _____ Varies Monday Tuesday Wednesday Thursday Friday

Child#5 _____ Varies Monday Tuesday Wednesday Thursday Friday

Comments (other information we should know):

Bayard Tiger Cub Preschool

Parent Handbook



2021-2022 School Year

Bayard Tiger Cub Preschool

A Collaboration between Bayard Public Schools & Educational Service Unit #13 Head Start

Bayard Tiger Cub Preschool is a partnership between Bayard Public Schools and Educational Service Unit #13 Head Start. Our aim is to provide a quality preschool experience for children in the community of Bayard.

Bayard Tiger Cub Preschool is governed by the Bayard Board of Education. The Bayard Tiger Cub Preschool follows all federal, state, and local regulations and the Head Start Performance Standards.

Administration

Bayard Public Schools

Superintendent	Dr. Travis Miller	586-1325
Elementary Principal & Preschool Director	Mr. Matt McLaughlin	586-1211
Special Ed Director	Mrs. Micki McKibbin	586-1700
Preschool Teacher	Mrs. Shawna Reish	586-1211

Bayard Tiger Cub Preschool

726 4th Ave.

Bayard, NE 69334

586-1211

Monday-Friday

Morning Session: 8:00 a.m. – 11:30 a.m.

Afternoon Session: 12:00 p.m. – 3:30 p.m.

Statement of Non-Discrimination

The Bayard Tiger Cub Preschool does not discriminate on the basis of race, color, national origin, gender, or handicap in admission or access to, or treatment, or employment of its programs or activities. The Bayard Tiger Cub Preschool complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts, or feel that you or your child has been discriminated against, please contact an administrator listed above.

Letter from the Teacher

Hello,

I would like to take this opportunity to welcome you to the Bayard Tiger Cub Preschool. I am excited to be a part of this collaboration and to be your child's teacher for the upcoming school year. I can't wait to meet each and every one of you.

I believe that learning happens best when children are actively involved and enthusiastic about what they are learning. My goal is to provide a preschool experience that will be both interesting and exciting for each child. There will be much to learn, share, and experience together. I also know that as parents you are your child's first and best teacher. You are as important to their success in education as any other part of the process. By working together, as parents and staff in our preschool, we can make this a wonderful experience for your child.

If you ever have any questions, suggestions, or concerns, please feel that you can always share them with me. I value you and your knowledge of your child and welcome any and all comments. I am looking forward to working with you and your child this year.

Sincerely,

Mrs. Shawna Reish

Enrollment

Priority enrollment selection criteria that have been adopted by the Board of Education are used to make enrollment decisions for the Bayard Tiger Cub Preschool.

Fees

The fees to attend Bayard Tiger Cub Preschool will be determined by the free and reduced lunch schedule.

When Children Qualify for	The Family Pays
Head Start	\$0.00*
Reduced/Free lunches	\$30.00/month*
Full Priced lunches	\$80.00/month*

*Meals and snacks are included in the monthly fees.

A payment agreement must be signed and followed for all paying students. Any non-payment of fees will be collected under school district Policy No. 5110.

Pick-Up/Drop-off Points

Please pick up and drop off preschool students at the front entrance of the building along the south side by the playground (726 4th Ave.). Parents/caregivers will need to sign in and out preschool students each day. These guidelines are established for student safety. Please use crosswalks when dropping off and picking up your child.

School Hours

The first preschool session begins at 8:00 A.M. Monday – Friday and ends at 11:30 A.M. The second preschool session will begin at 12:00 P.M. and end at 3:30 P.M. We ask that students not come to school before 7:55 A.M. unless they are engaged in a special, supervised activity. We ask that your child is picked up by 3:35 P.M.

PLAYGROUNDS ARE NOT SUPERVISED BEFORE 8:00 A.M. AND AFTER SCHOOL. PLEASE DO NOT LEAVE YOUR PRESCHOOL STUDENT UNATTENDED.

Meals and Snacks

Students in the morning preschool session will be offered breakfast and a morning snack. Students in the afternoon session of the preschool will be offered lunch and an afternoon snack.

Checking Your Child's Backpack

Please check your child's backpack every night. They are excited about their work at this age and will be excited to share it with you. This is the best way for me to communicate with you. Also, please make sure that they have a backpack daily to carry their work home.

Parent Engagement

The Bayard Tiger Cub Preschool is founded on the belief that a child's parents will make a lifelong impact on a child's desire to learn, view of the world, and self-esteem. Tiger Cub Preschool provides parents with a variety of opportunities for positive involvement in their child's education, including opportunities for decision-making within the program. Each parent chooses to participate in activities that fit individual needs, schedules and interests. The classroom setting is age appropriate for all enrolled children, and focuses on the individual needs of each child. Our priority is to partner with parents in order to provide the highest quality of services to children.

Parent Visitations

Parents are encouraged to visit children's classrooms at any time. **PARENT VISITS WITH THE EXCEPTION OF SCHOOL PARTIES, ARE LIMITED TO 30 MINUTES PER VISIT.** If you wish to confer with a teacher, please arrange for an appointment at a time outside regular class hours. All visitors must report to the school office before going to the classroom.

Center Meal Policy for Volunteers

Bayard Tiger Cub Preschool welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Each preschool class can serve meals to

an average of two volunteers per day. By notifying the teacher and adding your name to the preschool calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Addressing Concerns

We try hard to meet the needs of each child and family. We strive to work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure:

1. Please contact the teacher and visit with her about your questions and concerns.
2. General questions – ask your preschool teacher or family advocate.
3. Speak with the building principal
4. If you need further assistance, please contact Bayard Public Schools Superintendent.

When concerns arise, both staff and parents are better able to work together when they keep from looking at the situation with an “us against them” frame of mind. Instead of making assumptions, we all need to ask questions for more information. When learning more about our program, you will find that behind most of our decisions there are Performance Standards or licensing rules that we must follow. By viewing each other as teammates, we can positively resolve any problem that comes our way for the benefit of the program and more importantly for the benefit of the children we are all responsible for teaching.

Screening

One of our first opportunities to meet parents is at the preschool screening. This screening is required for all Head Start students, but is optional for all other students. As a parent, you have valuable information to share with us about your child and your family so that we can better serve you. Your preschool teacher will visit with you about the scheduled date and the specific time for you to come. You will meet one-on-one with several people as you move from table to table. You will be asked many questions including information about your child’s health history, things that your child likes to do, activities that you would like to volunteer for, topics of interest to you for further information, and your child’s favorite foods. The time needed to complete the screening is approximately 1½ hours. If your child has a special need, health condition, or food allergy, please let your preschool teacher know immediately and then share the information at the screening as well. We really appreciate your time

and patience in helping us gather important and required information. We'll see you there!

** If your child is enrolled AFTER the set screening dates have passed, you MUST complete orientation and screening paperwork BEFORE your child can begin attending classes.

Home Visits

Home visits are a requirement for the Bayard Tiger Cub Preschool. Tips for successful home visits are as follows:

Notify your teacher, Family Advocate or other visiting staff member of changes or cancellations of visits. If you are unable to keep a scheduled visit due to an emergency, please contact the expected staff member to cancel the visit. If you do not have a phone available, please leave a note on your door letting that person know your plan for contacting her/him, or note an alternative time when you will be available to meet.

Please notify your visiting staff member of any upcoming changes in your address or phone number.

Consider scheduling appointments for the same time of the day and same day of the week, making appointments easier to remember.

Home visits can take place in an alternate location.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

Family Gatherings

Parents of children enrolled in the Bayard Tiger Cub Preschool will have many opportunities during the year to get to know each other and to learn together. These activity-based gatherings include a snack, parent-child activities, leadership opportunities, potential outings, and/or craft projects. Input from parents about their interests will make these gatherings informative and fun.

- 1) Tiger Cub Preschool will provide opportunities for parents to attend four family gatherings during the year.
 - a) Preschool will use the Winter Celebration theme if parents wish a special event during the month of December.
 - b) Family Gatherings are to include a business meeting (usually no more than a 15-minute meeting is needed for business). Included in the Family Gathering will be a parent-child activity for you to enjoy as a family.
 - c) Families are encouraged to attend all Family Gatherings scheduled by their preschool Parent Group. Events are to include both parents and their children. A snack will be provided during your time together. This is your opportunity to

network with staff and parents. Please make the most of these opportunities.
d) Child care will be provided at all family gatherings.

- 2) The Bayard Tiger Cub Preschool will elect the following officers for their parent group:
 - a) Parent Group Chairperson
 - b) Parent Group Vice-Chairperson
 - c) Parent Group Secretary and Treasurer (may be two different offices)
 - d) Policy Council Representative
- 3) Policy Council Representatives are to be elected by October 15, so that they can receive training later that month. An alternative training may be offered in November for those unable to attend the October training depending on the need. The training is open to Parent Group Officers as well.

The responsibilities of each of the elected positions will be explained prior to elections.


Policy Council


Policy Council is a decision-making board that is similar to a school board. Members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent involvement in the decision making process.

1. Bayard Tiger Cub Preschool will be represented on Policy Council.
2. Our representative will attend monthly Policy Council meetings. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tiger Cub Preschool representative will report back at family gatherings about the Policy Council.






Volunteering

There are many opportunities for you to volunteer in the program, both in and out of the classroom, and during a variety of time frames. Volunteering is a great way to support the Bayard Tiger Cub Preschool program, and enhance your own learning and skills. Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with fieldtrips or special events, prepare classroom materials, and help with classroom repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

 Families are encouraged to provide volunteer service in or for the preschool at least once a month. Our goal is to have two parents volunteering in or outside of the classroom every day. Volunteering is not a requirement of your child's enrollment, but it is very beneficial to your child and yourself.

 While in the preschool classroom, a volunteer can participate in classroom

activities, observe children's interactions with others or assist with decorating bulletin boards or other tasks as needed by the teacher.

-  Volunteering for tasks outside of the preschool time is just as important and counts in the same way as volunteering during classroom time. If your schedule does not allow for much time during the day, please visit with the teacher for some ideas for volunteer service during other time frames.
-  Each time you volunteer, please sign the Volunteer Sheet provide by your classroom teacher. Remember to keep track of your volunteer hours at home and submit those as well. Recognition of volunteers is given throughout the year in a variety of ways for volunteer services.
-  Sign the classroom calendar to volunteer to help in the classroom, assist with field trips, assist with office work, etc.
-  Each classroom will be working on Community Projects during the year. If you enjoy leadership roles, please consider assisting with community projects. Leadership is also involved when serving as a Parent Group Officer or as a Policy Council Representative.
-  Let your opinion be known! As a Policy Council representative from your preschool you can speak for the parents and impact program operations.

Our preschool staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

EDUCATION

Bayard Tiger Cub Preschool uses the Creative Curriculum along with the Teaching Strategies Gold Assessment. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

The objectives for children and/or parents in our program are:

- To develop a positive self-image.
- To learn how to get along with children of their own age.
- To shift gradually from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being
- To respect and care for our classroom
- To communicate his/her ideas to both adults and other children using words and expanded sentences
- To develop and coordinate large and small muscles.
- To apply knowledge or experiences to new situations

- To express themselves in a variety of creative areas including art, dramatic, music & literature.
- To develop visual perception and auditory discrimination skills
- To enjoy and value reading
- To demonstrate knowledge of the alphabet
- To understand the purpose of writing
- To be excited about learning
- TO HAVE FUN AND MUCH, MUCH MORE!!!!

Bayard Tiger Cub Preschool provides the following educational services to all families:

- All families will be offered home visits throughout the year.
- All families will have the opportunity to attend 2 parent/teacher conferences a year.
- The Ages and Stages Screening Tool is administered to all children after entering the program
- An individual ongoing assessment for each child will be used

Although home visits and parent/teacher conferences are set up for parent and teacher communication, feel free to contact the teacher as needed.

7 Ways Parents Can Help in Their Child’s Educational Experience

1. Volunteer in the classroom or with special projects
2. Give input into curriculum and lesson plans.
3. Share your culture and family traditions.
4. Help with activities such as field trips, celebrations and special events.
5. TALK with your child about his/her experiences at preschool
6. Read to your child at least 15 minutes daily
7. Make sure that your child gets enough sleep and is physically ready to learn.

Celebration Policy

The Bayard Tiger Cub Preschool program believes that all families are unique and that their beliefs and culture should be respected. Keeping this in mind, the program has developed a policy for staff to use when working with children and families.

Guidelines:

1. Each parent will complete a parent questionnaire on what their beliefs are in regards to holidays/celebrations and how they would like them to be celebrated.
2. All families’ cultural and religious beliefs will be respected.
(All early childhood programs that receive public funding and/or are affiliated with any public organizations must comply with the First Amendment of the

Constitution of the United States, which guarantees the separation of church and state.)

3. All activities will be developmentally as well as age appropriate.
4. Activities will be based on children's interests.
5. All children will be able to participate in any activity that takes place in our program. Children will always be accepted.
6. Foods and snacks served will follow Performance Standard guidelines which state: all federal, state and local food sanitation and safety laws must be followed; foods are purchased only from licensed vendors and foods and beverages are high in nutrition and low in sugar, salt and fat.

Biting Policy

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. It is also not something to blame on children, parents, or teachers, and there are no quick and easy solutions to it. Children bite for a variety of reasons: simple sensory exploration, panic, crowding, seeking to be noticed, or intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Knowing that the effect of their biting will hurt another person is not yet a part of a child of the ages' mindset, so the "cause-effect" relationship is not internalized. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

Our policy for handling a biting incident is as follows:

The biter is immediately removed from the group with a firm NO. The bitten child is consoled and the bitten area washed with soap and water. If necessary, ice is applied to reduce any swelling or bruising. The biter is not allowed to return to play and is talked to on a level that he/she can understand, then redirected.

A written incident report is given to the parents of all children involved when they are picked up that day.

The name of the biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We look intensively at the context of each biting incident for pattern, in an effort to prevent further biting behavior. Staff will complete the "biting information form" and send to the Behavioral Health Coordinator. This information is used to look for a pattern and develop a prevention plan.

We work with each biting child on resolving conflict or frustration in an appropriate manner.

We try to adapt the environment and work with parents to reduce any child stress.

We make special efforts to protect potential victims.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child to that of other families.

Health Policies

When a student has a disease, illness or health condition, the chart below may be followed to determine when he/she may return to school:

Fever – temperature has been below 100 degrees for at least 24 hours

Vomiting/Diarrhea – last episode more than 24 hours previous to return, and student is eating normally

Chicken Pox – when all scabs have dried up or disappeared

Pink Eye – 24 hours after antibiotic started, and no more drainage

Impetigo – 24 hours after antibiotic started, and sores are decreasing in size

Ringworm – must remain out of school until under treatment

Head lice – after the hair is treated for lice, all nits (lice eggs) removed, and first cleaning completed. Students who have had lice will be checked for a minimum of 14 days after the first treatment.

If a student is absent due to illness or injury for more than five (5) consecutive days, a note from a physician stating the student's fitness to return to school is required.

If your child is ill, please keep them home.

Procedure in case of an accident or illness

1. The parents/guardians will be notified if the student needs to go home and/or a health care provider needs to be consulted. It is expected that the student will be picked up as quickly as possible.
2. Students needing to go home will be cared for and made as comfortable as possible until someone arrives to pick them up.
3. If necessary and circumstances warrant, the student will be taken to the hospital via the rescue squad. Attempts will be made to contact a parent/guardian prior to the student being transported.

Each family must complete an emergency card for office use to inform the school of how and who to contact in case of an emergency. **Parents/guardians are expected to update emergency cards annually and when changes occur.**

Students should not be sent to school and will be sent home if any of the following conditions exist.

1. Student has a temperature of 100 degrees or more.
2. Student is experiencing vomiting, severe headache or cough etc.
3. Student has a suspicious contagion, rash or discharge.

No student will be sent home until a parent, guardian, or responsible adult has been contacted.

Medications

Most medications, including those prescribed three times daily, are most safely and easily given at home. For those few students requiring medications during school hours, the physician and parent must complete the Bayard School Medication Permission Form. Medications will be given as ordered by the physician. Only FDA approved medications will be administered. Medication Permission Forms expire at the end of each school year or sooner, depending on the physician's order.

Medications must be in a pharmacy container labeled with the name of the student, medication, dose and frequency ordered, and the physician's name. When requested, most pharmacies will provide a second labeled bottle of medication to take to the school if needed.

The school can make no changes in the amount of medicine given or when the medicine is given, without a written order from the physician.

FAMILY SERVICES

Family Advocate Services

The Bayard Tiger Cub Preschool has been assigned a family advocate to work with Head Start families, or any that would like this service. Advocates are an additional resource for families and can be of assistance during times of family crisis. They will support you in setting and reaching family goals, will serve as a source of information on a wide variety of topics and can assist you in finding needed resources for your family. Family advocates generally visit with families at least three times per program year, but are available for additional home visits on an as needed basis. They can accompany you to other agencies as you seek resources. Advocates may provide transportation if the transportation is required to meet immediate basic needs including health needs. Your family advocate can be reached through your teacher.

Family Development Profile/Matrix

The purpose of the Family Development Profile/Matrix is to identify your family's strengths in a variety of areas as well as any needs that you may have. The Family Development Profile is used to assist families in setting goals and is completed in partnership with a family advocate. Families are able to use these tools for goal planning. Family and/or individual goals will be the focus, and family advocates will follow up throughout the year to encourage and support you in obtaining your goals.

Attendance Policy

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the classroom as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the classroom teacher if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extensive circumstances (like a death in the family).

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps

Unexcused absences are defined in the following ways: 1) No contact from parent regarding child's absence, 2) Parent indicated that the child "did not want to come to school today" 3) Child is brought to the center early or picked up late.

1. Phone contact by the teacher is required following the first unexcused absence.
2. A home visit by the family advocate is required following the third unexcused absence to understand the reason for the absences and to discuss the attendance policy if needed.
3. Chronic absenteeism will also be cause for a referral to the family advocate for

- a home visit to initiate appropriate family support procedures, partnering with the family to resolve barriers that interfere with a child's attendance.
4. Continued absenteeism will result in a referral made to the Data Manager. This is to notify the family by phone or letter to insure that the family is still interested in continued enrollment in the Bayard Tiger Cub Preschool program and establish ways that the program can be supportive of the child's attendance. If there are barriers causing attendance concerns, the family advocate will follow up with the family to work together to resolve the concerns. An attendance plan and/or team meeting may be required.
 5. If staff is unable to contact the family by phone, and the family does not respond to our letter by the deadline, or chronic absenteeism persists, the management team will meet to discuss the situation and try to resolve barriers before deciding to drop the child. If a plan is developed or a team meeting is held and the parents do not adhere to the guidelines set, we assume that the family is no longer interested in participating in the program and the child's name will be removed from active enrollment.
 6. Those parents expressing interested in having their child participate in the program after the deadline will be required to have a written plan in place addressing the attendance concern. Once a child's name is removed from enrollment, the next child on the waiting list will be enrolled in his/her place. There is no guarantee that the program will have another available opening at the time that the request is made.
 7. If a pattern of chronic absences are reported that are not consecutive days missed, the same steps will be followed with the family.

***Please advise the teacher and/or Data Manager of extenuating circumstances, such as a death in the family.**

School Closing Information

The importance of notifying employees, parents, and students when school will be delayed in opening, not opened at all, or be dismissed early is of prime concern. We will be using an automated voice messaging system which will allow the school to contact each family with regard to school closing and other notifications. This system is designed to call the phone number or numbers listed in your student's file. Please ensure that the school district is continually notified of any changes to your contact information.

The school also uses local radio stations KMOR, KNEB, KOLT, and KDUH TV to inform staff, parents, and students of closing due to inclement weather. The school will make every effort to make this information available as soon as possible.

Inclement Weather

During inclement weather, outside play times may be reduced or eliminated. If the wind chill factor is below 15 degrees or the temperature is 15 degrees or lower, there will be no outside play time. Otherwise, children are expected to go outside during playtimes. If your child is to stay in during outside playtimes for health reasons, a note from a Doctor must be sent to school. If it is a “one time” occasion, a note from the parent is sufficient.

Emergency Number

It is important that we have an emergency phone number, other than your home phone number, on file with the teacher for your child. This emergency number should be a local number. Please make sure this number is kept up to date.

Emergency Drills

Fire drills are held once a month during the school year, and tornado drills are held once in the fall and once in the spring.

Nebraska school laws require that each school hold at least two fire drills the first two weeks of school and eight additional fire drills during the school year. The children are taught to leave the building quickly, quietly, and in a safe organized manner. Schools also engage in lock-down, state-wide tornado, and evacuation drills (bomb threats and other emergencies) during the school year. The evacuation drills could involve evacuation of students to the school's designated alternate site. Please call your building principal if you have questions about drills conducted at your school. These drills are conducted in an effort to achieve maximum preparedness in case of an emergency situation. Your school will also have an established student pick-up protocol in case of certain emergencies.

Emergency Procedures

The school district has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency affecting the school your child attends that prohibits reentry to the building (such as a broken gas or water main, a fire, or toxic spill), elementary students will be cared for in accordance with the school district's emergency procedures.

We ask that you follow the procedure below if you hear of any school emergency:

- 1. Turn on the radio or television. We will keep the media informed of any emergency.**
- 2. Please do not telephone the school. We have limited phone lines. These MUST be used to respond to the emergency.**
- 3. Please do not come to the school unless required to pick up your child. Any**

emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

In Kind

Every year Bayard Tiger Cub Preschool receives grant money from the Federal Government through a partnership with Head Start. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Attending family gatherings
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

Reporting Child Abuse / Neglect

The Bayard Tiger Cub Preschool's procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect staff members are to follow the procedure by reporting to the Child Abuse Hotline at 1-800-652-1999. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or other administrator. The Bayard Tiger Cub Preschool can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Department of Health and Human Services Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children.

Student Records

Records are maintained on all students. The records for your child are open for your review at any time. The records include the student's academic and testing record. An appointment to review the records should be made in advance so the teacher will be available to answer any questions.

Confidentiality

Families have the right to protection of personal information. Bayard Tiger Cub Preschool operates under the following principles:

1. Parents should be the primary source of information about themselves, and Information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children.
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services, or assess the effectiveness of the services that are being offered.
4. *Information is not to be released to anyone outside the program without Written consent from the family.
5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to insure confidentiality at each site.

*Exceptions to the above include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you.** While volunteering in the center, you may hear or see something regarding the child of another family. If you

have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

Health Services

Dental Health Examinations:

Every child must have a complete oral exam during his/her first 90 days of enrollment in the program. This exam should be completed by a dentist. **The Bayard Tiger Cub Preschool would like the oral exam to be completed prior to enrollment in the program.**

Well-Child Examinations (Physical Exam):

Every child shall be up to date on his/her well-child examinations within 30 days of the start of the program. Please notify the teacher if you need assistance in finding a health care provider in the area you would like your child to see. **The Bayard Tiger Cub Preschool would like the physical exam to be completed prior to enrollment in the program.**

Immunizations:

Every child is required to be up-to-date on his/her immunization series. If your child is not up-to-date on immunizations, within 30 days of enrollment, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Bayard Tiger Cub Preschool requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

Vision Screening:

Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

Growth Assessments:

Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

Lead Testing: Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now.

Behavioral Health

- Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways.
- A behavioral health professional (Licensed Mental Health Practitioner) is available to provide direct and indirect services to families:
 - Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
 - Indirect services are provided by consulting with staff and then staff provides information to parents.
- The behavioral screening, or Social-Emotional Questionnaire, is completed within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior, or social-emotional development.
- Staff and classroom volunteers are expected to follow the Behavior Guidance Policy, which promotes positive behavior support. Please let your teacher know if you would like a copy of the policy for your reference.
- When parents are concerned about their child's behavior, contact the teacher or family advocate. The staff will contact the Behavior Health Coordinator, as needed, for consultation and/or to meet with parent and staff.
- A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff and the Behavior Health Coordinator to make a behavior plan. The Family Advocates and the Behavior Health Coordinator will work with parents who request mental health services.

Disabilities

- The Ages & Stages Questionnaire will be completed within 45 calendar days of enrollment to screen the child's development in the areas of Communication, Gross Motor, Fine Motor, Problem-Solving and Personal-Social.
- Speech and hearing screenings will be done within 45 calendar days of enrollment.
- Parents will be notified of screening results.
- If developmental concerns exist, staff will contact the parents. Parental permission must be given before a child is referred for further testing by the school district.
- After an evaluation, a meeting called the Multi-Disciplinary Team (MDT) meeting is held to go over the evaluation with the parents.
- During the MDT meeting, if it is determined that the child needs special services, another meeting is held called the Individual Education Program (IEP). This meeting will include the parents and the team will develop a plan in which goals and objectives are established for the child.

- Disabilities Service Plans, which provide strategies for meeting the special needs of children with disabilities and their parents, is updated annually.

Child Find

Child find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Thinking skills
- Emotional/social skills

Child Find provides developmental screening and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten age.

If you live within the Bayard School District and have, or know of a child who may have a disability, contact the Special Services Director at 586-1700 (high school) or 586-1211 (elementary)

Nutrition

Our preschool program receives federal cash assistance to serve healthy meals to your children.

- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans* that say that the foods must be high in nutrients and low in fat, sugar and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to assure the health and safety of children and staff in the center.
- Diet prescription for food allergies, milk intolerance or other special diets is required to be submitted before the child attends preschool. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The diet prescription **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods.
- Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking,

- children learn many concepts, including science, math, language, and social and motor skills. Good nutrition is discussed using the food pyramid.
- Effective dental hygiene is practiced after meals at the preschool.
 - Physical activity is encouraged each day.
 - Parents will be provided through parent meetings, community meetings and newsletters various nutritional information for the family.
 - A Registered Dietitian is available to the program for consultation.

Asbestos

The Institute for Environmental Assessment was requested by the Bayard Public Schools to review and prepare an asbestos management plan, identifying the presence of asbestos within District school buildings. After reviewing the characteristics of District buildings, a management plan was prepared for each building, a copy of which is maintained at the administrative office for each major building, describing the asbestos plan and the intended response. Under the present management plan, the asbestos should not present a detectable risk to any building occupant. The District conducts periodic surveillance to provide a continuous assessment of asbestos-containing materials.

The detailed plan and updated information for each building, or for the entire district, is open to public review and is located in the office of each building. If you have any questions, please contact the District's administration.

Fire and Tornado Drills

Fire drills are required each month. The purpose of the drills are to help children evacuate the building orderly and safely under all circumstances. Tornado drills are practiced two times during the year. All of the drill procedures are reviewed with the students during the school year.

Discipline: Definitions and Procedures

State law gives the administrations and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including but not limited to: counseling, parent conferences, and/or requirements that a student remain in school before or after regular hours to do additional work.

The teachers, aides, custodians, and all other staff members have the responsibility and authority to insist upon good discipline in the classrooms, school building, on the school grounds, and at school activities. Staff members who supervise students in the classroom, cafeteria, and the playground will work to reward positive behavior when students exhibit it.

When students exhibit inappropriate behavior the families will be consulted and

worked with in order to ensure safety for all children.

Good discipline begins in the home where a child learns from his/her parents at an early age to develop self-control. This will carry directly into his/her school behavior. Students are expected to conduct themselves in a manner which is in keeping with the activity in which they are involved, respect the rights of others, and obey safety rules and regulations.

Disciplinary action may be taken in accordance with the Bayard Public Schools Student/Parent Handbook procedures and Board Policy.

No Child Left Behind Act of 2001

Notice Concerning Staff Qualifications:

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Bayard Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria For the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher.
4. Information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree; and
5. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Bayard Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the NCLB Act of 2001.

Enrollment Priority Criteria for Bayard Preschool

Child Name _____ DOB _____

Students who are enrolled in the Bayard Public Schools Preschool at the age of 3 will be accepted as 4 year olds as long as they continue to meet enrollment eligibility criteria and have provided an updated application form for the second year of attendance. These continuously enrolled students will be admitted prior to enrolling additional preschool students.

Age	Points	Points Given
4 before July 31 st	10	
3 before July 31 st	3	

Special Factors	Points	Points Given
District Resident with Identified Disability	2	
English non-primary language in home	1	
Parent is a student attending Bayard Schools	1	
Documented low birth weight	1	

Residency	Points	Points Given
District Resident	10	
Non-Resident Sibling(s) Attends Bayard Public School	3	
Non-Resident Child Attends Daycare in District	3	

Other Factors	Points	Points Given
Parent/ Legal Guardian District Employee	7	

All applications must be complete and have all supporting documentation in order to be considered for acceptance into the program. After all points have been totaled in the event that two applications have the same total points the final determining factor of who shall be accepted first will be determined by the date the completed application was received. If an application is not complete when it is received it will not be dated until all necessary information has been received.

Safe Walking

Protecting Young Pedestrians

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1



Children are in traffic

VS:

Attention to
at time.
They may
traffic.
without

Do not understand
moving car.
Judge the
vehicle coming

A car, they
driver sees
stop for

Judge where a
go from.
Children are small,
drivers to see

Follow the steps
sing.
May not do
correct when
confusing

For tips on
or specific

When a car hits a child, the result is deadly!

Most children are hit by vehicles near their home during afternoon.

A driveway, parking lot, or school bus stops can be dangerous.

Parents often think young children can cross streets themselves

Before they are really ready.

Steps you can take to protect your children

Find safe play areas away from streets, driveways, or parking areas. Children need active outdoor play, but they are in danger near traffic. They may run into the street without warning.

Make sure an adult or teenager is with children under age 9 or 10 around traffic. Children may know how to be careful but they can easily forget (see left column). Do not expect children under age 11 or 12 to watch younger ones near streets.

Say “no” when younger children beg to go places without an adult. Find safer ways to let them feel independent.

Teach your children to cross streets safely (see back). Show them that you cross streets safely too. They learn from watching you.

Decide when your older child (over age 9 or 10) is responsible enough to walk to places without an adult. Check out the routes to school, park, library, and friends’ houses. Make sure there are no serious hazards. (Use the Walk-able America Checklist—see Resources.)

Dress children in bright colors so drivers can see them easily.

Slow down when you are driving. Be cautious on neighborhood streets or near schools and playgrounds. Even a 5-mph lower speed can mean much less severe injury if a child is hit. Support citizen efforts to slow traffic on Local Streets.



Make Every Ride a safe ride



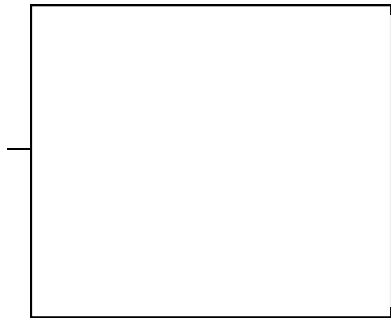
Always hold hands while crossing street

Danger for toddlers (1 to 3 years)

Being hit by a backing vehicle while playing in a driveway.
Wandering into the street while walking or playing.

Parent action for toddlers

Check behind your vehicle before you get into it,
Be sure that there are no children behind it.
Find fenced places where children can play safely.
Keep them away from streets, driveways, or alleys.
Always hold hands with your child while walking and crossing



Danger for preschoolers (3-5 years)

Running suddenly into the road,
alley or parking lot while playing.

Parent Action for Preschoolers

Find safe play areas for children, like a
park or schoolyard. Keep close watch on
your children while they play!
Hold hands while walking and crossing.

Dangers for early elementary children (ages 5-8)

Dashing into the street while playing or walking with friends.
Being expected to cross streets alone before they are able to do so
safely. Even walking to and from school can be risky at this age.

Parent action for early elementary children

Practice Safe Street crossing together, and set a good example
If your child walks to school, make sure she goes with an adult
or older child. If she walks with an older child (4th grade and older),
check to make sure the older child is in control.
If your child takes a school bus, make sure an adult is at the school
bus stop with him. A child could be hit by his own bus or a passing
vehicle. Make sure they stay away from the street until the bus stops.
If they must cross the street when leaving, make sure they follow the
driver's directions. They should cross in front of the bus. Teach them
to look for cars that pass illegally.

Danger for older elementary children (ages 9-12)

Taking risks while crossing as they gain more independence.
Dealing with confusing traffic situations, such as busy streets.

Parent action for older elementary children

Make sure your child can judge where and when to cross safely.
Make sure they know how to use traffic signals. Teach them to
look over their shoulders for turning traffic at corners.

Encourage children to take part in a school traffic patrol.

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RESOURCE GUIDE

Western Nebraska Resource Guide

<https://panhandlepartnership.com/directory/>

Bayard Tiger Cub Preschool
ESU#13 Child Development Programs
Parent Handbook
Acknowledgement & Agreement

Signing this Acknowledgement & Agreement will confirm two very important responsibilities that you take on as a Parent & Parents or Guardians.

First: you acknowledge that you received your copy of the Parent Handbook.

Sign _____ Date _____

Sign _____ Date _____

Second: you agree to follow the guidelines and policy out-lined in this Parent Handbook.

Sign _____ Date _____

Sign _____ Date _____

Cheer	Head Coach	Tressa White	
Football	Head Coach	Brandon Stuart	
	Assistants	Tyson Horn	
		Colton Ehler	7 years
		Steven Posey	
JH Football	Head	Elliot Reish	
	Assistants	Dwight Malcolm	
		Zach Nesbitt	
XC	Head	Candace Smith	
	Assistant	Ricky Trevino	
Volleyball	Head	Tabitha Unzicker	
JH Volleyball	Head	Barbara Pieper	
	Assistant	Jessica Scott	
Girls Golf	Head	Jim Roberts	
One Act	Head		
Girls BB	Head	Zach Nesbitt	
	Assistant	Colton Ehler	7 years
Boys BB	Head	Mike Simons	
	Assistant	Steven Posey	
JH Girls BB	Head	Zach Nesbitt	
	Assistant	Barbara Pieper	
JH Boys BB	Head	Brandon Stuart	
	Assistant		
Wrestling	Head	Tyson Horn	
	Assistant	Cory Barker	
JH Wrestling	Head	Dwight Malcolm	
	Assistant	Elliot Reish	
Speech	Head	Amanda Anderson	
Boys Track	Head	Zach Nesbitt	
	Assistant	Mike Simons	
Girls Track	Head	Brandon Stuart	
	Assistant	Terri Stuart	
JH Boys Track	Head	Zach Nesbitt	
	Assistant	Candace Smith	
JH Girls Track	Head	Colton Ehler	
	Assistant	Mike Simons	
Boys Golf	Head	Jim Roberts	
Newspaper	Head	Mark Keszler	
Yearbook	Head	Mark Keszler	
Destination Imagination	Head-HS	Barbara Pieper	
	Head-ELM	Jennifer Tavenner	
Vocal	Head	MUSIC Teacher	
Instrumental	Head	Sara Schmidt	
FFA	Head	Justin Rafferty	
Elementary Homework Club	Head	Cheryl Ferrero	
	Assistant	Michelle Martinez	
	Assistant	Amanda Reilly	
	Assistant	Kristin Collins	
High School Homework Club	Head	Jennifer Gier	
Quiz Bowl	Head	Linde Rafferty	
Webpage Coordinator		Jennifer Gier	
HALS Coordinator	Head	Candace Ehler	
	Assistant	Lacee James	

National Honor Society	Head	Laurie Bauer	
Student Council	Head	Linde Rafferty	
	Assistant	Justin Rafferty	
Elementary Student Council	Head	Cheryl Ferrero	
	Co-Head	Michelle Martinez	
Class Sponsors	2022	Rafferty, Rafferty, TBD	
	2023	Posey, Ferguson, Scott	
	2024	Horn, Music, Ehler	
	2025	Bauer, Torres , Nesbitt	
	2026	Malcolm, Roberts, Nolte	
	2027	Reish, Pieper, Schmidt	
	Prom	Junior Class Sponsors	
Weights (hourly) \$10.00		Coaches	
Esports	Head	Steven Posey	
SkillsUSA		Dwight Malcolm	
HOSA		Zach Nesbitt	
Educators Rising		Mykayla Torres	

AMENDMENT TO THE CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

This Amendment to the Contract of Employment with Superintendent (“Amendment”) is made by and between the Board of Education of Morrill County School District No. 62-0021, commonly known as Bayard Public Schools (the “Board”) and Travis Miller (the “Superintendent”).

1. The Board and the Superintendent are the parties to the Contract of Employment with Superintendent signed by the parties on January 9, 2017 (the “Contract”). The parties desire to amend the Contract in the manner set forth in this Amendment.
2. The Superintendent’s annual salary for the contract year of July 1, 2021 through June 30, 2022 shall be \$144,460.00. The Board and Superintendent agree to negotiate in good faith adjustments to the annual salary for each contract year thereafter, provided that, if the Board and Superintendent cannot agree on an annual salary for any contract year, then the annual salary shall remain the same as the then current salary.
3. Except as specifically amended by this Amendment, the Contract shall remain in full force and effect.

Executed _____, 2021

Executed _____, 2021

Superintendent:

Board of Education of Morrill County School District No. 62-0021, commonly known as Bayard Public Schools:

By: _____
Travis Miller

By: _____
President

Attest: _____
Secretary

Superintendent Pay Transparency Notice—Proposed Contract (Dr. Travis Miller)

Notice is hereby given that Bayard Public Schools has approval of a proposed superintendent employment contract/contract amendment on its agenda for the board meeting to be held on May 10, 2021 at 7:00 pm at the Bayard High School Library in Bayard, Nebraska.

After the 2021/22 school year, how many years remain on the contract:

(Column

2

F must be completed if additional years remain on contract.)

The estimated costs to the district for the 2021/22 year and future years are listed below:

	2021/22 Base Pay, Additional Compensation & Benefits	Future Base Pay, Additional Compensation & Benefits per Contract	TOTAL CONTRACT COST
Base Pay for the Total FTE	\$ 144,460.00	\$ 288,920.00	\$ 433,380.00
Compensation for activities outside of the regular salary:			
• <i>Extended contracts / Activities outside of regular salary</i>			\$ -
• <i>Bonus/Incentive/Performance Pay</i>			\$ -
• <i>Stipends</i>			\$ -
• <i>All other costs not mentioned above</i>			\$ -
Benefits and Payroll Costs Paid by district:			
• <i>Insurances (Health, Dental, Life, Long Term Disability)</i>	\$ 300.00	600	\$ 900.00
• <i>Cafeteria Plan Stipend</i>			\$ -
• <i>Cash in lieu of insurance</i>			\$ -
• <i>Employee's share of retirement, deferred compensation, FICA and Medicare if paid by the district</i>			\$ -
• <i>District's share of retirement, FICA and Medicare</i>	\$ 27,574.00	\$ 55,148.00	\$ 82,722.00
• <i>IRS value of housing allowance</i>			\$ -
• <i>IRS value of vehicle allowance</i>			\$ -
• <i>Additional leave days</i>			\$ -
• <i>Annuities</i>			\$ -
• <i>Service credit purchase</i>			\$ -
• <i>Association / Membership dues</i>	\$ 1,500.00	\$ 3,000.00	\$ 4,500.00
• <i>Cell Phone/Internet reimbursement</i>			\$ -
• <i>Relocation reimbursement</i>			\$ -
• <i>Travel allowance/reimbursement</i>			\$ -
• <i>Mileage Allowance</i>	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
• <i>Educational tuition assistance</i>			\$ -
• <i>All other benefit costs not mentioned above</i>			\$ -
Totals:	\$ 175,834.00	\$ 351,668.00	\$ 527,502.00

CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

THIS CONTRACT is made by and between the Board of Education of Morrill County School District No. 62-0021, commonly known as Bayard Public Schools, hereinafter referred to as “the Board” and “the District” respectively and Travis Miller hereinafter referred to as “the Superintendent.”

WITNESSETH: That in accordance with action taken by the Board as recorded in the minutes of the Board meeting held on December 19, 2016, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

I. Terms of Contract:

- A. Term: This Contract is for a term of three (3) years, beginning on July 1, 2017 and expiring on June 30, 2020.
- B. Contract Year: A “contract year” for purposes of this Contract shall be from July 1 to June 30 and consist of 260 work days.
- C. Automatic Extension. Beginning on July 1, 2018, and on each subsequent July 1 during the term of this Contract, the contract term shall be automatically extended for one additional contract year unless on or before April 15 prior to an automatic extension, the Board notifies the Superintendent of the Board’s intent not to extend the Contract for an additional year or the Superintendent notifies the Board of his intent not to extend the Contract for an additional year. In the event of such notice, the Contract term shall expire at the end of the then existing 3 year term.

II. Salary:

- A. Salary: The Superintendent’s annual salary for the contract year of July 1, 2017 through June 30, 2018 shall be \$135,200.00. The Board and Superintendent agree to negotiate in good faith adjustments to the annual salary for each contract year thereafter, provided that, if the Board and Superintendent cannot agree on an annual salary for any contract year, then the annual salary shall remain the same as the then current salary.
- B. Payment of Salary and Adjustments: The first annual salary installment shall be paid on July 20, 2017, and each subsequent installment shall be paid on or before the twentieth (20) day of each month thereafter during the term of this Contract.

Said annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District. Salary payments shall be subject to state and federal withholding required by law, including without limitation retirement contributions, FICA, Medicare, and state or federal unemployment contributions.

- C. Salary Negotiations: In addition to the annual salary negotiation as set forth above, the parties agree to renegotiate the Superintendent's salary in good faith during the term if the Superintendent's duties and responsibilities change significantly for reasons including but not limited to the District contracting the Superintendent's services to another district or the restructuring or reorganization of the District.

III. Benefits: As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

A. Leave Benefits:

1. Vacation – Amount and Use:

The Superintendent shall be allowed up to twenty (20) working days of vacation leave each contract year exclusive of Saturdays, Sundays, and legal holidays, subject to the maximum accrual limit of twenty-five (25) total days of vacation leave. Accumulated vacation leave days can be carried over from one contract year to the following contract year. At the beginning of each contract year, the Superintendent shall be allowed the lesser of (a) twenty (20) days of vacation leave and (b) the number of vacation leave days that will bring the Superintendent's total amount of accumulated vacation leave to twenty-five (25) days. Vacation leave is inclusive of all of the Superintendent's paid time off, including use for purposes of personal vacation and all other personal leave other than sick leave. It is understood, however, that the Superintendent may from time to time be required to perform duties on Saturdays, Sundays, and legal holidays. Vacation days are to be used in a manner and at times selected by the Superintendent; provided that the Superintendent shall make reasonable efforts to not schedule leaves which would cause the Superintendent to miss meetings of the Board or important school functions, and the Superintendent shall provide information such that the Superintendent may be contacted when necessary.

2. Holidays:

The Superintendent will receive the following paid holidays – Memorial Day, July 4th and days during the regular school year on which teachers do not work. The Superintendent shall be on duty on all week days except the foregoing holidays and days elected as vacation. It is understood, however, that the Superintendent may from time to time be required to perform duties on the foregoing holidays.

3. Sick Leave - Amount and Use:

The Superintendent shall have available ten (10) working days of sick leave each contract year all exclusive of Saturdays, Sundays, and legal holidays. Sick leave may only be used if (a) the Superintendent has an illness or injury which prevents the Superintendent from attending work, (b) an immediate family member of the Superintendent is sick or injured and the Superintendent must miss work to care for the immediate family member, or (c) bereavement purposes.

4. Sick Leave Accumulation:

Unused sick leave days may be carried over from one contract year to the next, subject to a maximum number of sixty (60) days of sick leave; provided, however, that sick leave is a benefit available to the Superintendent, and, as such, the Superintendent shall not be compensated for any accumulated sick leave existing upon the Superintendent's termination from employment with the District, for any reason.

5. Leave Log:

The Superintendent shall maintain a monthly vacation and sick leave log which shall be kept current and available for review by the Board President. The Board will review the leave log on a quarterly basis.

B. Health, Dental and LTD Insurance:

The Superintendent shall be provided long term disability insurance.

The Board offers, and the Superintendent shall have the right, during the term of this Contract to elect to receive, health insurance for him and his spouse and dependent children through the then-current District's group insurance plan (at the same level of coverage as teachers and full year classified staff receive). The Superintendent shall receive no compensation in lieu of making this election and any election may only be effective during an open enrollment period, whether the regular enrollment period under the plan or an enrollment period triggered by a qualifying event such as change in family status.

C. Section 125 Plan:

The Superintendent shall be permitted to participate in the District's Section 125 Plan.

D. Meetings and Dues.

The Superintendent shall attend appropriate professional meetings at the local and state levels provided that such attendance does not interfere with the proper performance of Superintendent's duties. The reasonable and necessary expenses of such meetings shall be reimbursed by the District consistent with Board policies. The Board will pay the Superintendent's dues for the following organizations: Nebraska Council of School Administrators, American Association of School Administrators, Western Nebraska Administrators, and Nebraska Schoolmasters.

E. Transportation Expenses:

The reasonable and necessary expenses of transportation required in the performance of Superintendent's official duties shall be reimbursed at the rate set annually by the Board for District travel.

F. Tuition Reimbursement:

The District shall reimburse the Superintendent for up to 12 credit hours of graduate course tuition per contract year. To be reimbursed, the Superintendent must submit to the Board transcripts verifying the Superintendent's successful completion of the course(s) for which the Superintendent is seeking reimbursement. If the Superintendent is released from this Contract during its term, upon the request of the Superintendent, then the Superintendent shall reimburse the District for all amounts paid to the Superintendent under this section.

G. Other Benefits:

The Superintendent shall be provided all other benefits available to teachers which are not specifically provided for in this Agreement.

IV. Duties:

A. Specification of Duties:

The Superintendent shall perform the duties of Superintendent as are regularly and customarily expected for such position and such duties and responsibilities as are set forth in Board Policy or Regulation for such position. The Superintendent shall perform other duties as the Board may assign from time to time without further remuneration than what is already provided in this Contract. The Superintendent shall not be responsible for performance of duties assigned by individual members of the Board, except as specifically set forth in the Board Policy.

B. Use of Time:

The Superintendent agrees to devote full time to the assigned duties. With the advance permission of the Board, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional activities, provided that such activities do not interfere with Superintendent's duties, obligations and representations set forth in this Contract. Should the Superintendent provide services to other school districts or undertake consultative work, speaking engagements, writing, lecturing or other professional activities, the Superintendent shall utilize his/her personal vacation time for such purposes, and hold the School District harmless thereon.

C. Performance of Duties:

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board. The Superintendent shall, in all respects, diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

V. District Residence:

The Superintendent is required to live within the Bayard School District at all times during employment.

VI. Board-Superintendent Relationship:

The Board shall have primary responsibility for formulating and adopting Board Policy. The Superintendent shall be the chief administrative officer for the District and shall have primary responsibility for implementation of Board Policy. The Superintendent will propose policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment, consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Board or Superintendent for action, study or recommendation, as appropriate.

VII. Evaluation of the Superintendent:

The Superintendent shall be evaluated not less than once during each contract year, unless the Board deems additional evaluations appropriate. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.

VIII. Contract Termination:

A. Cancellation:

The Board may cancel this Contract during its term for any of the following reasons: (1) the Superintendent violates any of the provisions of this Contract; (2) the Superintendent performs any act or does anything which is materially harmful to the District; (3) the Superintendent becomes legally disqualified to perform as a superintendent in the State of Nebraska; (4) the Superintendent participates in any fraud; (5) the Superintendent causes any intentional damage to property; (6) the Superintendent engages in an unlawful act; (7) any representations by the

Superintendent in this Contract are determined to be false or incorrect; and (8) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Suspension or other disciplinary action may be enforced in accordance with applicable law.

Upon lawful cancellation of this Contract for any reason, the compensation due hereunder shall be prorated based on the number of contract days actually worked by the Superintendent.

B. Non-Renewal:

The Board may elect to not renew this Contract and the end of the term for any reason it deems sufficient if such non-renewal is constitutionally permissible.

C. Payment Upon Termination:

The salary due to the Superintendent at the time of the Superintendent's termination of employment by the Board, for any reason, shall be reduced by any sums owing to the District by the Superintendent. Any additional amount owed to the District by the Superintendent shall be immediately due and payable by the Superintendent to the District.

IX. Representations and Legal Requirements:

The Superintendent affirms that (1) the Superintendent holds or will hold at the beginning of the term of the Contract a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract; (2) the required certificate to perform the assigned duties will be registered with the District as required by law; it being understood and agreed that this Contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, the Superintendent will advise the Board immediately; (2) the Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other

offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in the Nebraska Administrative Code, Title 92, Chapter 21, Sections 003.12 through 003.14; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees Retirement Act.

X. Governing Laws:

The parties shall be governed by all applicable Nebraska and federal laws, rules and regulations in performance of their respective duties and obligations under this Contract.

XI. Amendment & Severability:

This Contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board. If any portion of this Contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

Executed January 9, 2016 ⁷ *TM*

Superintendent:

By: 

Printed Name: Travis Miller

Executed January 9, 2016 ⁷ *KK*

Board of Education of Morrill County
School District No. 62-0021, commonly
known as Bayard Public Schools:

By: Kimberly Kildow
President

Attest: Cathy Applegate
Secretary

1000 Series - Community

POLICY NO.1000 - PRINCIPLES AND OBJECTIVES FOR COMMUNITY RELATIONS

Successful education programs require the support of the school district community. The board addresses the importance of the role of the school district community in the school district in this series of the policy manual. The board recognizes this support is dependent on the school district community's understanding of participation in the efforts, goals, problems and programs of the school district.

In this section, the board sets out its policies defining its relationship with the school district community. In striving to obtain the support of the school district community, the board will:

- Provide access to school district records;
- Inform the school district community of the school district's goals, objectives, achievements, and needs;
- Invite the input of the school district community; and
- Encourage cooperation between the school district and the school district community.

Adopted 8-12-02

Reviewed: 1-11-10, 7-10-17, 5-13-19, 9-14-20

POLICY NO.1001 - CRISIS MANAGEMENT COMMUNICATIONS

A school crisis may occur at any time, may take various shapes, and may hit with varying degrees of severity. The superintendent is directed to develop a School Communications Crisis Procedure to manage information more effectively and to ensure the crisis will be managed more effectively.

The procedure should include the following provisions:

1. Designation of a crisis spokesperson and description of the spokespersons duties;
2. Preparation to be taken before a crisis for dealing with the media;
3. Procedures for contacting various groups such as emergency response units, employees, parents, and the media;
4. Procedures for developing and releasing a public statement soon after the initiation of the crisis; and
5. Procedures for developing a public statement or report following the conclusion of the crisis.

Adopted: 8-12-02

Reviewed: 1-11-10, 7-10-17, 5-13-19, 9-14-20

POLICY NO.1002 - COMMUNITY RESOURCE PERSONS AND VOLUNTEERS

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community, may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage or recognition of school district volunteers are responsibilities of the superintendent.

Adopted: 8-12-02

Reviewed: 1-11-10, 7-10-17, 5-13-19, 9-14-20

POLICY NO.1003 - VISITORS TO SCHOOL

The board encourages parents and other district citizens to visit the school and classrooms at any time to observe the work of students, teachers and other employees. All visitors, which includes persons other than employees or students, must notify the principal or principal designee of their presence in the facility upon arrival and request authorization to visit elsewhere in the building.

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees shall not take time from their duties to discuss matters with visitors.

Visitors shall conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. The board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. Children who wish to visit school must be accompanied by a parent or responsible adult.

It shall be the responsibility of employees to report inappropriate conduct. It shall be the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available a school district employee shall act to cease the inappropriate conduct.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. In this paragraph, "without custody" means the parent lacks joint legal custody under Nebraska law. School officials are encouraged make reasonable efforts to allow parent visitations when presented with a valid court order specifying plans for such visitation.

The district may restrict the use of its buildings and grounds or restrict access to school property by issuing no trespassing commands and/or stay away/no trespassing letters when deemed necessary by the superintendent when any individual or group:

1. is determined to present a risk to the safety of others,
2. presents a disruption to the learning environment,
3. fails to follow proper check-in and identification procedures, or
4. does not have a legitimate purpose to be present on school grounds or activities.

In the event a person prohibited by this or other board policies is on district property or is attending a district-sponsored event, the superintendent or building principal will tell the person he or she must leave and will notify the person they are not permitted back on district property, except if their presence is required by the district. The superintendent or building principal may contact the proper legal authorities if necessary to enforce this policy and may file a report or sign a complaint on behalf of the district.

Denying Access to School Premises or Activities

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group:

1. has failed to comply with identification or check-in procedures;
2. has been determined by such administrators or designees to not have a legitimate school purpose to be on school grounds;
3. has disrupted the educational environment;
4. has been unreasonably boisterous;
5. has caused or attempted to cause damage to school property or to the property of any student or school employee;
6. has caused or attempted to cause personal injury to any student, school employee, or other person on school grounds or at an activity on or off school grounds;
7. has used vulgar, profane, or demeaning language;
8. has used fighting words; or
9. been determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders persons who have been convicted of serious crimes of violence, or persons who have been convicted of the unlawful sale of drugs (particularly if the sale was to students or other minors).

A directive to stay off school grounds may, in the discretion of the administrator giving the directive, be of either determinate or indeterminate length. The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Registered Sex Offenders

The State of Nebraska has determined that perpetrators of certain sex crimes pose a continuing threat to society as a whole even after completion of their criminal sentences. Recognizing that the safety and welfare of students is of paramount importance, the Bayard Public Schools Board of Education hereby declares that, except in limited circumstances, the premises of Bayard Public Schools will be off limits to registered sex offenders.

Rights of Parents on the Sex Offender Registry

Definition: For purposes of this policy the term "parent" means a parent, guardian, or person who stands in loco parentis to a student enrolled at Bayard Public Schools.

In the event that a registered sex offender is the parent of a child attending the Bayard Public Schools, an administrator shall be authorized to modify this policy's restrictions to permit the parent to drop off and pick up the child from school and to come onto campus to attend parent-teacher conferences, IEP conferences, and student related activities that may include but are not limited to sporting events, concerts, etc. However, such a sex offender may not linger on or about school property and may be required to be escorted by an administrator.

This policy does not impose a duty upon any school administrator or any other employee of the Bayard Public Schools to review the sex offender registry and the school system's directory information to ascertain whether a registered sex offender may have a child in the Bayard Public Schools system. The provisions of this policy shall apply only if an administrator actually becomes aware that a parent of a student is a registered sex offender.

To facilitate voluntary compliance with this policy, school administrators are encouraged to speak with any affected parents upon learning of their status as sex offenders to communicate the restrictions of this policy. At all times, the administrator shall endeavor to protect the privacy of the offender's child.

Legal Reference: NE Statute 79-8,100
Neb. Statute 28-520 to 522

Adopted: 8-12-02

Reviewed: 1-11-10

Revised: 2-8-16, 7-10-17, 5-13-19, 9-14-20

POLICY NO.1004 - PUBLIC CONDUCT ON SCHOOL PREMISES

No person on district property will:

- Injure or threaten to injure another;
- Damage the property of another or of the district;
- Violate parking regulations;
- Drive a vehicle in an unsafe manner;
- Impede, delay or otherwise interfere with the orderly conduct of the district's educational program or any other activity taking place on district property which has been authorized by the Board, superintendent, principal or other authorized administrator;
- Enter any portion of district premises at any time for purposes other than those which are lawful and authorized by district officials;
- Possess an unauthorized loaded or unloaded firearm or any other instrument used as a dangerous or deadly weapon as defined in law and Board policy;
- Consume, sell, give or deliver unlawful drugs including drug paraphernalia and alcoholic beverages;
- Smoke or use tobacco products in other than a designated smoking area;
- (Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang. use speech or commit any act or omission in furtherance of the interest of any gang or gang activity. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance or language including hand signs, claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity;)
- Willfully violate other district rules and regulations designed to maintain public order on school property.

Spectators are permitted to attend extracurricular activities only as guests of the school district, and, accordingly as a condition of such permission, they must comply with the school district's rules and policies. Spectators will not be allowed to interfere with the enjoyment of the students participating, other spectators or with the performance of employees and officials supervising the extracurricular activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. The failure of spectators to do so is not only disruptive but embarrassing to the students, the school district, and the entire community.

To protect the rights of students to participate without fear of interference, and to permit the sponsors and officials of extracurricular activities to perform their duties without interference, the following provisions are in effect.

- Abusive, verbal or physical conduct of spectators directed at participants, officials or sponsors of extracurricular activities or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students,

- officials, or sponsors of extracurricular activities will not be tolerated.
- The use of vulgar or obscene language directed at students, officials or sponsors participating in an extracurricular activity or at other spectators will not be tolerated.

If a spectator at an extracurricular activity becomes physically or verbally abusive, uses vulgar or obscene language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event and the superintendent may recommend the exclusion of the spectator at future extracurricular activities.

Upon recommendation of the superintendent, the board shall cause a notice of exclusion from extracurricular activities to be sent to the spectator involved. The notice shall advise the spectator of the school district's right to exclude the individual from school district activities and events and the duration of the exclusion. If the spectator disobeys the school district's order, law enforcement authorities will be contacted and asked to remove the spectator. If a spectator has been notified of exclusion and thereafter attends an extracurricular activity, the spectator shall be advised that his/her attendance will result in prosecution.

Persons having no legitimate purpose or business on district property or violating or threatening to violate the above rules may be ejected from the premises and/or referred to law enforcement officials.

Adopted: 8-12-02

Reviewed: 1-11-10, 7-10-17, 5-13-19, 9-14-20

POLICY NO. 1005 - DISTRIBUTION OR POSTING OF MATERIALS

The board recognizes that students, employees, parents or citizens may want to distribute materials within the school district that are noncurricular. Noncurricular materials to be distributed must be approved by the building principal and meet certain standards prior to their distribution.

It shall be the responsibility of the superintendent, in conjunction with the building principals to draft administrative regulations regarding this policy.

Materials shall be reviewed based on legitimate educational concerns. Such concerns include: the material is or may be defamatory; the material is inappropriate based on the age, grade level and/or maturity of the reading audience; the material is poorly written, inadequately researched, biased or prejudiced; the material contains information that is not factual; the material is not free of racial, ethnic, religious or sexual bias; or the material contains advertising that violates public school laws, rules and/or policy, is deemed inappropriate for students or that the public might reasonably perceive to bear the sanction or approval of the district.

The superintendent or designee shall determine distribution procedures for noncurricular materials. Such procedures may include:

Distribution to each student before or after class if materials are not directly related to the instructional goals;

Notification to students or parents of the availability of the materials in a specified location if this procedure is deemed less disruptive to the educational process; or

Solicitation of school-related groups such as parent organizations to distribute materials

The practice of distributing pamphlets, booklets, flyers, brochures and other similar materials shall be periodically reviewed to ensure that the volume of requests has not become an interruption to the educational process.

The facilities, the staff or the students of the district shall not be used in any manner to advertise or promote commercial, cultural, organizational or other nonschool interests except that the district may:

Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the building principal;

Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the school program when such cooperation will not interfere with the school program;

Permit participation on a student option basis in essay, art, science, and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;

Release promotional material for nonschool athletic and cultural events only through appropriate school departments;

Accept, (but not actively solicit) limited advertising on extracurricular activity schedules and programs at the discretion of the principal of the school involved;

Permit other exceptions when, in the judgment of the superintendent, students of the district will benefit. The superintendent may, at his/her option refer specific cases to the board for decision.

Signs and Banners: Signs and banners will be allowed in or upon buildings and other district facilities only with the prior written approval of the building principal with consideration for the health, safety and welfare of staff and students.

The following guidelines shall be applied in considering requests to display signs or banners:

Signs and banners on sticks require special authorization;

Signs and banners fastened to any structure of a building or structures immediately adjacent to an open space shall not be allowed without specific prior written permission;

Signs and banners presenting recognizable health or safety hazards are prohibited;

Signs and banners presenting false information shall be prohibited.

Approved: 6-14-10

Reviewed: 7-10-17, 5-13-19, 9-14-20

POLICY NO. 1006 - VOLUNTEERS IN THE SCHOOLS

The use of volunteers within the school program enhances the educational process both for students and for the community. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide resource persons for the district who have expertise in various areas.

Building principals shall make the final determination whether an interested community member will serve as a volunteer. The safety and well being of the students, staff and volunteers of the district is the chief concern. Therefore, the district may conduct criminal background checks on all volunteers who work directly with and/or have access to students. Background checks, if completed, will be conducted prior to the first time the individual volunteers work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

Individuals will not be permitted to serve as a volunteer if there is a restraining order/protection order in place between the volunteer and any student or staff member of Bayard Public Schools.

School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their responsibilities. All district employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervision provided by the building principal/administrators.

It shall be the responsibility of the superintendent to implement this policy.

Approved: 8-10-15

Reviewed: 7-10-17, 5-13-19, 9-14-20

POLICY NO. 1006.1 - VOLUNTEER AGREEMENT FORM

Thank you for offering to serve as a Volunteer for Bayard Public Schools! The purpose of this Volunteer Agreement is to establish expectations for Volunteers, which will help ensure that effective learning and teaching take place in a safe, secure and welcoming environment. This form must be completed annually by all volunteers.

As a Volunteer at Bayard Public Schools, I understand and agree to the following:

- I will receive authorization from the School District staff member under whom I am volunteering, and the District Principal/Administrator prior to providing service as a Volunteer.
- At all times, I will serve under the supervision of a School District staff member.
- I understand that I am not permitted to serve as a Volunteer if there is a restraining order/protection order in place between the Volunteer and any student or staff member of Bayard Public Schools.
- I understand that the District reserves the right to decline my volunteer service at any time.
- I understand that I must follow all School District policies building regulations, goals, priorities and guidelines.
- I understand that I am expected to be familiar with the school building's evacuation and lockdown procedures.

Confidential Information: I agree to maintain the confidentiality of any student education records that I may generate or to which I may be given access as a Volunteer. I will never take any confidential student records off campus unless specifically authorized by the school administrator(s) with whom I am working. I understand and agree that my failure to maintain the confidentiality of all student education records to which I may be given access may disqualify me from further service as a Volunteer in the School District.

- I will dress and present myself in a professional manner when volunteering.
- I will conduct myself in a friendly, courteous manner and not show partiality toward any student nor share my personal religious or political beliefs.
- I will not receive any compensation or remuneration from the school, the School District, a parent or any fundraising organization for performing volunteer service.
- I will refer any potential student disciplinary issue to a supervising staff member or the Principal/Administrator.
- I understand that I am expected to make every reasonable effort to ensure that the School District's technology resources are used appropriately and responsibly.
- I understand that I must inform the school of any health/medical issue that may impact my services as a Volunteer.

- I understand that I am not authorized to drive School District vehicles or to transport children, staff or school guests in my own vehicle (unless I have received specific authorization from the Superintendent.)
- I understand and agree that any injury I may sustain while performing service as a Volunteer will not be covered by the School District's Workers' Compensation insurance and will be my responsibility.

Background Screening: I understand that based upon the level of my Volunteer responsibilities, the School District will determine which background screening I will need to submit. This background screening may include obtaining a report from a reporting agency that may include information concerning my criminal history. By providing the information requested and signing below, I consent to the District conducting an applicable background screening.

Volunteer Name (printed)	Signature	Date
Teacher or Coach Name (printed) Date	Signature	
School Administrator Name (printed)	Signature	Date

Approved: 8-10-15

Reviewed: 7-10-17, 5-13-19, 9-14-20

POLICY NO. 1007 - THREAT ASSESSMENT AND RESPONSE

The Board is committed to providing a safe environment for the school community. Students, staff, and patrons should immediately report any statements or behavior that makes the observer fearful or uncomfortable about their safety at school, school events, or otherwise connected to the school community.

Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred. THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

Threat Assessment Investigation and Response

All reports received by school administration of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to law enforcement for investigation. The school administration will cooperate with and assist law enforcement in conducting a threat assessment investigation. Law enforcement's threat assessment investigation may include, but will not be limited to, conducting interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern and his or her possessions, and home (as allowed by law), and any other methods that law enforcement determines to be reasonable and useful. The school district will make staff members, including the school's guidance staff, available to cooperate with law enforcement as part of the investigation.

The school administration will request from law enforcement the results of law enforcement's investigation. The Superintendent will determine what, if any, response to the threat is appropriate based upon the information received or known by the Superintendent. The Superintendent is authorized to disclose the results of the investigation to other law enforcement agencies, the target(s) of any threatened acts, and to other school staff as is reasonably necessary to enable them to make proper decisions and/or implement any interventions related to the threatening statements or behavior. The Superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline

policy or, if appropriate, report the results of the investigation to the student's individualized education plan team, 504 plan team, or the student assistance team (SAT team).

Communication with the Public about Reported Threats

To the extent deemed necessary and reasonable by the Superintendent, the Superintendent should keep members of the school community informed about possible threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the Superintendent will not publicly reveal the identity of the individual of concern or of any target(s) of threatened violence unless required by law.

Coordination with the Crisis Team After Resolution of Threat

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

Adopted: 3-9-20

Revised:

Reviewed: , 9-14-20

POLICY NO.1301 - PATRON OBJECTIONS

All objections by patrons concerning materials used in the school should be submitted to the office of the principal or the office of the superintendent, whichever is applicable, in writing. Forms that may be used can be obtained from any of the school's administrative offices. The form will require the objector to cite chapter, page, verse, etc. (if his objection concerns a book, for example). He must state what effect the objectionable material would have, in his judgment, on students; he must state what action he wants the district to take with respect to the material; he must sign the objection.

A four-member reviewing committee, consisting of the superintendent, a building principal, and two teachers appointed by the superintendent, will pass judgment on the objection and announce its decision.

If the objector is dissatisfied with the decision, he may then appeal to the Board of Education.

RENEWAL

Patron complaints regarding the same materials or curriculum as previously objected to may be renewed by signing a Renewal Request Form.

Adopted: 8-17-76

Revised: 8-13-90

Reviewed: 1-11-10, 7-10-17, 5-13-19, 9-14-20

POLICY NO.1401 - GENERAL REGULATIONS FOR USE OF SCHOOL FACILITIES

Arrangements for the use of school property shall be made through the Superintendent or his

Designate.

The use of school building facilities will be confined to the local community, church or civic groups.

For the rental of either the multipurpose room at the elementary building or the old gym at the secondary building, a fee of \$25.00 shall be charged. For the rental of the new gym at the secondary building a fee of \$100.00 shall be charged. All fees are payable in advance.

Rental of the kitchen and kitchen equipment is \$25.00 per meal, plus a minimum of \$12.50 per hour for a regular school cook as supervisor.

Breakage or damage is the responsibility of the organization using the school facilities. Facility use may be denied to any group who has failed to provide the necessary care and supervision while using the school facilities.

Adopted: 8-17-76

Revised: 8-8-77; 1-14-80; 8-8-94; 8-9-04; 2-8-10

Reviewed: 7-10-17, 5-13-19, 9-14-20

OFFICE OF
COUNTY CLERK OF MORRILL COUNTY

Kathleen L. Brandt, County Clerk & Register of Deeds
Lisa M. Peters, Deputy County Clerk
P. O. Box 610 Ph. 308-262-0860 Fax 308-262-2260
Bridgeport, Nebraska 69336-0610
Email: kathy@morrillcountyne.com

BOARD OF COMMISSIONERS

Jeff Metz, Chairperson
Susanna Batterman
Josh Schmidt

April 29, 2021

Travis Miller
Bayard School Superintendent
P. O. Box 607
Bayard, NE 69334

Dear Travis,

On Monday we hosted County Government Day for the Seniors from Bridgeport and Bayard Schools. On behalf of the Elected and Appointed Officials, I just wanted to commend you and the school on a fine group of young ladies and gentlemen. They were very attentive, polite and courteous to all of the officials who were teaching them about County Government. The students seemed to enjoy the mock trial and were very active in that portion. We appreciate getting to share what our jobs involve and hopefully encourage some of these young men and women to become our future leaders.

Thank you for all you do for the school and to the staff and Board of Education for their efforts in molding these young individuals. You are doing a great job and these students reflect the school in a very positive way. We look forward to hosting this event again next year.

Sincerely,



Kathleen L. Brandt,
Morrill County Clerk

Superintendent's School Improvement Report
Presented to the
Board of Education of Bayard Public Schools
May 10, 2021

Vision, Culture, & Instructional Leadership

The superintendent leads the district by promoting the success of all students, articulating a vision of learning, developing a positive school climate and demonstrating best practices in instructional programs and staff professional development.

- Teachers are continuing their work on alignment of curricular materials with the Nebraska standards.
- Our staff members are to be commended for their work this year. Our team has worked hard to keep a focus on opportunities for learning each day. Our staff has demonstrated flexibility, growth, and commitment to students. I am very proud of and deeply appreciative of our team.

Operations, Resource, & Personnel Management

The superintendent demonstrates the knowledge, skills, and ability to effectively manage operations that promote a safe and effective environment for students and staff, ensure the fiscal health of the district, and implement sound personnel practices.

- We have received an update on our request to FEMA/NEMA for reimbursement of funds related the generator project design. The request is being processed and we are likely to be reimbursed in the amount of \$22,854.
- We will be putting the decommissioned school bus we have replaced through the diesel emissions program up for sale on BigIron.com soon, now that we have received the grant rebate from the Nebraska Department of Environmental Quality.
- We are scheduled to interview applicants for the school nurse position on May 17th. We received a strong pool of qualified applicants.
- We are exploring some possibilities for an interim activities director for the 2021-2022 school term.
- We have received pre-approval for the following ESSER II projects from NDE: Replacement of Windows at Bayard High School, Replacement of the HVAC Unit Servicing the Bayard High School Auditorium, Installation of Telecommunications/Distance Education Equipment, Installation/Expansion of Camera Systems on Campus and on Buses, Purchase of Additional Transportation Vehicles.
- We will be working to identify opportunities through ESSER III Funding, with guidance likely to be issued in May.

Board Governance & Policy

The superintendent works effectively with the board of education, exhibits a shared understanding of board and superintendent roles, leads and manages the district consistent with board policies, and demonstrates the skills to work effectively with the board.

- The 90-day "long" Legislative session continues. I would encourage everyone to keep an eye on the happenings in the Legislature. Decisions made in Lincoln impact what happens to and for the students in our school community.
- NDE has certified our state aid. However, there is the possibility that the Legislature might de-certify our state aid, change the formula, and cause NDE to issue a re-certification. Under the current certification, we are scheduled to receive \$1,992,532 in state aid for the 2021-2022 school term. Under the current certification we will receive an increase of \$18,037 from this year's state aid of \$1,974,495.

Mission Statement:

The mission of Bayard Public Schools is to partner with parents to provide a successful educational experience and diverse opportunities.

Communication & Community Relations

The superintendent establishes effective communication with students, parents, staff and community, and has the knowledge and awareness of different cultures among all community members to effectively engage and respond to diverse interests and needs that support the success of all students.

- We will again be partnering with the City of Bayard to honor seniors with banners displayed on Main Street. We hope this will be a continued tradition/partnership to honor our seniors each year.
- I would like to commend our staff for successful student showcase evenings.
- I would like to commend Dr. Rice on working with the major grantor/donors for the greenhouse and for inviting them to be the first customers at the opening on May 7th.

Ethical Leadership

The superintendent promotes the success of every student and staff member by acting with integrity, fairness and in an ethical manner.

- I would like to commend our staff on their solidarity with Mr. Salazar during his ongoing battle with cancer.
- I would like to commend our students and staff for their efforts during this most unusual school year. I am proud of the work done by everyone to make the best of the school year.

Superintendent's Goals

Board and Superintendent Practices

- I would be interested in meeting with the building committee sometime between June 8th and 11th if that works in the committee members' schedules.
- I appreciate Kim Burry attending the Perry Law Firm workshop in Scottsbluff at ESU313.
- I have appreciated the ideas and insights of the Board when thinking through our ESSER II application. We will need additional ideas for use of our ESSER III funding.

Student Excellence through Academics and Leadership

- I would like to commend Mrs. Fergusson and her senior Government Class on being recognized by Morrill County for their efforts at County Government Day. We received a letter commending our students from our County Clerk.
- WNCC is providing the "SummerFree" program again this year. If you are interested in learning more about the program, you can do so at the following link: <https://www.wncc.edu/admissions-aid/financial-aid/summer-free>
- 27 students had the opportunity to earn certification as babysitters this past month.
- Students who received scholarships toward lifeguarding and will be working for this City this summer.

Communication

- This past month, 36,175 messages were delivered on Remind. This includes 7,859 conversations and reactions.
- Our next quarterly postcard will honor the Class of 2021, thank Mr. Salazar, and recognize Laura Albro and Cambree Schmaltz for earning a spot on the ACT Honor Board.

Leave Log

- I have used eight vacation days (7-24-20, 8-14-20, 11-16-20, 11-17-20, 11-18-20, 11-19-20, 11-20-20, 3-3-21) and three and a half sick days (sick bank contribution. 10-20-20, 2-25-21 ½, 3-18-21). I am planning to use some vacation time possibly at the end of May and in June.

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